

## **Code of Conduct Addendum**

### **Union High School Extended Day Program**

Union High School's Extended Day Program is designed to provide students who have committed serious infraction as outlined within the Code of Conduct and Student Handbook with the opportunity to attend class beyond the scope of the regularly scheduled school day. Students who are enrolled in the program receive instruction within the core subject areas in order to ensure all instructional requirements are met. Students receive instruction by highly qualified teachers within each core area.

#### Program Criteria

In order to be entered into the Extended Day Program (EDP) a student must have committed a serious infraction against the District Code of Conduct and Student Handbook Regulations as listed and provided to students annually. Students who are assigned to the EDP program are required to attend the program and engage in instruction on a daily bases.

Students who are enrolled in the program for a number of disciplinary infractions are monitored by a program administrator, guidance counselor and various teachers for the length of stay in the program.

# **UNION HIGH SCHOOL**

## *Extended Day Program*

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# UNION HIGH SCHOOL

## *Extended Day Program*

### **Philosophy:**

The Extended Day Program offers students the chance to stay on track academically in a highly structured environment where establishing and maintaining discipline is a priority.

### **Mission Statement:**

The mission of the Extended Day Program is to empower students with the skills to achieve success in post secondary life. This includes the development of a school environment that sets rigorous standards for achievement, stresses student accountability, and students social needs as our core belief.

### **Program Objectives and Goals:**

- Create a successful learning environment for students not achieving in the regular school setting.
- Provide structured support to students in areas such as: time management, appropriate school/ work behaviors, etc.
- Create clear, obtainable expectations for students that allow them to learn and succeed.
- Hold students accountable for their academic and behavioral performance in order to achieve a high school diploma.
- Increase the level of family involvement.
- Create effective lines of communication between parents and EDP staff so that the family is aware of the expectations placed on the student.
- Include family activities as part of the EDP setting.
- Provide students with life-skills training.
- Provide students with the skills to succeed in the work force.
- Help students develop skills that allow them to cope with diverse situations.
- Educate students in substance abuse issues.
- Provide students with experiences that allow them to become more aware with their community and surroundings.

## **Student Expectations**

As an EDP student you are expected to do the right thing in every situation and you are encouraged to actively protect the rights of others. This will require you to think before you act and be aware of what is going on around you.

**Expectations:** All students are expected to:

- Treat others the way you would like to be treated.
- Be sensitive to other's feelings.
- Refrain from physically hurting each other.
- Use appropriate and respectful language. (If in doubt don't say it.)
- Be on time to school and prepared to learn. (Guidelines below)
- Listen to and respond appropriately to the adults and others at school.
- Respect yourself, others and school property.
- Be safe.

**Dress Code:** All students will be required to comply with the student dress code. Guidelines can be found in the handbook under Student Grooming and Dress. Please remember that school is a place of learning. We ask that students present themselves in a manner that is non-distracting. This includes clothing, accessories and personal appearance.

**No regular school activities:** students are unable to attend dances, assemblies, and other specified events, unless otherwise approved by the building Principal.

**No Visitors:** absolutely no visitors are allowed to the EDP.

**No Electronic Devices:** Students must store all electronic devices in their assigned EDP locker at the beginning of the day.

**Attendance:** Students are expected to be in attendance on a daily basis. If there is a need for a student to be absent or tardy a parent/guardian must contact the main office, 851-6858 or 851-6512, prior to 2:45 p.m. on the day of record. If an emergency arises, contact the main office or EDP phone numbers listed above.

\*Failure to follow the Student Expectations may result in an extension of time in the program, loss of credit or both.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

# Student Behavior Time Line

## CONSEQUENCES FOR CONTINUAL MISBEHAVIOR

- First Suspension: Vice Principal
- Second Suspension: Vice Principal
- Third Suspension: Principal/Referral for EDP (Parent Letter)
- Forth Suspension: Principal/EDP Placement
- Fifth Suspension: Superintendent's Office

## **Infractions resulting directly into EDP at the discretion of the building Principal**

**Physical Contact with a Township of Union BOE employee**

**Possession and brandishing of a dangerous weapon**

**Being in possession of a controlled dangerous substance with the intent to distribute**

**If a student is involved in two altercations**

**Threatening a Township of Union BOE employee**

**Union High School**  
2350 North Third Street  
UNION, NEW JERSEY 07083-5085  
908-851-6500

***Edward Gibbons, Principal***

February 27, 2012

Mr & Mrs. Anthony Smith  
1127 Union Road  
Union, NJ 07083

Dear Mr & Mrs. Smith:

This letter serves as confirmation of our conversation regarding your son, Anthony Smith. As I said, the next serious violation of school rules committed by Anthony will result in him being assigned to the Extended Day Program (EDP). EDP offers a very small student teacher ratio and provides both individual and group counseling. The purpose of placing Anthony in EDP is to put him in an environment where he can easily achieve success.

