



Woodbridge Academy Magnet School

2024-2025

STUDENT HANDBOOK

Foreword

Dear Parents and Students,

Congratulations! You are one of the many new students who are entering the Woodbridge Academy this year. Our goal here at the Woodbridge Academy is to explore allied health and the biomedical sciences intensively through classroom instruction, field experience and college courses. To teach and learn an academically challenging and enriched program that develops the strong writing, critical thinking, investigative and research skills needed for success in college and professional careers. We utilize project-based learning and an interdisciplinary approach in order to enhance learning through connecting big ideas and experience.

You are probably unfamiliar with your new school surroundings, however, the returning students and the faculty members will soon make you feel as one member of a large Family. There are certain steps you should take in familiarizing yourself with the school and its program. Become acquainted with the faculty, read carefully the information in this handbook and obey the rules and regulations of the school. Try to take an active part in one of the many extracurricular activities as soon as possible.

Your parents are always welcome to come in to discuss your progress in school, at home or to review school records. An appointment must be made with the Guidance Office (732)634-5858 x3024 or x3025 prior to the visit.

The entire faculty is sincerely concerned with your success. Your best efforts, along with the aid of the teaching staff, will assure your fulfilling the purposes of your enrollment in this school.

Sincerely,

Woodbridge Academy Administration

Middlesex County Magnet Schools Board of Education

President, Keith Jones
Vice President, Laura Czarnecki
Kyle Anderson
Vittorio Tartara
Christine Faustini

Superintendent of Schools.....Mr. Jorge E. Diaz
Board Secretary/Business Administrator.....Dr. Joe Howe
Assistant Superintendent.....Mr. Jeffrey Bicsko
Director of Personnel.....Mr. David Johnson
Director of Curriculum and Instruction.....Mr. Eugene Catanzaro
Director of Career Technical Education.....Ms. Lee Neamand
Director of Athletics and Physical Education.....Mr. Michale Pede
Supervisor of Curriculum and Instruction.....Ms. Katherine Dennison
Supervisor of Curriculum and Instruction.....Mr. Daniel Gallant
Supervisor of Curriculum and Instruction.....Ms. Sarah Rubin
Supervisor of Career Technical Education.....Mr. Adam Reckenwald
Supervisor of Special Education.....Dr. Renee Davis

ADMINISTRATION

Principal..... Mr Robert Fuller
Vice Principal.....Ms. Sonja Paprota

GUIDANCE

Substance Abuse Counselor..... Ms. Bridget Hill
School Counselor..... Mrs. Katie Elko
School Counselor.....Ms. Nicole Hart
School Nurse..... Mrs. Cristina Kelly

SUPPORT STAFF

Main Office..... Ms. Shelymar Santiago
Main Office.....Ms. Nancy Antoniello
Office of Guidance..... Ms. Denise Miranda

SCHOOL TELEPHONE NUMBERS

HIGH SCHOOL

Main Office.....732-634-5858

Guidance Office.....732-634-5858

GENERAL INFORMATION

IDENTIFICATION BADGES:

All students are required to have a school identification badge. Badges will be distributed by the school free of charge and must be kept in good condition. Students who lose or damage their badges will be provided with a replacement and charged a replacement fee.

ABSENCES:

When a student is absent from school, a parent/guardian must contact the main office by calling 732634-5858 ext. 3010. If the school does not receive a call from a parent/guardian stating the child will be absent, the parent/guardian will receive a call from the automated dialer and possibly the main office inquiring about the absence, either at home or at their place of employment.

SCHOOL CLOSING:

There may be occasions when inclement weather and/or conditions will necessitate the cancellation of school for the day or delaying the opening. Information pertaining to school closing or delayed openings will be posted on the district website and an automated call from the central office will be sent.

DELAYED OPENING:

When a delayed opening is declared it will be posted on the district website and an automated call from the central office will be sent. Parents and students are requested not to call the school on these days. If a delayed opening is announced it means that the students must arrive at 10:45 a.m. Classes will convene based on the following schedule under the heading "DELAYED OPENING".

TIME SCHEDULES

REGULAR

Homeroom.....	8:52-8:57
Block 1.....	9:00-10:27
Block 2.....	10:30- 12:30
Lunch 1.....	11:15-11:45
Lunch 2.....	12:00-12:30

Block 3.....12:33- 2:00
Block 4.....2:03 - 3:30

EARLY DISMISSAL SCHEDULE

Homeroom..... 8:47-8:52
Block 1..... 8:54-9:54
Block 2..... 9:56- 11:26
Lunch 1.....10:26-10:56
Lunch 2.....10:56-11:26
Block 3.....11:28-12:28
Block 4.....12:30-1:30

DELAYED OPENING

Homeroom.....10:45 – 10:58
Block 1.....11:00 – 11:58
Block 2.....12:00 – 1:30
Lunch 1 12:30-1:00
Lunch 2.....1:00 – 1:30
Block 3.....1:32 – 2:30
Block 4.....2:32 – 3:30

ANNOUNCEMENTS:

Announcements will be made every morning during homeroom period via the public address system.

LOCKERS:

All students must use the locker that is assigned to them; this includes lockers used in the locker room and their career program if available. If a student forgets his or her locker combination, they must report to the main office for assistance. Students should be aware that lockers are school property and are subject to search at the discretion of the administration, please see Search and Seizure below.

Students are to keep their lockers neat and clean and free of graffiti. Locker doors are to be closed and locked at all times when not in use. The school district is not responsible for the contents of any locker and advises all students not to leave valuables in the lockers. Students who do not maintain lockers accordingly may be referred for appropriate disciplinary

consequences and/or be fined for damages caused to the locker, which require cleaning or repairs. Lockers that cannot properly close will also be emptied by administration or custodial staff, contents bagged and placed in the main office.

At the end of each school year, students must empty lockers of all contents. Any books found will be returned to the appropriate department. All clothing, and/or personal belongings left in the lockers at the end of the school year will be donated to a charitable organization.

SEARCH AND SEIZURE:

School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. Expect lockers to be searched by the administration periodically during the year.

