

***Union
Catholic***

HIGH SCHOOL

**Student & Parent/Guardian
Handbook
2025-2026**

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Updated 9/1/2025

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PRINCIPAL'S MESSAGE

Dear Union Catholic Students and Parents/Guardians,

I wish our students much success in all their academic pursuits, extracurricular undertakings, and spiritual growth here in the 2025-2026 school year.

This handbook contains academic requirements for graduation and important information that all students and parents/guardians in our community need to know and follow to maintain good standing at Union Catholic.

Students, God has blessed you with gifts and talents that make you a very special, unique person. This school year gives you the opportunity to continue to develop and grow to your fullest potential. This is not an easy task for you since it requires dedication, self-discipline and good study habits. Our administrators, faculty and staff stand ready to assist and support you in this most important endeavor. I encourage you to say "yes", with vigor and enthusiasm, to the challenge I give you "to become all God calls you to be" and to let our Core Values of Community, Compassion, Honesty, Responsibility and Respect be your guide.

I pray the Lord Jesus and His Blessed Mother will be with you and grace you with perseverance and strength to become all God calls you to be during this school year!

God bless you and keep you in His loving care.

Dr. James Reagan, Jr.
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.

O Lord;
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

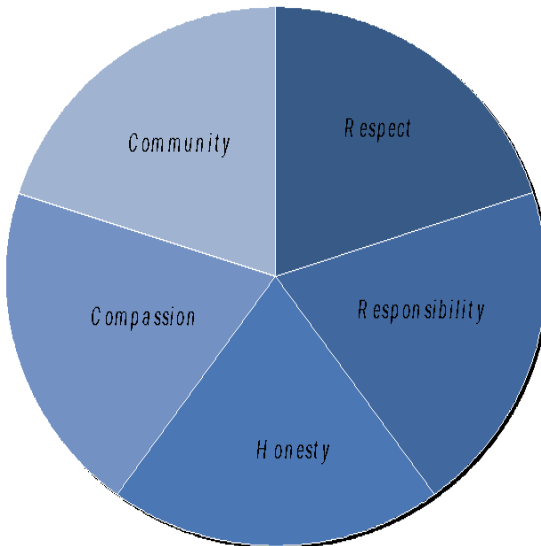
Union Catholic Regional High School prepares a diverse student body to fulfill their college and career goals by cultivating the students' achievement of academic standards of excellence within a value-centered environment, strong in its commitment to our core values (respect, responsibility, honesty, compassion, and community), and to the establishment of a community of faith and love in the Catholic tradition.

Within an innovative, adaptable, and technologically-driven educational environment, Union Catholic develops and celebrates the unique gifts and talents of each student. Its strong programs in academics, athletics, activities, and service prepare students for life in the real, spiritual, and virtual worlds.

Central to its mission is a commitment to **Teach As Jesus Did** and to educate and inspire students to live the gospel message and to be advocates for social justice.

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:



BELIEF STATEMENT

With the core values of respect, responsibility, honesty, compassion, and community as our guiding principles at Union Catholic High School...

1. We believe that every person is created in the image and likeness of God.
2. We believe that every person deserves to be treated with dignity and respect.
3. We believe that each student is entitled to a quality education in a safe, inclusive, and positive environment.
4. We believe that each student can learn if given the opportunity.
5. We believe that each student will strive to meet high expectations.
6. We believe in the value of prioritizing the social and emotional needs of our community.
7. We believe that each student learns best when supported and encouraged by their parents/guardians, community, teachers, and peers.
8. We believe that the purpose of education is to provide students with the knowledge and tools needed to be responsible, principled, and productive members of society.
9. We believe every member of our community has the responsibility to embrace and support all cultures.
10. We believe that the purpose of education in a faith-based environment in the Catholic tradition is to create a community of disciples, who through their prayer and service, provide a "light to all nations" (Pope Paul VI "Lumen Gentium").

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.

CODE OF CONDUCT

COVERING PARENTS/GUARDIANS AND FAMILIES

Students can best receive a quality, faith-based education if parents/guardians and school personnel work together. As our mission statement reminds us, *Union Catholic High School* strives to maintain an atmosphere of love and Catholic Christian values with many opportunities offered for integrating learning and life based on the Gospel. As critical members of the school community, parents/guardians are not only exemplars for their own children but are role models for our students preparing to take their place as faith-filled stewards in the Church and world. *Union Catholic High School* expects parents/guardians to conduct themselves in school-related interactions in a way that honors the Catholic Christian values promoted at our school.

Parents/guardians as well as other family members are expected to comply with all school rules and policies, and to accept and support the authority of school personnel, whether it be at school events, on or off school campus, on social media, or in other public forums. Parents/guardians are responsible for ensuring that other family members abide by all applicable rules and policies, including this Code of Conduct.

As an express condition of enrollment, parents/guardians shall follow standards of conduct that are consistent with the Catholic Christian values, as determined by the school in its discretion. These standards of conduct, include, but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, defamatory, or divisive.

Updated 9/1/2025

- Parents/guardians are expected to always conduct themselves in a respectful and non-disruptive manner when interacting with, or communicating about, school personnel, other parents/guardians and their family members, and students.
- Parents/guardians must be respectful of privacy concerns when communicating about other students, and be careful to not disclose personal, academic or medical information to others when doing so is not authorized or otherwise appropriate.

These standards and expectations apply to all school-sponsored programs and events (e.g., drop off/pick up, extended care, athletics, and field trips). Compliance with these standards and expectations is determined by the school's administration in its sole discretion.

