

## National Student Organization

The SkillsUSA Framework illustrates how students fulfill the mission of the organization “to empower members to become world-class workers, leaders and responsible citizens.”

### SkillsUSA Framework



SkillsUSA has an impact on the lives of America's future workforce through the development of personal, workplace and technical skills that are grounded in academics.

# UNION COUNTY uccti CAREER & TECHNICAL INSTITUTE

2019 – 2020

## Student Code of Conduct

Every student admitted to UCCTI accepts the responsibility to conform to all school policies and procedures. Proven failure to meet these expectations will justify appropriate disciplinary action.

### Union County Career & Technical Institute Contacts

Main Number (908) 889-8288

|                               |                            |             |
|-------------------------------|----------------------------|-------------|
| <b>Shared-Time Attendance</b> |                            | <b>X301</b> |
| <b>Lisa Tauscher</b>          | <b>Principal</b>           | <b>X313</b> |
| <b>Matthew Barone</b>         | <b>Teaching Supervisor</b> | <b>X311</b> |
| <b>Anne Marie Urbanski</b>    | <b>Guidance Counselor</b>  | <b>X340</b> |
| <b>Lorena Hincapie</b>        | <b>Social Worker</b>       | <b>X310</b> |
| <b>Mary Hammond</b>           | <b>HIB Specialist</b>      | <b>X347</b> |



## **Shared-Time Programs**

Allied Health  
Automotive Technology  
Child Development  
Commercial Art  
Cosmetology  
Criminal Justice  
Culinary Arts & Hospitality  
Digital Multimedia Design  
Electrical Technology  
Green Construction Technology  
Interactive Media & Game Design

## **Self-Contained Programs**

Automotive Technology Fundamentals  
Baking  
Business Administration  
Commercial Art  
Culinary Arts  
Graphic Design  
Masonry  
Medical Assisting  
Supermarket Technology  
Welding Technology

## **Substance Offense**

*Whenever it appears to any teaching staff member, or other educational personnel that a student has used alcohol or other drugs, he/she shall report the matter as soon as possible to the school Principal and then inform the school nurse. The Principal will immediately contact the parent/legal guardians, superintendent, and arrange for the immediate examination of the student. The examining physician shall furnish a written report of examination to the Principal. If there is a positive diagnosis from the medical examination indicating that the student has used alcohol or other drugs, the student will receive further discipline.*

## **Tardy**

*Students who arrive late to school are required to procure a tardy pass from the West Hall Main Office. Students should not be admitted to class without a tardy pass. Tardy notes will identify type of tardy. Students should not receive a tardy in their attendance records for a bus tardy. If a student arrives after the first thirty minutes of class, it transitions from a tardy to a cut. Please ensure attendance records are being kept promptly and accurately.*

- 1<sup>st</sup> Offense – Verbal warning.
- 2<sup>nd</sup> Offense – Main Office contacts home and written notice.
- 3<sup>rd</sup> Offense – Parking Privilege suspended, parent contacted and student +1 absence
- Beyond 3<sup>rd</sup> Offense – Reset to 1<sup>st</sup> Offense.

## **Threat/False Public Alarm**

*Attempting or expressing, either physically or verbally, the intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done. Initiating or circulating a warning of an impending emergency, while knowing it to be false and that it is likely causing unrest among those in the school. Failure to comply with this policy will result in disciplinary action.*

## **Vandalism/Destruction to School Property**

*Purposely, knowingly, or recklessly destroying or defacing school, contracted, or personal property, thereby causing an economic loss due to repair or replacement. Failure to comply with this policy will result in disciplinary action.*

## **Weapon/Dangerous Instrument Offense**

*The Board of Education prohibits the possession and/or use of firearms, other weapons, or instruments that can be used as weapons on school property, at any school function, or while en route to or from school or any school function. Consistent with state law, the school district has a zero tolerance for weapons and will comply fully with these guidelines for the removal of students from school.*

## **Weather Conditions**

*In the event of heavy snow, icy roads, or other inclement weather conditions, information regarding school closings or delays will be available through our Honeywell Alert System. Please be advised that on days with a delayed opening, AM session shared-time students should not report to UCCTI. On days with an early dismissal, PM session shared-time students should not report to UCCTI.*

**The Complete Student Handbook can be found by visiting [ucvts.org](http://ucvts.org) and clicking on the Student Life drop down menu.**

## Photos + Videos Uploaded/Shared on Social Media

Students are not permitted to use any device for the purposes of posting/sharing information on social media websites. Videotaping, recording, or photography is prohibited. Violation of this policy will result in the item being confiscated by the Building Principal or Supervisor and the pupil will be subject to appropriate disciplinary action. The confiscated item will be released to the parent(s) or legal guardian(s) of the student.