A student's person, possessions, and locker may be searched by a school official provided the official has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction

Searches conducted by staff when there is suspicion that laws and policies on safe and drug free schools are being violated shall be based on the reasonable grounds required by Board policy. The privacy interests of students are outweighed by the substantial interest of teachers and administrators in maintaining a drug-free environment in the classroom and on school grounds, and consequently, locker searches and vehicle searches on school grounds need satisfy only the "reasonable suspicion" standard adopted by the courts.

Searches by interception of the electronic communications of a student shall be conducted with equal sensitivity as that required of physical searches. When administrative search is determined to be necessary by the Principal or his/her designee or on presentation of a proper warrant by law enforcement officials, a search shall be requested of the person responsible for the electronic communication system or his/her designee.

Nothing in this policy shall be construed as to prevent searches by the person responsible for the electronic communication system or his/her designee for the purposes of routine maintenance of the system: no notification to the student users shall be necessary.

AUTOMOBILE REGULATIONS:

Student parking is limited to the parking lot on Florida Grove Road near the Tennis Courts in Warren Park. Parking is on a first-come first served basis. Students are not allowed to park in any of the faculty lots or visitor lots on campus.

ARRIVAL AND DISMISSAL

If you have any specific arrangements you would like to make the school aware of regarding your child's arrival and dismissal, please contact the main office.

CHANGING CLASSES:

Students will be allowed three minutes to change classes. Students will be courteous and orderly in the hall. Classroom teachers will supervise the halls between classes. It is the student's responsibility to arrive at class on time.

GRADING – explanation of marks

A+ = 98-100, A = 92-97, A- = 90-91, B+ = 86-89, B = 82-85, B- = 80-81,
C+ = 76-79, C = 72-75, C- = 70-71, D = 65-69, F = 64 or below
P = Pass

EARLY DISMISSAL:

No student will be dismissed early without parental/guardian approval and/or consent. Students must be signed out by a parent or guardian for any early dismissal. If a parent/guardian is unable to sign-out a student, only the adult on the emergency contact can sign-out the student. No exceptions.

1. All excuses/notes for early dismissal must be presented in the main office before the first period. It must be understood that these notes should be presented only when early dismissal is absolutely necessary.
2. Medical appointments should not be made during school hours. If such an appointment is necessary, it must be presented on a medical appointment form from the physician and returned to school on the following day to verify the appointment.
3. Students who are 18 years old or older may sign themselves out of the school building. Before the student leaves, an attempt will be made to ensure the student's parent/guardian is aware that he/she is leaving the school. Students will be marked absent for the classes that they miss.

4. Students under 18 years old must be signed out of the building by a parent/guardian who comes to the school, signs the student out and assumes responsibility for the student. Students who are 18 years or older may not sign out students who are minors.

5. Students should not be signed out or leave the building for lunch. If students do so, they will not be allowed to return for the remainder of the day.

FIRE DRILLS:

One fire drill is required each month during the school year. Students are to exit the building quickly and quietly, in accordance with the fire drill directions posted in each classroom and following the teacher's instructions. After exiting the building, students must keep clear of the building and the driveways.

EVACUATION DRILLS:

Evacuation drills follow similar procedures to fire drills with the exception that students will be exiting the building and going to another location.

LOCKDOWN AND SHELTER-IN-PLACE DRILLS:

Lockdown and shelter-in-place drills will be conducted during the school year. These drills ensure students are capable of following specific procedures if an unsafe condition exists in or near the school. Students will be provided a verbal outline of the procedures to follow by school staff. During these security drills, students are to remain quiet and follow the directions provided by staff.

FLAG SALUTE AND PLEDGE OF ALLEGIANCE:

New Jersey law requires that students show respect for the flag of the United States of America. If a student is consciously opposed to the Pledge or Salute, the student may abstain from the ceremony but is expected to remain silent. Students who are in the hallway are also expected to stop walking, remain standing, recite the pledge or remain silent.

DELIVERIES TO STUDENTS

If a parent needs to drop off an item, we will attempt to accommodate and get the item to the child. Please understand due to a high volume of traffic it is difficult for the front office to ensure deliveries to students are made in a timely fashion. We ask that parents limit such requests. No outside vendors or persons other than a parent/guardian are allowed to have anything delivered to a student.

PHONE MESSAGES FOR STUDENTS

Students should not be paged or called during the regular school day unless the situation is deemed an emergency by an administrator. The office staff cannot be held responsible for the delivery of non-essential communications.

HOMEROOM:

All students are assigned a homeroom. Activities during homeroom include: the recording of attendance, the Pledge of Allegiance, announcements, submission of medical notes, and the dissemination of other pertinent school information. All students reporting to school after the homeroom period has ended must sign in at the main office and be issued a late pass. At 8:45 a.m. all doors to the school will be closed. Entry to the school will be only through the main office entrance. Tardiness is recorded daily and will be dealt with administratively in accordance with the Tardiness Policy.

ILLNESS WHILE IN SCHOOL/ACCIDENTS:

A student becoming ill during school time should request a pass from the teacher and report to the school nurse. If a student feels ill in between classes they should report to the next scheduled class and obtain a pass from the teacher. If a student feels ill and fails to report to the nurse or to their class, the action will result in a discipline referral. Students will not be admitted to the medical office without a pass issued by a teacher.

LIABILITY FOR DAMAGE:

Parents or guardians of students who willfully damage or deface school property will be liable for the cost incurred by the Board of Education to repair or replace the property that was damaged or defaced.

LOITERING IN VEHICLE OR ON SCHOOL GROUNDS:

All students must be present inside the school building during the school day. The parking lot, grounds, and areas around the building are considered "out of bounds" unless accompanied by a teacher. No student will be permitted to loiter in cars or in the parking lot.

LOST AND FOUND:

Any student who loses personal or school property should inquire about the article in the main office. If any student finds a lost item, they should bring it to the main office.

LUNCH:

Lunch is an assigned period of the day and all students are expected to report to the dining room within the passing time. Food will not be permitted outside the cafeteria unless permission is granted by administration. At lunch, students are expected to behave as if partaking in a meal at home. Good manners, consideration of others and the cleanliness of the dining room are expected. Students may not have lunch delivered to them or provided by an outside vendor.