Union Catholic High School views the education of a student as a partnership between the parents/guardians and the school. While **Union Catholic High School** relies in good faith on the ability of parents/guardians to cooperate with school personnel, rules, policies, and programs, the school reserves the right to refuse admission or entry to school grounds or activities to parents/guardians who have demonstrated an inability to do so. Should this occur, parents/guardians and family members may be asked to leave school grounds or activities at the sole discretion of the school's administration. Further, if **Union Catholic High School** determines that a parent/guardian has engaged in conduct that does or could cause significant disruption, disturbance, or disorder, the parent/guardian or family members may be requested to leave the premises. Examples of such conduct include, but are not limited to, persistently and overtly refusing to cooperate with school personnel, rules, policies, or programs; seriously interfering in matters of school administration or discipline; or seeking to use the school community as a platform to advance an agenda contrary to the school's mission.

Just as a parent/guardian can withdraw a child from the school if desired, the school has the right to un-enroll a student if it determines at its discretion that the partnership between the family and the school is broken or cannot be maintained. In some rare instances, circumstances may call for corrective or remedial action, leading up to and including requiring parents/guardians to withdraw their child. The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning or without an intermediate step short of withdrawal.

SCHOOL COUNSELING SERVICES

School counselors provide individual and group counseling for academic, emotional and social growth and development. Students are encouraged to meet with their school counselor, as needed. Appointments can be made during the school day from 7:30 A.M. to 2:30 P.M. Students, parents and guardians are encouraged to request an appointment or set up a phone call with their student's school counselor using the calendar appointment program Calendly.

Director of School Counseling
School Counselors

Dr. Jennifer Dixon
Cedrick Alexis
Michael Conte
Kelly Kahney
Sr. Donna Jo Repetti
Ashley Whittemore

Updated 9/1/2025

School Counseling Assistant
Athletic Counseling Liaison

Brian Kopnicki

Dr. Jennifer Dixon

Director of School Counseling
Phone: [\(908\) 889-1600](tel:(908)889-1600) ext. 332
Email: jdixon@unioncatholic.org

To schedule an appointment with Jennifer Dixon: <https://calendly.com/jdixon-12>

Cedrick Alexis

Counselor
Phone: [\(908\) 889-1600](tel:(908)889-1600) ext. 336
Email: calexis@unioncatholic.org

To schedule an appointment with Cedrick Alexis: <http://calendly.com/calexis-2>

Michael Conte

Counselor
Phone: [\(908\) 889-1600](tel:(908)889-1600) ext. 335
Email: mconte@unioncatholic.org

To schedule an appointment with Mike Conte: <https://calendly.com/mconte8>

Kelly Kahney

Counselor
Phone: [\(908\) 889-1600](tel:(908)889-1600) ext. 324
Email: kkahney@unioncatholic.org

To schedule an appointment with Kelly Kahney: <https://calendly.com/kahney>

Sr. Donna Jo Repetti

Counselor
Phone: [\(908\) 889-1600](tel:(908)889-1600) ext. 382
Email: drepetti@unioncatholic.org

To schedule an appointment with Sister Donna Jo Repetti: <https://calendly.com/drepetti>

Ashley Whittemore

Counselor
Phone: [\(908\) 889-1600](tel:(908)889-1600) ext. 367
Email: awhittemore@unioncatholic.org

To schedule an appointment with Ashley Whittemore: <https://calendly.com/ashleywhittemore>

Brian Kopnicki

Athletic Counseling Liaison & School Counseling Assistant
Phone: [\(908\) 889-1600](tel:(908)889-1600) ext. 265
Email: bkopnicki@unioncatholic.org

To schedule an appointment with Brian Kopnicki: <http://calendly.com/bkopnicki/>

Updated 9/1/2025

SCHOLARSHIPS

Scholarship information is posted on Naviance.

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, speak with your school counselor.

REFERRALS FOR COUNSELING

The School Counseling Department utilizes the services of numerous community agencies and professionals to assist parents and students when such support is necessary. Referrals are made through the Director of School Counseling, by the counselor of the individual student, or by the schools' administration.

STUDENT INTERVENTION TEAM

Students identified as needing additional support may be referred to the Student Intervention Team by a parent/guardian, teacher or counselor. For additional information on the Student Intervention Team please contact the student's school counselor or the Director of School Counseling.

STUDENT SUPPORT SERVICES

COURSE REGISTRATION

During the second semester of each year, presentations are held for students, where course requirements and course sequences are explained in detail. Parents, teachers and school 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 Student Support Services Director Meg Nuwer. Requests will be reviewed by the Learning Area Administrators.

WITHDRAWAL FROM A COURSE

No course change will be made after Thursday, September 11, 2025 for a Semester 1 course or full year course, 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. No course change will be made after Thursday, January 22, 2025, for a second semester course. 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.

Updated 9/1/2025

TUTORING

Peer tutoring is available during study hall periods, in addition to before and after school. Flexible appointments are also available. Applications are available on the student's grade level Canvas page.

WORKING PAPERS

Working papers can be obtained online at myworkingpapers.nj.gov

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.

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 (3 years beginning with Class of 2029)
Mathematics	3 years (including Algebra 2)
World Language	2 years, same language
Physical Education	4 semesters
Religion	4 years

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

GRADING SYSTEM

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
65 - 69	D
64 and below	F

Only letter grades are reported on report cards and transcripts.

EXAMS

Exams are administered in January and June for all courses. Midterm exams are administered in all full year and semester one courses. Final exams are administered in all full year and semester two courses. Final assessments are administered in May to seniors.

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 one's 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 materials, theft or damage to equipment, stealing another's work or tampering with another's files

The goal, in addressing cases of suspected academic dishonesty, is to ensure a process where the teacher and Nancy Peralta, disciplinarian, gather information before administering consequences. While these situations require real consequences, they are also teachable moments for students.