If you have any questions, call me at 908-851-6533. Thank you for your support.

Sincerely,



Edward Gibbons  
Principal

cc: John DeLuca, *Counselor*  
Mr. Benaquista, *Vice Principal*

**UNION HIGH SCHOOL**  
*Extended Day Program*  
*Participation form*

I \_\_\_\_\_ the guardian

of \_\_\_\_\_ am aware that my child will be

participating in the *Union High School Extended Day Program*. The

program will begin at 2:45 p.m. and end at 6:45 p.m.

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Parent/Guardian Signature

Date

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Student Signature

Date

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Administrator Signature

Date

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Administrator Signature

Date

**UNION HIGH SCHOOL**  
***Extended Day Program***  
***RETURN TO UHS DAY PROGRAM***  
**Student Behavioral Agreement**

**I agree to:**

- come to school on time;
- refrain from loitering in the halls between classes, and appear for each of my classes at the start time, ready to begin work;
- be prepared with appropriate materials and assignments for all classes;
- show respect to all members of the learning community;
- resolve conflicts peacefully, and avoid fighting inside or outside of the school;
- behave respectfully, without arguing, and cooperate when a staff member gives direction or makes a request. I understand that I will be given an opportunity to voice my concerns at an appropriate time if I do not agree with the request;
- take responsibility for my personal belongings and respect other people's property;
- dress appropriately and do not wear any suggestive clothing including, low pants, tank-tops, midriffs, short-shorts, or mini-skirts;
- refrain from wearing clothes which have any signs of gang affiliation (e.g. scarves, bandanas) and refrain from using gang signs, calls, chants, movements, handshakes;
- refrain from using personal possessions that are disruptive (e.g., cell phone, ipod/mp3, ear phones) in school;
- keep my parents/guardians informed about school-related matters and make sure I give them any information sent home;
- follow all rules and behave responsibly as described in the Student Handbook;

I have received a copy of the *Student Handbook* and understand this contract. I agree to follow the rules of behavior. In instances of disciplinary action for violations of school regulations I will be suspended and placed in the Extended Day Program for the remainder of the school year.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_

Principal: \_\_\_\_\_ Signature: \_\_\_\_\_



## EDP Weekly at a Glance

1/9/2012		<i><b>Monday</b></i>
Period 10	2:45-3:00	Counseling
Period 11	3:00-3:40	Science
Period 12	3:40-4:20	English
Period 13	4:20-5:00	History
Period 14	5:00-5:20	Break
Period 15	5:25-6:20	Ind. Arts
Period 16	6:20-6:45	Ind. Arts
Special Education		<i>Mrs. H</i>
Administration		<i>Ben</i>

1/12/2012		<i><b>Thursday</b></i>
Period 10	2:45-3:00	Counseling
Period 11	3:00-3:40	Science
Period 12	3:40-4:20	English
Period 13	4:20-5:00	History
Period 14	5:00-5:40	Math
Period 15	5:40-6:20	Math
Period 16	6:20-6:45	P.E.
Special Education		<i>Mrs. D</i>
Administration		<i>Retтино</i>

1/10/2012		<i><b>Tuesday</b></i>
Period 10	2:45-3:00	Counseling
Period 11	3:00-3:40	Science
Period 12	3:40-4:20	English
Period 13	4:20-5:00	History
Period 14	5:00-5:40	Spanish
Period 15	5:40-6:20	Fin. Lit
Period 16	6:20-6:45	Fin. Lit
Special Education		<i>Mrs. F</i>
Administration		<i>Ben</i>

1/13/2012		<i><b>Friday</b></i>
Period 10	2:45-3:00	Counseling
Period 11	3:00-3:40	Spanish
Period 12	3:40-4:20	Spanish
Period 13	4:20-4:55	Ind Arts/CAD
Period 14	4:55-5:40	Phys Ed
Period 15	5:40-6:15	Phys Ed
Period 16	6:15-6:45	Phys Ed
Administration		<i>Gerry</i>

1/11/2012		<i><b>Wednesday</b></i>
Period 10	2:45-3:00	Counseling
Period 11	3:00-3:40	Science
Period 12	3:40-4:20	English
Period 13	4:20-5:00	History
Period 14	5:00-5:40	Math
Period 15	5:40-6:20	Math
Period 16	6:20-6:45	P.E.
Special Education		<i>Mrs. S</i>
Administration		<i>Gerry</i>