It is important that each student is respectful and courteous to other students, staff, and the lunch workers. Below is a list of rules that each student is asked to follow when dining in the cafeteria:

1. Students cannot visit their locker, other teachers, guidance, or their car without a pass (with them not in a locker, etc) showing the date and teacher's name. Without a pass, the bathroom is the only reason a student will be allowed to leave the cafeteria.
2. To have bathroom privileges students must have their school ID. (No ID = No bathroom)
3. Students may have in their possession a cell phone, MP3 player, or iPod. They may not record voice or video with any device, nor may they take or make phone calls.
4. Students are allowed outside only in designated areas by administration. Students are also asked to use only one door, as directed by staff, for exiting and entering.
5. Students must stay seated during lunch.
6. Each table is responsible for the trash in their area. All students sitting at the same table can be held accountable and disciplined accordingly for any inappropriate conduct coming from that table at the discretion of the staff.
7. When waiting on the lunch line it is important to be courteous. Students are not permitted to order any food at any time from an outside vendor to be delivered to the school.
8. Students are only allowed to enter the cafeteria and purchase food/drink during their assigned lunch period. Students should not enter the cafeteria without permission during other times of the day.

TELEPHONE:

Office phones may be used in an emergency ONLY and with permission of an administrator. Students are not permitted to talk or use their phones to record in any way during schools unless permitted by staff.

TEXTBOOKS:

Textbooks are provided by the Middlesex County Magnet School Board of Education and are assigned to students for their personal use by the subject teacher. The book number and condition are noted at the time of issue and will be checked upon return at the end of the school year. Students are responsible for the care and protection of their textbooks and will be required to reimburse the school for damage beyond normal wear and/or loss of the textbook. Failure to return a book or pay an obligation for that book may result in withholding of the student's report card and/or transcripts as well as a loss of privileges.

If a student loses a book, it is his/her responsibility to notify the teacher of the loss and to secure a new book. The student is still responsible (must return or pay) for the first book. If the original book is found and turned in, the student will be reimbursed for the cost of the book.

LIBRARY/MEDIA CENTER:

Borrowing guidelines:

1. A student must show their school I.D. to borrow a book.
2. The date the book is due is the latest date stamped in the book pocket.

3. A book may be renewed for an additional period if the book is brought to the library so that a new date can be stamped on it.
4. To return a book, place it in the return slot in the circulation desk and NOWHERE ELSE.
5. A student who borrows library materials is responsible for returning them to the library. If anything is lost or damaged while signed out in the student's name, that student is responsible and must pay the cost of replacement.
6. Students will receive notice for overdue materials through their homeroom teacher.

Library Passes: Students may obtain a pass to go to the Media Center during the school day but must remain in the library until the end of that class period unless a teacher's note indicates otherwise.

Conduct: The Media Center is for quiet study and research, therefore students requesting to use the media center will conduct themselves accordingly.

PASSES:

During class periods, students are not permitted to leave unless sent for by an administrator; or a teacher, media specialist, counselor, or school nurse has issued a pass. Students who are leaving a classroom should have their school ID displayed.

Students wishing to come to school early to see a teacher may do so by having a pass from the teacher. Students are then required to show the teacher pass to the staff member at the front entrance in the morning to be allowed into the building.

Students going to breakfast may not enter the building until 7:45 am and do so only at the main entrance.

VISITORS:

All visitors must report to the main office for information, directions, and a visitor's pass. All visitors must provide the main office with photo identification prior to entering the building.

STUDENTS ARE PROHIBITED FROM BRINGING GUESTS TO SCHOOL. Graduates of Middlesex County Magnet Schools who wish to meet with former teachers should call and make an appointment to meet at a specific time after school hours. Any person who violates this directive may be prosecuted as a trespasser.

SODA MACHINES / Snack Machines:

The use of the soda or snack machines in the cafeteria is limited to before and after school. Students are permitted to use the vending machines in the cafeteria during their lunch period only.

ROAD MAP FOR EACH YEAR OF HIGH SCHOOL:

Grade – Freshman Year:

Develop good study habits and keep your grades up.

Keep track of your attendance. Be on time for school and for class.

Get involved in extracurricular activities.
Log into your Naviance account.

Grade 10 – Sophomore Year:

Check your grade point average and class rank.
Work with your counselor to plan the most rigorous course load possible.
Take the FREE PSAT in October.
Take the Student ASVAB to help with career planning.
Continue researching and applying for scholarships, www.scholarships.com.
Use your PSAT results to improve your skills.

Grade 11 – Junior Year:

Begin searching for colleges – www.petersons.com and www.collegeboard.com to make a list of 5-10 that seem interesting/appropriate for you.
Check the requirements of the schools you choose i.e. SAT's, GPA, Essay.
Take the FREE PSAT in October and use the results to improve your skills.
Continue involvement in activities.
Remember to review your transcript with your counselor.
Take the May or June SAT (talk to your counselor about possible fee waiver).
Consider taking the ACT which is another accepted college entrance exam.
Visit Open Houses of colleges and campus tours.

Grade 12 – Senior Year:

Meet with your school counselor to review your list of colleges and discuss senior year timelines for college and financial aid.
Make a formal activity sheet with the guidance secretary. Come prepared with a list of items to include (i.e. sports, extracurriculars, service and work experiences).
Download applications or apply for college online.
Use your counselor as a resource to help with any aspect of the application process.
Read all directions and be sure to watch the application deadlines.
Be sure to review before you submit. (Spelling Counts)
Ask (2) teachers for letters of recommendation. Additional letters can be added from coaches, community leaders, or employers.
Apply for a PIN (to begin the financial aid process with ease) at www.FAFSA.gov. You can apply for a pin early, but do not submit the FAFSA, Free Application for Federal Aid, until January. Be aware of financial aid deadlines.
Visit the financial aid web page of the colleges you want to apply to. They may have scholarship opportunities available to students that submit the FAFSA.
Continue to fill out scholarships available through www.fastweb.com.
Check for scholarship opportunities at any businesses or companies from parent/student employment, religious affiliation and community based organizations.