If a teacher suspects an incident has occurred, the following steps will take place:

1. Before reaching out to the student(s) the teacher must notify their Learning Area Administrator and Nancy Peralta, disciplinarian.
2. The teacher and/or disciplinarian will communicate with the student(s). Initial communication should be non-judgmental and should be approached as an inquiry.
3. A. If communication with the student(s) brings clarity to the issue, the inquiry process is complete.
B. If communication with the student(s) determines a breach of academic honesty, the following consequences will be put into place, as outlined: i. For a first incident the student will receive up to 50% credit for assignment(s). ii. For second and subsequent incidents, the student will receive grades of zero and will not be allowed to resubmit assignments. iii. In egregious incidents, the student may receive a zero on first offense.

Updated 9/1/2025

Items may be confiscated during the inquiry process. Learning Area Administrators and the school counseling department will also be forwarded a copy of the report. Subsequent offenses can result in suspension and probation, and could be reason for dismissal from school.

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 resolved.

NATIONAL HONOR SOCIETY MEMBERSHIP

Membership in the NHS is open to juniors and seniors meeting the following qualifications:

1. Yearly Student Average greater than 7.5 in the previous academic year.
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. 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.

Once inducted, students must continue to meet the criteria above and adhere to the following requirements during the current school year to remain a member of NHS:

4. Participation in the NHS tutoring program.
5. Participation in two (2) service activities within the school building during the school year equating to approximately 4 hours of service..
6. 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.

TRANSFER STUDENT QUALIFICATIONS

Students transferring to Union Catholic in September of their junior year or September of their senior year have the opportunity to attain NHS membership at the start of semester 2 by meeting the following qualifications:

1. Student Average greater than 7.5 based on the semester average grade in each course semester 1 at UC. The semester average grade in each course is calculated by following the guidelines under the Final Grade Average section of this handbook and dividing by 5. Marking Period 1 counts twice, Marking Period 2 counts twice and the midterm exam counts once. The Student Average is calculated by assigning the grade equivalent values found in the Student Average Table and dividing by 7 (the number of courses).
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. Any transfer student with a semester average grade lower than C or more than one C or C+ is not eligible for membership.

Once a member of NHS, transfer students must continue to meet the criteria above and adhere to the following requirements during the current school year to remain a member of NHS:

4. Participation in the NHS tutoring program.

Updated 9/1/2025

5. Participation in two (2) service activities within the school building during the school year equating to approximately 4 hours of service.
6. 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.

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
Foundations	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 and is weighted by course credits:

	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
Foundations	5	4	3	2.5	2	1	0

Only courses taken at Union Catholic High School during the academic school year are included when calculating GPA and Class Rank.

FINAL GRADE AVERAGE

The final course average is determined by assigning the following numerical equivalents to the letter grades that were reported each marking period and exam:

A = 4.0, B+ = 3.5, B = 3.0, C+ = 2.5, C = 2.0, D = 1.0, F = 0.0

When calculating the final average using the above numbers, multiply each marking period grade by two and each exam grade by one. Then divide by ten for a full year course and by five for a semester course. The resulting number is then converted to a letter grade using the table below:

0.0 - .59	F
.6 - 1.49	D
1.5 - 2.24	C
2.25 - 2.74	C+

Updated 9/1/2025

2.75 – 3.24	B
3.25 – 3.74	B+
3.75 – 4.0	A

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

An incomplete grade may be deemed necessary due to a student's extended absence or other extenuating circumstances. The teacher should consult with the student's School Counselor and must receive approval from the Learning Area Administrator before submitting an incomplete grade.

ACADEMIC AWARDS NIGHT

Academic Awards are determined on the product of Marking Periods 1, 2, 3 and the Mid-Term Exam.

- A Certificate of Honor is presented to each student who has maintained Honor Roll status for the first three marking periods of the current school year.
- A Certificate of Award is presented to each student who has maintained an A average in an academic subject for the current school year.
- A Medallion is presented to each student who has maintained a 7.0 student average for the current school year.

EXTENDED ABSENCE

When a student has been absent for an extended period of time, the School Counselor will work with the student, the teachers and the Learning Area Administrators to arrange a schedule for completion of make-up work.

SUMMER SCHOOL

Attendance at summer school is a serious responsibility on the part of parent/guardian 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.

REPORT CARDS

Report cards are posted quarterly through StudentVue and ParentVue.

PROGRESS REPORTS

Comprehensive Progress Reports that indicate a student's current academic status will be posted through StudentVue and ParentVue at the midpoint of each marking period. Parents are encouraged to monitor student progress through ParentVue and email teachers and/or school counselors if the student is having academic difficulty.

Updated 9/1/2025

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 School Counselor.
- 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 School Counselor.

Students who begin a school year on probationary status must pass all courses in the first semester to remain at Union Catholic. Students who do not maintain adequate academic progress will be reviewed by Administration to determine if the student can remain at Union Catholic.

PARENTVUE

Parents and Guardians have password access to ParentVue. If a parent needs a password, contact Director of Student Support Services Meg Nuwer at mnuwer@unioncatholic.org. Parents and Guardians can access progress reports, report cards and unofficial transcripts via this program. Progress Reports and Report Cards are accessible online at 4:00pm according to the dates posted on the school calendar. Parents can access their child's grades through the year with the open grade book feature.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held virtually during the second marking period. Communication via School Messenger will be sent to provide the link to register for conferences. All conferences must be pre-scheduled by the date indicated on the School Messenger communication.