## Plagiarism/Cheating

Presenting the work of another person, as one's own is not only unethical but also illegal. Students caught plagiarizing will face harsh disciplinary action. Students allowing others to copy their work will be subject to the same consequences.

## Power School Registration

Snap Codes have been sent to the parent email address on file, which was provided when applying. Snap Codes **cannot** be provided to students directly. If Snap Code has not been received, please check the junk/spam folder first. If a new Snap Code is needed, an email requesting a new snap code should be sent to [mbarone@ucvts.org](mailto:mbarone@ucvts.org). Included in this email should be the student's name, the new email address that should be updated, and the old email address that should be removed.

## Safety Violation

A clean work area is essential in all shops/classrooms. Report all accidents to your teacher. The school nurse must examine all injuries-no exceptions. Use safety equipment as required, including safety glasses, aprons, or other required safety essentials. Failure to follow safety instructions or safety rules may result in exclusion from the shop or technical program.

## Smoking/Vaping

For purposes of this policy, smoking/vaping means the burning of, inhaling the smoke from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked. Students found to be in possession of an electronic smoking device or its components will be considered being under the influence of drugs. Failure to comply with this policy will result in disciplinary action.

## Structured Learning Experience (SLE)

Experiential, supervised, in-depth learning experiences that are designed to offer students the opportunity to more fully explore career interests within their chosen vocation. Students must be recommended by their teacher and can participate up to three days each week. Mr. Raffaele is the contact person for any SLE questions.

## Student of the Month

Each month every student is eligible to be nominated for Student of the Month. Teachers nominate students based upon an array of characteristics including: progress, potential, academic success, perseverance, attendance, work ethic, citizenship, behavior and effort. Student of the Month winners receive a gift and are invited to the Board of Education meeting to receive a certificate and be recognized by the Superintendent and the Board of Education.

## Absences

Students are required to be in attendance a minimum of 162 school days. It is the sole responsibility of the student to seek out any missed assignments or information due to a student absence. Absences require follow up from parent/guardian to categorize type of absence. Absences are identified as excused, verified, or unverified and each has different parameters.

- **Excused:** Sending District Activity, Suspension, Religious Holidays, college visit, finals and testing (documentation required for all)
- **Verified:** Any absence that does not qualify as excused and documentation has been received via email or submitted note.
- **Unverified:** No documentation of any kind provided. With 10+ absences the student is truant and administration is mandated to report to the appropriate authorities' infractions of the law regarding attendance of pupils. If a student has an unverified absence on an In School Suspension day (ISS), the discipline will escalate to an Out of School Suspension (OSS).

If a student does not meet the minimum attendance days, they can be returned to their district and denied credit for the program. To ensure proper attendance is achieved the school sends documentation highlighting students' absenteeism. Letters are sent after 5, 10, 15, and 18 absences. At 15 absences, the student is required to meet with their counselor. At 18 absences, there is a final notice sent home informing parent/guardian of the required attendance review. The review is completed by the Attendance Review Committee and a determination is made for the student. The student and their parent/guardian are welcomed to attend the review.

## Cell Phone

No pupils are permitted to power on, display or access a cell phone, or other communication device on school district property. Teachers may only amend this policy within their classroom for educational purposes.

- 1<sup>st</sup> Offense – Teacher contact home and verbal warning.
- 2<sup>nd</sup> Offense – Administrator contact home, confiscation for session, and day of ISS
- 3<sup>rd</sup> Offense – Administrator contact home, parent pickup of cell phone, and day of ISS
- Beyond 3<sup>rd</sup> Offense – Suspension

## Cutting

Student arrival of more than 30 minutes late to class, leaving classroom without written or verbal permission from teacher, and/or leaving school grounds unauthorized. Students who exit the classroom prior to the end of session bell at dismissal are considered cuts.

- 1<sup>st</sup> Offense – Teacher contact home, zero for daily assignment, and day of ISS.
- 2<sup>nd</sup> Offense – Administrator contact home, zero for daily assignment, and 1 day OSS
- 3<sup>rd</sup> Offense – Attendance Violation Notification sent to sending district, zero for daily assignment and 2 days OSS
- Beyond 3<sup>rd</sup> Offense – 3+ day suspension with parent and student readmission meeting.

## Denial of Credit

When a student exceeds 18 chargeable absences in a full-year course, 9 chargeable absences in a semester course, or 4 chargeable absences in a quarter-year course, he/she may be denied credit in the course(s). Similarly, excessive cuts from a class may result in the denial of credit for the course.