Visit the guidance office for available paper applications for scholarships. Many will also be available on the guidance web page.

Work hard; colleges do ask for a final transcript for senior year.

Write thank you notes for the recommenders that wrote letters for you.

CLUBS AND ACTIVITIES

Clubs and other after school programs are a very important part of our extra-curricular programs. Efforts will be made early in the school year to solicit student interest and form clubs on the basis of expressed student interest. The following clubs/activities are a part of the extra-curricular program:

Cultural Diversity	Amnesty International
Debate Club	Drama Club
Model UN	GLOW
Junior Statesmen of America	Red Cross
Key Club	Science League
HOSA	Spanish Honor Society
Interact Club	Student Council
Math League	Science Olympiad
National Honor Society	Yearbook
Newsletter	

NATIONAL HONOR SOCIETY

STUDENT NHS CANDIDATES:

It is the policy of the Society that each member school establishes and maintains its own candidate membership standards and selection criteria. NHS members should be good, honest, responsible student-citizens who have made a personal commitment to excellence and who agree to uphold the NHS Standards of Conduct found below.

The Woodbridge Academy National Honor Society conducts a very stringent application process for admittance to the National Honor Society. All eligible applicants may not be given admittance to the NHS.

MINIMUM ELIGIBILITY REQUIREMENTS:

- Attain an overall GPA of 3.75 or higher on a 4.0 scale (unweighted).
- Be enrolled in a career/technical education program or major.

Chapters may also use the following credentials:

- Attendance
- Discipline records
- Additional GPA requirements
- One or more faculty and/or staff recommendations
- Active involvement in student government, CTSO, civic or service organization(s)

MEMBER STANDARDS OF CONDUCT:

As a member of the National Honor Society, I pledge to:

- Maintain the highest standard of personal and professional conduct at all times
- Strive for excellence in all aspects of my education and employment
- Refuse to engage in or condone activities for personal gain at the expense of my fellow students, my school, or my employer
- Support the intents and purposes of NHS while working to achieve the objectives and goals of the society
- Uphold my obligations as a citizen of my community and my country

ACADEMIC DISHONESTY

Any of the following acts, when committed by a student at the Middlesex County Magnet Schools, shall constitute academic dishonesty:

- Plagiarism: Portrayal of another's work or ideas as one's own
- Cheating: Using unauthorized notes or study aids, allowing another party to do one's work/exam and turning in that work/exam as one's own; submitting the same or similar work in more than one course without permission from the course instructors;
- Fabrication: Falsification or creation of data, research or resources, or altering a graded work without the prior consent of the course instructor;
- Aid of Academic Dishonesty: Intentionally assisting, or allowing another student to plagiarize, cheat, or fabricate;
- Lying: Deliberate falsification with the intent to deceive in written or verbal form as it applies to an academic submission;
- Sabotage: Destroying, altering or concealing the data, research or resources of another student in order to gain an unfair advantage;
- Bribery: Providing, offering, or taking rewards in exchange for a grade, an assignment, or the aid of academic dishonesty;

- Threat: An attempt to intimidate a student or faculty member for the purpose of receiving an unearned grade or in an effort to prevent the reporting of an Honor Code violation.
- Sanctions: The consequences of Academic Dishonesty/Honor Code Violations shall be consistent with the student code of conduct, but may include additional consequences such as:
 - Record of a student's history of violations will be kept on file in the student's Permanent Record.
 - A student may become ineligible for induction into or continued participation in the National Honor Society and Spanish Honor Society.
 - Students may be ineligible for induction and/or suspended from participation in other school activities and organizations.
 - Letters of Recommendation Students may become ineligible to receive letters of recommendation for colleges and universities from administrators, guidance counselors and instructors.
 - Repeated Violations of the Honor Code will result in increased sanctions including, but not limited to, the implementation of an Honor Code Contract, detention, suspension, removal from the program.

YEARBOOK:

The yearbook is an extracurricular activity project open to any member of the school. Principles of journalism, including the mechanics of putting a yearbook together are developed. The yearbook is a record of the activities, aspirations, and academic achievements of the current senior and 8th grade graduating class as well as the entire middle/high school student body. The yearbook staff is composed of an editor-in-chief, and assistant editors in the areas of photography, sports, art, advertising, layout, and copy.

ATHLETICS

SPORTS

Soccer (Boys', Girls')
 Basketball (Boys', Girls')
 Tennis (Boys')
 Softball (Girls')

LEVELS

Varsity *Junior Varsity
 Varsity, *Junior Varsity
 Varsity, *Junior Varsity
 Varsity, *Junior Varsity

* If the number of students allows

VARSITY LETTERS

The requirements for receiving a Varsity Letter are as follows:

1. Players must remain a member of the team, in good standing, until the end of the season. Any player who quits or is dismissed from the team will not be eligible.
2. All Senior Varsity Players will receive a letter.
3. A Player must play in at least $\frac{1}{2}$ of the games during the season or play a strong role in games throughout the season. Exceptions may occur (Injuries, A Player becoming a starter near season's end, consistent strong performances, etc.). In these cases, sole discretion of whether or not to award a Varsity letter rests with the Varsity coach.

ELIGIBILITY REQUIREMENTS

A significant part of our total school program is our athletics. The Middlesex County Magnet School Board of Education provides opportunities for students to participate in many athletic and related programs.

Another important fact to keep in mind is that in order to be eligible to participate in any extra-curricular activity, we have to conform to state guidelines and rules established and enforced by our own student eligibility committee. You may participate if you have not reached the age of 19 prior to September 1 and if you have met all the NJSIAA and local board of education eligibility requirements.

Transfer students may participate upon filing the appropriate request and being approved by the Executive Committee of New Jersey Interscholastic Athletic Association.

All participants will demonstrate good citizenship both within the school and whenever representing the school in activities. All students are encouraged to participate in our athletic program.

ATHLETIC ELIGIBILITY

The Board of Education believes that interscholastic sports are an integral part of the high school and middle school programs. Sports are tools by which school becomes relevant to many students either through direct participation or school identification.