Individual Parent-teacher conferences are held throughout the school year upon the request of a parent, school counselor, or teacher.

COMMUNICATIONS

We encourage students to advocate for themselves. If a student has questions about classroom procedures, assessments, grades, etc., the student should begin that conversation directly with the teacher and/or the student's school counselor.

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 School Counseling, Dr. Jennifer Dixon, and sign the necessary paperwork in order to establish eligibility for services and accommodations at Union Catholic. In order to receive accommodations and keep eligibility current parental consent is needed each year. Students entering Union Catholic with special needs or school-based plans (504, accommodation plans, etc.) other than an ISP/IEP must contact the Director of School Counseling, Dr. Jennifer Dixon, to discuss accommodations.

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) or Accommodation Plan

Updated 9/1/2025

(AP) 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 required 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.

STUDENT SUPPORT

Students identified as needing additional support may be referred to the Student Intervention Team by a parent/guardian, teacher or counselor. For additional information on the Student Intervention Team please contact the student's school counselor or the Director of School Counseling.

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. It is highly recommended that students visit the "Student Athletes" page on the website, print out the "Guide for the College Bound Student Athlete" each year and review the list of NCAA approved core courses before registering for classes. Students interested in participating in college athletics are highly encouraged to meet with their school counselor and the Athletic Counseling Liaison, Brian Kopnicki, to discuss eligibility.

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 para-liturgical celebrations, as well as providing service opportunities to help those in need.

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:

Peer Ministry Program	Thanksgiving Liturgy	Lenten Reconciliation
Opening of School Liturgies	Advent Reconciliation	Holy Week Liturgy
9/11 Memorial Prayer Service	Christmas Liturgy	Junior/Senior Retreat
Recollection Days	Catholic Schools Week	May Crowning
Eucharistic Ministry Training	Ash Wednesday Services	Graduation Mass
After School Retreats	Weekly Lenten Challenges	Faculty Convocation
All Saints' Day Liturgy	Lenten Drive	Various Charitable
Drives/Service Opportunities		

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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/guardians 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.

Union Catholic works closely with the New Jersey Department of Health, Union County Health Department, and the Archdiocese of Newark on an ongoing basis regarding guidance and health protocols. The health and safety of our community members is our top priority.

COVID19

If a student is feeling ill, the student should stay home. If a student tests positive for Covid19, please keep the student home and immediately contact Dr. Karen Piasecki, Associate Principal, who will provide current direction and quarantine protocols.

EMERGENCY CONTACTS

It is imperative that the school can reach a contact in the event of an emergency. An attempt will be made to reach the parent/guardian first. If the parent/guardian is not available, then the emergency contact will be called.

Any changes to emergency contacts should be submitted via email to Director of Student Support Services, Meg Nuwer, at mnuwer@unioncatholic.org. The emergency contacts are authorized to pick up a student if a parent/guardian is unavailable. Parents/guardians assume full responsibility for such action.

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.

ELEVATOR

Students requiring the use of the elevator must submit a written note from the treating physician to the school nurse before an elevator key will be issued. Each student is responsible for the key and may not loan or borrow a key from another student. There is a \$50 replacement fee if the key is not returned. Under no circumstances is the elevator to be used during security drills, fire drills or emergency situations.

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EXTENDED ILLNESS

Students returning to school after an accident, prolonged illness (4 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

When students are required to take prescription medications or over-the-counter (OTC) medications during school hours the physician and parent/guardian must complete the appropriate authorization form. Prescription and OTC medications must be submitted to the Director of Student Support Services, Meg Nuwer, in the original pharmacy container only; the label of prescription medication must contain the student's name and the dosage.

Students who require EpiPens or inhalers must submit the appropriate forms to the Health Office with a physician and parent/guardian signature. EpiPens and inhalers may be stored in the Health Office or self-carried by students based on the physician's and parent/guardian's decision. EpiPens and inhalers stored in the Health Office must include the student's name.

Arrangements for student medication, EpiPens, and inhalers 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, tuberculosis, varicella, hepatitis B, and meningococcal. Students may not attend classes or participate in any athletic activities if their immunizations are not verified.

In accordance with current guidelines from the Roman Catholic Archdiocese of Newark, we are not permitted to accept religious exemptions from vaccines.

SCREENINGS

The Health Office conducts various screenings including height, weight, blood pressure, vision, hearing and scoliosis exams throughout the school year.

INTEGRATED PEST MANAGEMENT POLICY NOTICE

For School Year 2025-2026

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.

To view the policy click [here](#).

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. Student 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.

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.

ATTENDANCE

Students are expected to be present and punctual for all classes throughout the year. 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 may 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 counselor, the school nurse and the principal or principal's designee.

Students must arrive to school by 8:30 am to be given credit for a full day. If the student leaves

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before 1 pm, the student will be marked absent for a full day. Any student not in school by 8:30 am may not participate in any school activity, unless deemed excused by Disciplinarian, Nancy Peralta.

ABSENCE

When a student will be absent from school, a parent/guardian must send an email to attendance@unioncatholic.org. Please include the student's name, homeroom, reason for absence and a phone number where parent/guardian or emergency contact may be reached.

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 online. 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 ten consecutive days, 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 School Counseling Office. Coordination of assignments will be promulgated by the counselor.

ACADEMIC EXPECTATIONS DURING SCHOOL-SPONSORED EVENTS

There are two kinds of school-sponsored events:

1. Events in which students are required to participate, such as Days of Reflection, Career Day, grade level meetings, etc. There should be no penalty for missing class due to this type of mandatory event.
2. Events in which students participate, such as field trips, academic competitions, elementary school visits, etc. In this case, students are responsible for completing assignments that they have missed.