## **Dress Code Violation**

*Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, weapons, violence, profanity, tobacco or gang affiliation slogans, offensive or obscene symbols, signs or slogans degrading any race, societal group, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation or people with disabilities is not permitted. Drug related pictures and messages that support and/or condone drug use are also unacceptable. Hats, headbands, visors, or other forms of non-religious head covering, sunglasses, and headphones are not permitted. Bare midriff, crop tops that expose the abdominal area, halter-tops, tube tops, dresses and tank tops with "spaghetti" straps are not permitted. Clothing that expose even partial cleavage are not permitted. Clothing which is extremely ragged, tight, vulgar, short, exposes skin inappropriately, is transparent, or any other clothing which is distracting is not permitted. Failure to comply with this policy will result in disciplinary action.*

## **Early Dismissal**

*Students under the age of 18 that must leave school early are required to furnish a note from a parent/guardian stating the reason for the early dismissal and the time the student is to be excused. The parent/guardian must pick up the student themselves, unless it has been specifically authorized by the parent/guardian and confirmed via phone call. Students over the age of 18 may sign themselves out of school with parental confirmation. Absences caused by early dismissal other than religious or school-sponsored activities are charged toward a student's attendance record and they are responsible to make up any missed assignments due to early dismissal.*

## **Fight/Assault**

*A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person. Any student involved in fighting or promoting fighting shall be subject to disciplinary action, including dismissal from campus and/or returned to home school district.*

## **Fire Drills**

*When the Fire Alarm sounds all students and staff should report to one of the designated meeting areas outside the building and await further instructions. Students are to leave books, bags and other items in the classroom and are not permitted to stop at the lockers on the way out of the building. Attendance will be taken again once outside, so it is necessary to stay with your class. Please refer to the posted maps for the primary exit route from your classrooms. Students who are not currently with their class should exit the building at the closest exit and then walk around the outside of the building to where their class is assembled.*

## **Hallways**

*Any student in the hallways must have a pass from their classroom teacher that identifies the date, time, destination, student name, and teacher signature. There should be no more than two students out of a classroom at any given time, unless transporting to or from an academic program. Failure to comply with this policy will result in disciplinary action*

## **Identification Cards (IDs)**

*The Board requires all pupils to wear school district issued identification cards around their necks. Identification cards should be visible at all times and worn using a district-issued lanyard. A pupil must present the card to any school staff member or school security officer upon request. Students will receive 2 hard copy and 3 temporary identification cards free of charge. Subsequent replacements will incur a \$5 service fee for hard copy and a \$1 service fee for temporary identification cards. Failure to comply with identification requirements will result in immediate disciplinary action.*

## **Incomplete Grades**

*An incomplete grade may be issued when, due to extenuating circumstances, assignments are outstanding and it is not feasible to give a student an appropriate grade for that marking period. Incomplete grades must be made up within two weeks. Upon completion of the work, the grade will be changed and notice of the grade change will be sent home to the parent or guardian. If the student does not make up the missed work within the specified period of time, the student will receive zeros for that work and the appropriate grade will be assigned.*

## **Insubordinate/Disrespect/Disruption/Inappropriate Language**

*Students are responsible for conducting themselves in a lawful, civil, and responsible manner and for observing all rules, regulations, and policies. This policy is to address concerns regarding the behavior of students who are members of the school community. Failure to comply with this policy will result in disciplinary action.*

## **Lyft/Uber**

*It is the policy of both companies and the district that students are not permitted to utilize their services without being accompanied by their parent or guardian. Failure to comply with this policy will result in disciplinary action.*

## **Nurse**

*The school nurse office is located in Bistocchi Hall. Students must obtain a pass from their teacher and return with the pass signed by the nurse. Enter Bistocchi Hall through the front door. Upon return, students should report to the nurse with letter of clearance, if they were sent home from school ill or injured the last day they attended; if they are coming to school for the first time with crutches, casts or other appliances that may interfere with their ability to participate fully in the school program.*

## **Parking/Student Vehicles**

*Only students in their senior year will be permitted to park on campus. All student drivers must display a parking permit, which may be obtained by completing a parking request form found in the West Hall main office. Student parking is in front of West Hall in the white-lined spaces only. Vehicles parked illegally may be towed without notice at the owner's expense and subject to further disciplinary action. Driving to school is a privilege and can be revoked by the principal. Examples of parking revocation include:*

- Parking illegally or in undesignated areas
- More than 3 unexcused tardy arrivals
- Disobeying traffic signs on campus.
- Unfulfilled obligations such as detentions, fines, etc.