The Board of Education also recognizes, as its primary goal, the successful completion of the instructional program appropriate to the achievement of district goals and objectives as well as personal proficiency by each student.

In order to ensure these goals, the Board promulgates the following guidelines for student participation in interscholastic programs:

1. If a student is deemed ineligible, removal from the activity will occur at the time of report card distribution.
2. Present policies regarding attendance and tardiness will be strictly enforced. During any suspension, athletic participation will not be allowed.
3. Eligibility for all fall programs will be determined by final grades of the preceding year. Summer school can help to determine one's final grade.
4. Middle School students are eligible for fall sports. Marking period 1 grades will be used to determine eligibility for Winter season sports. Marking period 1 & 2 grades will be used to determine eligibility for the Spring Season. To participate in athletics a student must have passing grades, and meet all attendance and conduct requirements.

N.J.S.I.A.A. CREDIT REQUIREMENTS

1. To be eligible for fall and winter sports, a student must have passed a minimum of 30 credits from the previous year.
2. If a student is ineligible for fall and winter sports he/she will not be eligible to participate until February 1. However, a student may practice with the team and those practices will count toward the required six practices before a student may play a scrimmage or game.
3. To be eligible to play spring sports a student must pass a minimum of 15 credits for the first half of the year. Eligibility periods are September 1 to January 1 and February 1 to June 1.

ATHLETIC PROGRAM POLICY

- I. Medical Exam – Approved physicals are good for 365 days from the date of the exam.
 - a. Given by student's personal MD
 - b. School medical inspector (as needed)
 - c. Must be on school medical exam form and completely filled out
 - d. Forms are available on the school website
 - d. The district's medical inspector before approval must review all exams done by personal MD. If not satisfactory, further examination may be required.
- II. Eligibility forms: permission, physical assessment, parent/guardian, student application, personal data. All forms must be completed using the online Athletic Registration portal. A link to the portal can be found on the school website.

Registration and physicals must be completed no later than:

Fall –August 7, Winter – November 1, Spring – March 1.

III. Injuries or illness during an athletic season.

a. If an injury or illness results in the inability of the student to participate in a sport for more than seven consecutive days, they must have a written clearance from a personal MD and the report must be seen and approved by the medical inspector in order to return.

b. Illness or injury of seven days or less, a personal MD clearance is sufficient

IV. The school nurse will submit to the athletic director. The results of medical appraisals of all candidates for athletic activities.

STUDENT ATHLETE'S CONTRACT

Purpose:

Participation in athletics is a privilege, not a right. Dedication, desire, discipline, good citizenship, and academic achievement are essential personal characteristics that are necessary to successfully participate on any team. The goal of the athletic department is to nurture these traits. In doing so, each scholar athlete should develop a sense of pride in him/herself, the school and the community, which he/she represents.

Academics:

We expect the students to maximize their efforts in achieving their full academic potential. Good grades are a necessary component for successful participation on any athletic team. Therefore, certain standards must be met. The NJSIAA requirements indicate that between September 1 and January 31 students must pass a minimum of 30 credits for the previous year and February 1 to June 30 must pass a minimum of 15 credits from the previous semester.

Smoking:

Smoking is harmful to your health. All athletes must refrain from the use of tobacco. School policy states that the first offense results in a suspension from school. A coach must discipline an athlete if he/she is seen smoking. First offense: suspended for one game. Second offense: dismissed from the team.

Drinking and Drugs:

Drinking alcohol and/or using abusive drugs are harmful to your health. Therefore, all athletes must refrain from their use. All athletes are subject to the Board of Education's Random Drug Screening Policy.

Suspension from School:

We expect our athletes to be role models for the student body. Hence, if an athlete is suspended from school, either in-school suspension or out-of-school suspension, he/she cannot participate, attend or practice for the duration of the suspension. Any student who is suspended from school for a cumulative of four days will be dismissed from the team and remain ineligible for the remainder of the academic year. Should ten weeks pass since the second suspension or the suspension that resulted in the fourth cumulative day, with no further disciplinary issues, the

student can request from the administration to have his/her eligibility reinstated based on good behavior. Each case will be judged on its own merits. If a student has his/her eligibility reinstated, any future suspensions during the school year will result in the 10 weeks of ineligibility starting over again from the date of the most recent suspension.

Attendance:

Any student absent from school or not present for a minimum of four hours may not participate in any after-school activity (including practices) on that day. Any student absent from school or not present for a minimum of four hours on the last day of a school week will be ineligible for any school-sponsored activity until his/her return to school. Students who sign out of school due to medical concerns, appointments, family emergencies, and other reasons must have the permission of the administration in order to participate in after-school activities that day.

Practice/Games:

All team members of each sport must attend all scheduled games, practices, and meetings. The determination of playing time and position is the exclusive right of the head coach and will not be discussed. If circumstances arise whereby the athlete cannot attend a practice, game, or meeting the coach must be notified by personal contact or a phone call.

Behavior/Language:

As representatives of our school and our community, we expect our athletes to be on their best behavior and to act like gentlemen and ladies at all times. Hence, any inappropriate conduct or negative behavior will not be tolerated and may result in dismissal from the team. The student discipline guidelines in the student handbook rules and GMC/NJSIAA rules govern all athletic events.

Uniforms/Equipment:

Each athlete will be issued a uniform and equipment appropriate to each sport. If it is lost or damaged other than from game use, the athlete is responsible for replacement. All uniforms and equipment must be returned within one week after the end of the season. Failure to return a uniform will result in the withholding of the report card and/or transcript and loss of all privileges as well as athletic eligibility until the matter is settled. Uniforms must be returned clean, folded and in the same condition in which they were received.

SPECTATOR CONDUCT

The intent of this policy is to provide a uniform code of conduct for all those in attendance at athletic events, drama presentations, music activities, clubs, or any other functions before and after school hours. This is also in effect on days school is not in session, weekends, and/or holidays, including out of district events.