LATE TO SCHOOL

Students who arrive late to school must sign in at the Main Lobby. A student who misses more than 20 minutes of a class will be marked absent for the class.

Students who are late to school four (4) times in a marking period will receive a detention.

LATE TO CLASS

Students are expected to arrive at 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 submitted to attendance@unioncatholic.org. Please include the student's name, time the student is leaving and the name of the person picking up the student if it is not a parent/guardian or emergency contact. An early dismissal that results in the student leaving before 1 pm shall be credited with a full day absence.

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Students over the age of 18 must provide a request from the parent/guardian before the student is excused. If the student is the driver, it must be stated in the request that the student may sign out and is permitted to drive off of campus.

EARLY DISMISSAL AND RETURN TO SCHOOL

A written request for an early dismissal, signed by a parent/guardian MUST be submitted to attendance@unioncatholic.org. Please include the student's name, time and reason for leaving, estimated return time, the name of the person picking up the student if it is not a parent/guardian or emergency contact, and a phone number where the parent/guardian may be reached.

Students over the age of 18 must provide a request from the parent/guardian before the student is excused. If the student is the driver, please state that the student may sign out and is permitted to drive off of campus.

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
- Tablet Infractions
- Cafeteria Infractions
- After School Cafe Infractions

DETENTION RULES

Students are responsible for scheduling and serving the detentions they are issued. Detention is a media free zone.

CUTTING CLASS

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 IMPROVEMENT PROGRAM

Saturday Improvement Program will be served on Saturday morning from 8:00 A.M. to 12:00 Noon. The disciplinarian will issue this program for the following school offenses including but not limited to:

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

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OUT OF SCHOOL SUSPENSION

When detentions and parent conferences are not effective in modifying student behavior, or when the offense warrants more severe disciplinary action, students may be subject to suspension as described below.

Out-of-school suspensions are issued by the disciplinarian for the following infractions of the school discipline code including but not limited to:

- Any infractions of the discipline code as determined by the disciplinarians and/or the administration
- Creating an unsafe environment by either physical or verbal means
- Fighting on school grounds
- Leaving school grounds during the school day without proper permission
- Reckless driving on school property
- Severe violation of the Acceptable Use Policy using school device(s) and/or cell phones
- Violation of tobacco/electronic smoking device 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, including home and away athletic contests or school sponsored activities.
- Students are permitted to take quizzes, tests, exams, and/or lab missed during out of school suspension upon their return to school.

At the conclusion of the out of school suspension, the student and parent/guardian must sign a probation letter, in order for the student to return to school.

PROBATION

Students may be placed on probation if they exhibit noncompliance with school 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 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.
- Willful destruction of school property.
- Theft.
- Violation of probation.

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- 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.

In some cases, a student suspected of violating the rules and regulations of Union Catholic will immediately be placed under suspension for an indefinite period. The school will then begin a fact-finding. The student and parents/guardians shall be given a reasonable opportunity to respond to the allegation.

1. If the school 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 school may discipline the student according to the general discipline policy stated in this Handbook, up to and including expulsion.
2. 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.

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, whether on school property, on a school bus, at a school-sponsored function, or not on school property, 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 purposes 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, Principal, or Dr. Jennifer Dixon, HIB Policy Coordinator, immediately. The bullying policy of Union Catholic High School can be found on the school's webpage.

ARCHDIOCESAN POLICY ON SEXUALITY

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops.

Among other things, the Catechism of the Catholic Church states: "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man

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and woman, should acknowledge and accept his sexual identity.” (Section 2393, Catechism of the Catholic Church).

“Except within a valid marriage between a man and a woman (see, e.g. Sections 2360-2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church.”

If a student’s expression of gender, sexual identity or sexuality should cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the School.

As in the case of students, if serious concerns arise as to a parent’s or guardian’s (herein “parent’s”) position or action with respect to the tenets of the Catholic faith, then he/she will be counselled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that child(ren) will be expelled from the Catholic school.

PUBLICITY RELEASE AND WAIVER

All registered students must complete the publicity release and waiver document.

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 and prescription medication in the possession of someone it is not prescribed for.

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.

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*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)

Atlantic Urgent Care at Clark is the referring agency for all drug and alcohol testing referrals. The student must be tested at the agency on the same day the reference is made. The written report of the requested information must be submitted directly to the school from Atlantic Urgent Care. If a report is not submitted, the student will not be permitted to return to school.

TOBACCO/ELECTRONIC SMOKING DEVICE

The use or possession of any tobacco products or any electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe, or any cartridge or other component of the device or related products is prohibited on school property, at school functions, or on school buses. These products will be confiscated and may be turned over to the Scotch Plains Police Department for testing. If the test results are positive, consequences for substance abuse will be administered and the nurse will conduct a medical assessment for any student found possessing or suspected of using any of these products.

The disciplinarian may issue the following penalties including, but not limited to, for students found smoking or using any of these products or devices:

- Saturday Improvement Program and/or Out of School Suspension
- Mandatory parent meeting
- Mandatory counseling
- Current and future parking privileges will be revoked

ACCEPTABLE USE POLICY FOR TECHNOLOGY

It is the policy of educational programs governed by Union Catholic High School to require the ethical and appropriate 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. All violations of the Acceptable Use Policy will be reported to Dr. Piasecki, Associate Principal.

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

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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 take, scan, share, nor forward pictures or videos of individual(s) without the consent of all involved.
 - Students may not personalize their tablets 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 tablet.
 - The school strongly recommends that students take great care when loading any additional software on their tablets. 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.

TABLET SECURITY

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

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

- Noise making devices
- Laser Pointers
- Individual Audio Taping devices

The following items require responsible, appropriate use:

- Headphones
- Air pods
- Cell phones

Electronic devices will be confiscated and returned by Student Affairs. After a subsequent offense, items will be returned only to a parent or guardian.

Air 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.

ARTIFICIAL INTELLIGENCE

Students may use tools such as ChatGPT or other AI platforms when permitted by the classroom teacher. When AI tools are allowed, students must:

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- Clearly indicate where and how AI is used.
- Cite the tool used (e.g., "Generated with ChatGPT, July 2025").
- Take responsibility for verifying and editing AI-generated content.

Submitting work generated by AI tools without permission will be considered plagiarism and subject to the school's academic integrity policy.

These guidelines are designed to foster a learning environment where AI is used ethically, transparently, and with academic integrity.

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

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 Student Affairs or the Main Office. If lost and found articles are not claimed within a reasonable amount of time, they will be discarded.

SECURITY BADGE

At all times, all students must wear their school issued security badge on their school issued lanyard. Lost security cards are reissued for a fee of \$8.00.

BACKPACKS

Backpack use is not permitted during the school day. School issued backpacks are permitted for those with medical accommodation.

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

All tablets must be carried in the school issued tablet 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.

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CAFETERIA

Breakfast and lunch are available daily. Students who opt to bring 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 the Admissions Office at least one day prior to the visit. Guest students must be dressed in accordance with the dress code.

DOOR #1 AND DELIVERIES

Door #1 will remain closed and locked between 7:55am and 2:10pm. To gain access through Door #1, visitors must use the buzzer on the wall to the right of Door #1 and identify themselves and their reason for visiting.

A second set of locked doors has been added to the vestibule once you enter Door #1. The locked vestibule doors affect the following areas:

1. Item drop-off by a parent/guardian

We understand that occasionally a situation may arise where a student has forgotten an item (lunch, instrument, etc.) and a parent/guardian will drop it off. Once buzzed into the vestibule from Door #1, the item is to be dropped off on the table in the vestibule. Classroom instruction will not be interrupted. Please label all items with the student's name.

2. Visitors

Those arriving at UC for a pre-arranged appointment or to visit should use the buzzer outside of Door #1 to enter the vestibule. Once in the vestibule, visitors should be prepared to show their ID when a UC employee comes to the vestibule door. There is a second buzzer on the right wall in the vestibule should a visitor need to talk to someone.

3. Food Delivery Services

Food deliveries (Uber Eats, Doordash, etc.) will be accepted. Drivers should use the buzzer outside of Door #1 to enter the vestibule. Once in the vestibule, all food deliveries should be left on the table. Students will pick-up their food from the Main Office. All after-school deliveries should be directed to Door #12 (Gymnasium). They will not be accepted at Door #1 after 2:30pm.

4. Medical Deliveries

If a visitor is delivering a medical item, they should state that when they use the buzzer at Door #1. The item should NOT be left on the vestibule table. It must be handed directly to a school nurse or Administrator.

STUDENT DRESS CODE

Union Catholic students are expected to conform to the student dress code. When necessary, the appropriateness of student attire and accessories will be determined by the school administration. In order to attend class a student must be in compliance with the dress and grooming code. A

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student who exhibits non-conformity to the dress code is liable for expulsion. The administration has the sole authority to determine when the dress code does not meet the school's expectations. In these instances, administrators may request the parent/guardian to bring appropriate clothing to school so that the student may change or the student may be sent home with the parent/guardian to change into appropriate attire. 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.

DRESS CODE

Girls Grades 9, 10, 11, and 12

- Solid white or blue Flynn O'Hara banded bottom uniform blouse OR UC/Under Armour polo. Only a solid white shirt may be worn under.
- Blue plaid or solid gray uniform skirt. Skirt length must be appropriate.
- Black, brown, navy blue, white or gray flat dress shoes or sneakers.
- Only a school sweater, school fleece, or UC/Under Armour school approved gear may be worn over the blouse.
- Must wear one of the following three:
 - Solid white, blue, maroon, gray, or black tights
 - Solid white, blue, maroon, gray, or black socks (ankle or above)
 - Solid white, blue, maroon, gray, or black leggings.

Boys 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. Or UC/Under Armour polo.
- Solid or subdued-design tie worn pulled up to the shirt collar.
- Students must wear properly sized khaki or black Flynn O'Hara uniform slacks. Belts must be worn with the slacks.
- Black, brown, navy blue, white, or gray flat dress shoes or sneakers. Students must wear socks.
- Only a solid white shirt may be worn under the solid dress shirt.
- Only uniform sweaters, UC fleeces, or UC/Under Armour school approved gear may be worn over the shirt.

All UC/Under Armour school approved gear can be found here:

www.shopunioncatholic.com

Flynn O'Hara: [Union Catholic Regional High School \[NJ103\] - FlynnO'Hara Uniforms \(flynnohara.com\)](http://www.unioncatholicregionalhighschool.com)

ACCESSORY AND GROOMING CODE

When necessary, the appropriateness of student attire, accessories, and grooming will be determined by the school administration. The following guidelines will be followed:

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Girls

- Tights, socks, and leggings with designs are not permitted
- Belts, studded bracelets, excessive bracelets are not permitted
- Hats are not permitted
- Ornate, oversized jewelry, externally worn chains, beads, or other neckwear is not permitted
- Extreme makeup, visible body art, and nose rings are not permitted
- Visible body piercing other than earrings is not permitted
- Hairstyle that is extreme is not permitted
- Contact lenses must be a solid, natural color.