Spectator policy for extracurricular events will be governed by the Disorderly Persons Statute 2C: 33-2 as follows:

1. Improper behavior – A person is guilty of disorderly persons offense if, with purpose to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he/she: (1) Engages in fighting or threatening, or any violent or tumultuous behavior; or (2) Creates a hazardous or physically dangerous condition by any act which serves no legitimate purpose of the actor.
2. Offensive language – A person is guilty of petty disorderly persons offense if, in a public place, and with purpose to offend the sensibilities, uses unreasonably loud and offensively coarse or abusive language, given the circumstances of the person present.

Areas of Concern:

1. Smoking is prohibited at all times on district property and in all district- owned vehicles.
2. Banners, posters, signs, of any type will not be allowed in any contest unless of a pertinent nature.
3. Noisemakers, radios, tape recorders, etc. will not be permitted at any indoor athletic event.
4. Anyone leaving the premises may not return.

BREACH OF CONTRACT

1. Failure to abide by the guidelines set forth in the student athletes' contract will result in a breach of contract as determined by the administration. A student who is in breach will not be permitted to participate in any interscholastic or intramural activities for the next season. A student who properly resigns from the team by personally informing the coach with the parent present will not be considered to have breached their contract and will have left the team in good standing. A student who just stops showing up to games and practices and then quits will be considered in breach of this contract.

[NJSIAA RANDOM TESTING FOR INTERSCHOLASTIC ATHLETICS](#)

The Board of Education recognizes the use of harmful performance enhancing substances seriously threatens the health, safety, and welfare of pupil-athletes that participate in interscholastic athletics. This district's secondary school is a member of the New Jersey State Interscholastic Athletic Association (NJSIAA). It is a violation of NJSIAA's sportsmanship rule for any pupil-athlete to possess, ingest, or otherwise use any substance on NJSIAA's list of banned substances, without a written prescription by a fully licensed physician, recognized by the American Medical Association, to treat a specific medical condition. Therefore, NJSIAA, in accordance with Executive Order 72, will test a random selection of pupil-athletes who have qualified, as individuals or as members of a team, for NJSIAA sanctioned State championship competition.

The list of banned substances, for the purposes of this Policy, shall be prepared and published by NJSIAA. Before participating in interscholastic sports, the pupil-athlete and their parent or guardian shall consent to random testing in accordance with NJSIAA's Steroid Testing Policy by

completing and submitting to the school district NJSIAA's Consent To Random Testing Form. NJSIAA's list of banned substances shall be attached to the consent form and the consent form must be signed each school year. The failure to sign the consent form shall render the pupil-athlete ineligible to participate in all interscholastic sports until the form is signed. The signed Consent To Random Testing Forms shall be maintained in the Building Principal's office.

Pupil-athletes will be selected to be tested on a random basis from all athletes participating in championship competition in accordance with NJSIAA procedures. The test will analyze a urine sample. The methodology for taking and handling samples shall be in accordance with current legal standards and tests shall be administered by a certified laboratory designated by NJSIAA. No test shall be considered a positive result unless the approved laboratory reports a positive result and NJSIAA's medical review officer confirms there was no medical reason for the positive result. The sample will be split when taken and shall be available in the event of an appeal. A positive test result may be appealed in accordance with NJSIAA's appeal procedures. Results of all tests shall be considered confidential and shall only be disclosed to the individual, his or her parent(s) or legal guardian(s), and his or her school.

It is NJSIAA's Policy that any person who tests positive in an NJSIAA administered test, or any person who refuses to provide a testing sample when identified, or any person who reports his or her own violation, shall immediately forfeit his or her eligibility to participate in NJSIAA competition for a period of one year from the date of the test. Any such person shall also forfeit any individual honor earned while in violation. No person who tests positive, refuses to provide a sample, or who reports his or own violation shall resume eligibility until he or she has undergone counseling and produced a negative test result. NJSIAA's Policy shall not prevent the school district from disciplining a pupil for violating the district's substance abuse policies or practices and a violation of a school district's testing program will not be reported to NJSIAA.

NJSIAA's Executive Committee shall annually compile and report the results of the Steroid Testing Policy and determine whether the Policy shall be renewed or discontinued.

ATTENDANCE POLICY

Excused and Unexcused Absences

1. A student must be in attendance for 163 or more school days (90% of the school year) in order to be considered to have successfully completed the instructional program

attendance requirements of the grade to which he/she is assigned. Please log into Genesis frequently to review the days that your son/daughter has been absent.

2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused and documented absence that counts toward truancy, student conduct, promotion, retention, and the award of course credit.
 - a. “A. unexcused documented absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not a “state excused absence” as defined in 2.b. Below. The list of unexcused documented absences herein is not all inclusive and at the discretion of the school district:
 - i. Student Illness (with note from physician)
 - ii. Death in the family
 - iii. Court appearance
 - iv. Required by the student’s Individualized Education Plan (IEP)
 - v. Out of School Suspension
 - b. “An unexcused absence”, that count towards truancy, is a student’s absence from school for a full day or a portion of a day for any absence for the reasons listed below, this list is not all inclusive:
 - i. Family travel
 - ii. Performance of household or babysitting duties
 - iii. Illness without note
 - iv. Other daytime activities unrelated to the school program
 - v. Leaving school without permission while school is still in session
 - vi. Leaving class because of illness and not reporting to the school nurse as directed, and
 - vii. Being present in school but absent from class without approval.
Such absence from class is a “class cut.”
 - c. A “state excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:
 - i. College visit(s), up to three days per school year for students in grades eleven and twelve.
 - ii. Take Our Children to Work Day;
 - iii. Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;
 - iv. Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
 - v. Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
 - vi. Closure of a busing school district that prevents a student from having transportation to the receiving school;
3. Any student absent from school or not present for a total of at least four hours may not participate in any after-school activity (including practices) on that day. Any student absent or not present for a total of at least four hours on the last day of a school week will be ineligible for any school sponsored activity until his/her return to school.

4. Students who are of legal age may sign themselves out of school; however, students may not return unless they have documentation of having attended a doctor's visit, court, driver's exam or college appointment. Regardless of age, the parent/guardian will be notified.
5. If a high school student loses credit in two or more classes due to excessive absences, he/she will not be allowed to engage in any extracurricular activities.