Boys

- Studded belts or bracelets, suspenders, wallet chains, excessive bracelets, and ornate, oversized jewelry are not permitted
- Externally worn chains, beads, key chains, or other neckwear is not permitted
- Earrings, ear cuffs, nose rings, covers (including band-aids) over earrings or nose rings are not permitted
- Hats are not permitted
- Visible body art is not permitted.
- Hairstyle that is extreme is not permitted.
- Make-up and nail polish are not permitted.
- Any visible body piercing is not permitted.
- Contact lenses must be a solid, natural color.

SPECIAL EVENT DRESS CODE

Certain events throughout the school year are deemed formal events, and the 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, Awards Night, Athletic Awards Banquet, Christmas Semi-Formal, Graduation Mass, National Honor Society and World Language Honor Society Induction ceremonies.

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:

- Shorts and skirts are not permitted.
- No ripped, distressed, or patched jeans.
- No footwear that is considered unsafe is permitted, including, but not limited to: open-back shoes, flip flops, slippers, crocs, and slides..
- No revealing clothing including, but not limited to: belly-showing shirts, tank tops, strapless shirts, clothing which reveals undergarments.

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- No clothing which promotes/endorse/advertises alcohol, drugs, tobacco products, gang affiliation, or political stances.
- No clothing which displays biased, prejudicial, and/or profane language.
- No hats, beanies, headbands, bandanas, durags/wave caps.
- No hoodies with hood up.
- No sunglasses.

TRANSPORTATION

Union Catholic students are transported to and from school via school buses or privately-owned vehicles. The following policies for bus conduct, traffic procedures, and student vehicle use are:

PRIVATE BUSING PROGRAM

Any student whose behavior interferes with the safe operation of a school bus may be denied bus privileges. Smoking or vaping on the bus is strictly prohibited. Discarding objects from the bus or engaging in any behavior that distracts the driver or endangers passengers may result in disciplinary action, including suspension and/or expulsion.

Only students who are officially enrolled in the UC transportation program may ride the bus. Students are not permitted to bring guests or friends onto the school bus.

Students are expected to follow all school rules as outlined in this handbook while being transported to and from Union Catholic High School. .

DROP-OFF/PICK-UP PROCEDURES

To ensure student safety and ease traffic congestion, the following traffic policies are in place:

- Students must be dropped off and picked up in the Gym Parking Lot (north side of campus)
- Do not use the Main Entrance (Door #1) for morning drop-off or afternoon pick-up, unless directed otherwise.
- Students arriving after 8:00 AM must be dropped off at the Main Entrance (Door #1) and report to the Main Office to sign in and receive a late pass. All cars must be parked in the student parking lot, south side of campus. Student cars are not to be parked by the gymnasium until after dismissal.

STUDENT PARKING

Parking on school property is a privilege and not a right. Students who drive to school must register their vehicle with the Transportation Office.

- The registration fee is \$100.00 for the school year.
- Students who obtain a license after January 1 may register for \$50.00.
- All vehicles must be parked in the student parking lot on the south side of campus.
- Student vehicles may not be parked in the gymnasium lot until after school dismissal.

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Registered vehicles will be assigned a parking space and issued a parking tag, which must be clearly displayed at all times while on campus.

The campus speed limit is 10 MPH. Failure to adhere to this limit or demonstrate safe driving may result in the suspension or revocation of parking privileges.

The following violations may be grounds for suspension or revocation of parking privileges and/ or suspension from school:

- Failure to register a vehicle
- Parking in an unassigned space
- Not displaying the parking tag
- Careless or reckless driving
- Unsafe speed
- Loitering in the parking lot

MEDIA CENTER

The Media Center is a proctored location available to students as a quiet setting for study, group work, and tutoring before and after school.

The Media Center is also available to students during their lunch period at the discretion of the Media Center Proctor. Students will show the Media Center Proctor their schedule reflecting the lunch period for admittance. Admission to the Media Center during Lunch periods is also contingent on the number of students scheduled in the Media Center on a given day. No food or drink is permitted in the Media Center at any time.

Mornings: 7:15 – 7:55

Lunch: At the discretion of the Media Center Proctor

Afternoons: 2:30 – 4:00

AFTER SCHOOL CAFÉ

The Union Catholic After School Café provides students with the opportunity to fulfill their needs while providing an environment driven by the core values of respect, responsibility, honesty, compassion and community. Students are responsible for the cleanliness of the cafeteria. Students cannot sit on the floor, on tables, nor on top of charging stations. All students must sit in seats at the cafeteria tables. Student volume must respect those in the room. Be mindful of those who are studying.

Any student who does not meet these requirements will be referred to Student Affairs for review. Students may lose the privilege of attending the After School Cafe.

Updated 9/1/2025

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 Athletic Office has on file the results of a physical examination performed not more than twelve (12) months ago
- Families pay their required participation fee
- Families have completed online state required paperwork: Permission slip, concussion, cardiac, opioid, health/permission questionnaire, and participation fee has been completed and signed by the parent(s) or guardian(s).
 - The student is not serving an out-of-school suspension

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

- The student arrives at school after 8:30 AM without a valid reason as determined by Disciplinary Nancy Peralta.

ACADEMIC INELIGIBILITY

As per NJSIAA regulations, to be eligible for athletic competition during the first semester of the 10th grade or higher, a pupil must have passed 30 credits required for graduation, during the preceding academic year. To be eligible for athletic competition during the second semester of the 9th grade or higher, a pupil must have passed 15 credits required for graduation. Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

AVAILABLE SPORTS

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

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Tennis	Boys (JV/V)
Track	Boys & Girls (JV/V)
Lacrosse	Girls (JV/V)
Lacrosse	Boys (V)
Esports	Boys & Girls (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 either the varsity banquet or sub-varsity celebration held at the end of each sports season.

INJURY REPORT FORM

All accidents and injuries must be reported to the coach and athletic trainer immediately. An injury report form must be completed at the time of the injury. These forms can be obtained from 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.

CRUTCHES

Student athletes requiring the use of crutches, as determined by the Athletic Trainer, must submit a written note from the Athletic Trainer to the school nurse.

ELEVATOR

Student athletes requiring the use of the elevator must submit a written note from Union Catholic's Athletic Trainer to the school nurse before an elevator key will be issued.

ATHLETIC INFORMATION

Information concerning schedules, cancellations, directions or forms for participation can be found by going to www.ucvikings.com or calling the Athletic Department Office at 908-889-1600, ext. 341.

ATHLETIC TRAINER

The Athletic Trainer 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 or transition to a virtual learning day (VLD) due to weather conditions or some other emergency. A School Messenger Alert will be sent. The radio and television stations used to inform the UC community are given below.

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

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.

Jane Bowman

908-889-1600 x 302 jbowman@unioncatholic.org

Athletics

To discuss athletic matters.

David Luciano (Athletic Director)

908-889-1621

dluciano@unioncatholic.org

Attendance

To report a student absence.

Attendance Office

attendance@unioncatholic.org

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Change of Address/Name

To change name, address, phone, etc. 908-889-1600 mainoffice@unioncatholic.org

Discipline

To discuss student behavior concerns.

Nancy Peralta	908-889-1600 x 383	nperalta@unioncatholic.org
Anthony Colletti	908-889-1600 x 357	acolletti@unioncatholic.org

General Information

Main Office Staff	908-889-1600	mainoffice@unioncatholic.org
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Health Office

To discuss health concerns.

Nurse Office	908-889-1600 x 311
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Parent Relations

Allison Lestarchick	908-889-1600 x 310	alestarchick@unioncatholic.org
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Tablet

To address any problems or questions with tablets.

Dr. Karen Piasecki	908-889-1600 x 301	kpiasecki@unioncatholic.org
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Transportation

To discuss any problems or concerns with busing.

Dr. Edward Sagendorf	908-889-1600 x 333	esagendorf@unioncatholic.org
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Uniform Company (Flynn O'Hara)

Toll Free Number	1-800-441-4122
FAX Number	215-637-6392

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.

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CLASS SCHEDULE

BELL SCHEDULES

DAILY		
Period	Start	End
Warning Bell 7:55		
HR	8:00	8:20
1	8:25	9:15
2	9:19	10:09
3	10:13	11:03
Lunch 1		
Lunch 1	11:03	11:30
4	11:35	12:24
Lunch 2		
4	11:07	11:30
Lunch 2	11:30	11:57
4	12:01	12:24
Lunch 3		
4	11:07	11:57
Lunch 3	11:57	12:24
5	12:29	1:19
6	1:23	2:10

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

CLUB		
Period	Start	End
Warning Bell 7:55		
HR	8:00	8:10
Club	8:15	8:48
1	8:54	9:36
2	9:40	10:22
3	10:26	11:08
Lunch 1		
Lunch 1	11:08	11:35
4	11:40	12:29
Lunch 2		
4	11:12	11:35
Lunch 2	11:35	12:02
4	12:06	12:29
Lunch 3		
4	11:12	12:02
Lunch 3	12:02	12:29
5	12:34	1:21
6	1:25	2:10

AM ACTIVITY		
Period	Start	End
Warning Bell 7:55		
HR	8:00	8:10
1	8:15	8:40
HR	8:44	9:00
Activity	9:00	10:03
2	10:07	10:41
Lunch 1		
Lunch 1	10:41	11:08
4	11:13	12:02
Lunch 2		
4	10:45	11:08
Lunch 2	11:08	11:35
4	11:39	12:02
Lunch 3		
4	10:45	11:35
5	12:46	1:26
3	12:07	12:42
5	12:46	1:26
6	1:30	2:10

PM ACTIVITY		
Period	Start	End
Warning Bell 7:55		
HR	8:00	8:10
1	8:15	8:48
2	8:52	9:25
3	9:29	10:03
5	10:07	10:41
Lunch 1		
Lunch 1	10:41	11:08
4	11:13	12:02
Lunch 2		
4	10:45	11:08
Lunch 2	11:08	11:35
4	11:39	12:02
Lunch 3		
4	10:45	11:35
Lunch 3	11:35	12:02
6	12:07	12:42
HR	12:46	1:00
Activity	1:00	2:10

LATE MORNING		
Period	Start	End
Warning Bell 7:55		
HR	8:00	8:10
1	8:14	8:58
2	9:02	9:46
3	9:50	10:34
Activity	10:38	11:11
Lunch 1		
Lunch 1	11:11	11:38
4	11:43	12:32
Lunch 2		
4	11:15	11:38
Lunch 2	11:38	12:05
4	12:09	12:32
Lunch 3		
4	11:15	12:05
Lunch 3	12:05	12:32
5	12:37	1:21
6	1:25	2:10

EARLY AFTERNOON		
Period	Start	End
Warning Bell 7:55		
HR	8:00	8:10
1	8:14	8:58
2	9:02	9:46
3	9:50	10:34
5	10:38	11:22
Lunch 1		
Lunch 1	11:22	11:49
4	11:54	12:43
Lunch 2		
4	11:26	11:49
Lunch 2	11:49	12:16
4	12:20	12:43
Lunch 3		
4	11:26	12:16
Lunch 3	12:16	12:43
6	12:48	1:21
Activity	1:25	2:10

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HIGH SCHOOL