Parental Notification of Absences

1. Parents will be made aware of each absence daily through a phone call from the school.
2. For full year courses, absence letters will be emailed home specifying potential legal action taken against the student and parent following the student's 5th, 10th, and 15th absence.
3. Following the loss of credit as noted above, the student will lose all credit for the school year and will have to make-up lost seat time or repeat the courses/grade.

Attendance Review Committee

The Attendance Review Committee will meet with the student and their Parent/Guardian to help prevent this attendance problem from escalating. An administrator will meet with the Committee, student, and their Parent/Guardian to:

- (A) Prevent any further attendance problem escalation.
- (B) Inform all parties of possible grave consequences for exceeding 20 unexcused/ absences:

In the event a student may lose credit for the school year, a parent may file an appeal with the building principal.

Missed Assignments

1. Students are required to complete missed work due to absences from school. Students will be given (2) days for each day absent to make up work (example- if a student is absent 2 days, they will have 4 days to make up work). Upon parental notification, the guidance office will request assignments within 24 hours for those students absent three (3) or more days.
2. Students are required to complete missed work due to suspensions from school. Students must submit completed work to the appropriate teacher on the day they return to school. Students in in-school suspension are responsible to complete all assigned work and hand in to the appropriate teacher.
3. Students absent from school/classes due to field trips/school activities are required to obtain assignments and complete missed work by the following school day, unless other arrangements have been made with their teacher(s).
4. Students who lose credit due to cuts or excessive absences must remain in the class and fulfill all class requirements in order to be eligible for attendance at summer school.

5. Students sent home by the school nurse or who sign out early would receive an absence in each class missed.

Class Cut Policy

1. Cutting is defined as deliberately missing an assigned class and/or any other school assigned period (lunch, guidance, etc.).
2. The Discipline procedures for cutting class are outlined in the School Code of Conduct section.

Truancy

1. Truancy is defined as deliberately missing school without the awareness of a parent or guardian. Students of majority age (or their parents) must notify the school and parents made aware of the absence.
2. Students who are truant will not participate in any extra-curricular activities of the school, including all sports, social events, rehearsals or practices.
3. The Discipline Procedures for Truancy are outlined in the School Code of Conduct section.

Lateness to School

1. Students should be in their assigned seat in Homeroom before the late bell rings.
2. Any student arriving to Homeroom after the late bell will be considered late.
3. If a student arrives at school after 8:45 am, he/she must report to the main office for an admittance slip. Failure to do so will result in disciplinary action.
4. Lateness to school and early dismissal as a result of any reason specified in the Attendance Policy as an excused lateness will not be counted toward the student's class attendance.
5. Discipline procedures for lateness are outlined in the School Code of Conduct section.

Lateness to Class

1. Lateness to class is defined as not being in your assigned seat in class when the late bell rings.
2. Late to class for high school students, 15 minutes or more, will result in an absence being recorded. The teacher will also submit this as a class cut if there is no note provided to the teacher.
3. Late to Class Discipline Procedures are outlined in the School Code of Conduct section.

STUDENT CODE OF CONDUCT ([Policy](#))

A. Purpose

The purpose of these regulations is to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of pupils;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of pupil problem behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the pupil discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the pupil offenders, and pupils' histories of inappropriate behaviors.

B. Rules of Conduct

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
2. In addition, pupils shall not:
 - a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
 - b. Create disorder or disruptions on school premises;
 - c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;
 - d. Steal, damage, or deface the property of other pupils, staff members, or the district;
 - e. Engage in the sexual and/or other harassment of pupils or staff members;
 - f. Violate codes of conduct adopted for organizations of pupils;

- g. Possess or use weapons or any implement intended to harm others;
- h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- i. Convey information about other pupils or staff members known to be false;
- j. Act so recklessly as to endanger the safety of others;
- k. Procure the property of others by threat or intimidation;
- l. Enter school premises or any specific portion of the premises without permission and without authority;
- m. Vandalize school property, real or personal;
- n. Create litter on school property;
- o. Be truant from school or class;
- p. Cheat or otherwise engage in academic dishonesty;
- q. Persistently refuse to complete homework and other assignments;
- r. Engage in illegal gambling;
- s. Smoke on school property;
- t. Falsify an excuse or any school document;
- u. Set fire to or cause a fire in any way on school premises;
- v. Possess or explode a firecracker or other explosive device on school premises;
- w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
- x. Possess, use, or distribute a substance in violation of Policy No. 5530;
- y. Join a secret society prohibited by law; or

- z. Commit an act of harassment, intimidation, or bullying; or
- aa. Engage in any other activity expressly prohibited by a school staff member in authority.

3. Pupils assigned to a school bus must obey all school rules, and

- a. Show respect for the driver at all times;
- b. Enter and leave the bus in an orderly manner;
- c. Ride only the bus to which they have been assigned;
- d. Be and remain seated while the bus is in motion;
- e. Avoid reckless and boisterous activity at all times, including during waits at pickup points;
- f. Talk in a reasonable tone of voice and avoid loud noises;
- g. Extend no portion of the body or other object out a bus window;
- h. Keep aisles clear at all times;
- i. Refrain from bringing animals or bulky, unmanageable projects onto the school bus;
- j. Refrain from smoking, eating, and drinking on the bus; and
- k. Possess, use, or distribute no substance in violation of Policy No. 5530.

4. The Building Principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1,

and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

C. Disciplinary Measures

The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules. The measures are sequential and are organized in order of severity.

1. Admonishment

A school staff member in authority may admonish the pupil for his/her unacceptable conduct and warn the pupil that additional misconduct may warrant a more severe penalty.

2. Temporary Removal from Classroom

- a. The classroom teacher may direct the pupil to report to the office of the administrator in charge of pupil discipline.
- b. The teacher will complete a form that indicates the pupil's name, homeroom, and the conduct that has caused the pupil's removal from the room.
- c. The administrator in charge of discipline will interview the pupil and determine which, if any, additional disciplinary steps are indicated.

3. Deprivation of Privileges

The pupil may be deprived of the privilege of:

- a. Moving freely about the school building,
- b. Participation in co-curricular or inter/intrascholastic activities,
- c. Attendance at a school-related social or sports activity,
- d. Participation in a graduation ceremony, or
- e. Transportation by school bus, or

- f. Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy 5600 and N.J.A.C. 6A:16-7.1 et seq.

4. Detention

- a. The pupil may be required to report before or after the school day to detention for a period of supervised study.
- b. The pupil may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

5. Grading

A pupil who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence (paragraph B.2.p. and paragraph B.2.q.) may suffer a reduced grade by virtue of the disqualified work. In no other instance may a pupil's grade be lowered as a direct penalty for misconduct.

6. In-school Suspension

- a. The pupil may be removed from his/her regular classes and required to report to an in-school suspension program for supervised study.
- b. In-school suspension is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

7. Suspension from School

- a. The pupil may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2, and 6A:16-7.3, and Policy 5610.
- b. Suspension from school is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

8. Expulsion

- a. The Board may expel a general education pupil from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his/her right to a thorough and efficient education and will not be imposed without the due process set forth in Policies 5610 and 5620.

D. Remedial Measures

The following remedial measures may be taken to aid in correcting pupil conduct and to ensure that the pupil is properly placed in an appropriate educational environment and is not in need of special education and/or related services.

1. Restitution and Restoration

- a. The pupil may be required, to:
 - (1) Make restitution, in kind or cost or labor, for any loss he/she has caused; or
 - (2) Restore to its former condition, by his/her own labor, any property the pupil has damaged or defaced.
- b. A pupil who refuses to make restitution or restoration as directed may be disciplined by one or more of the measures included at paragraph C.

2. Counseling

- a. The pupil may be required to consult with school guidance counselors to determine the causes of his/her misconduct and to assess the need for a change in educational placement.
- b. The counselor will explain:
 - (1) Why the pupil's conduct is unacceptable to the school and damaging to the pupil,
 - (2) What the consequences of continued misconduct are likely to be, and

(3) Appropriate alternate behaviors.

c. The counselor may refer the pupil, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:

(1) The Child Study Team,

(2) Intervention and Referral Team,

(3) A public or private social agency, or

(4) A legal agency.

3. Parent Conferences

The pupil may be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the pupil's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

4. Alternate Educational Program

The pupil may be assigned to an alternate educational program as recommended by the pupil's guidance counselor, classroom teacher, Child Study Team, and/or administration.

E. Consequences and Remedial Measures for Acts of Harassment, Intimidation, or Bullying

1. Consequences

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil, and the pupil's history of problem behaviors and performance.

a. The consequences may include, but are not limited to, the examples listed below:

(1) Admonishment;

(2) Temporary removal from the classroom;

- (3) Deprivation of privileges;
- (4) Classroom or administrative detention;
- (5) Referral to disciplinarian;
- (6) In-school suspension during the school week or the weekend;
- (7) After-school programs;
- (8) Out-of-school suspension (short-term or long-term);
- (9) Reports to law enforcement or other legal action;
- (10) Expulsion; and
- (11) Participating in school district-sponsored programs.

2. Remedial Measures

Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

F. Chart of Discipline

The building administrator may use his/her discretion determining the appropriate disciplinary action regarding a pupil's violation of rules and regulations. Dependent upon the severity of the violation, the outcome may include one or more of the consequences as listed below. For serious violations of school regulations, a pupil may be suspended upon the first offense. Continued violations may result in escalation of administrative action leading to program withdrawal. The violations and consequences include, but are not limited to, the following:

Minor Violations to Student Code of Conduct

*Parent/guardian will be notified of any administrative detention

Infraction	1st Occurance	2nd Occurrence	3rd Occurance
Using an electronic device in an inappropriate manner	2 Administrative detentions	Device confiscated and 3 Administrative detentions	Device confiscated 1 day suspension
Improper school attire (does not meet safety standards and/or is disruptive to school environment)	Parent/Guardian notification and student must change clothing	1 Administrative detention (parent/guardian notification)	2 Administrative detentions (parent/guardian notification)
Ignoring teacher directive	1 Administrative detention	2 Administrative detentions	Parent Conference
Horseplay in or outside of school grounds	1 Administrative detention	2 Administrative detentions	3 Administrative detentions and parent conference
Inappropriate language	1 Administrative detention	2 Administrative detentions and parent conference	TBD
Inappropriate language/sexual comment/innuendo (If severe enough, will be considered harassment)	2 Administrative detentions and parent conference	1 Day Suspension with parent conference upon return	TBD
Parking in a restricted area	Student must move car and receive a warning	Student must move car and 1 Administrative Detention	Loss of driving privileges for 1 week
Unsafe driving on school grounds	1 week loss of driving privileges - Parent notified	4 weeks loss of driving privileges - Parent notified	Loss of driving privileges for the year
Failure to wear Student ID	Warning	1 Administrative detention	1 Administrative detention

Lateness to school does not define the qualities of a student at the Middlesex County Magnet Schools. While lateness may be out of a student's control, excessive lateness can develop into

poor educational habits. The following are consequences in place to curb excessive lateness to school.

5 Cumulative Lates	10 Cumulative Lates	15 Cumulative Lates	20 Cumulative Lates	25 Cumulative Lates
1 Administrative detention	4 Administrative detentions Parent conference	1 day suspension Parent Conference 1 Administrative detention for each later thereafter	2 day suspension Parent Conference 1 Administrative detention for each later thereafter	3 day suspension Parent Conference 1 Administrative detention for each later thereafter

Major Violations to Student Code of Conduct

*Parent/guardian will be notified of any administrative detention and suspension

Infraction	1st Occurance	2nd Occurance	3rd Occurance
Cutting class	1 day suspension	2 day suspension parent conference upon return	3 day suspension parent conference upon return
Truancy	1 day suspension Parent Conference	TBD Parent Conference	TBD Parent Conference
Plagiarism	Loss of credit for assignment parent notification	TBD	TBD
Fighting	2 day suspension	4 day suspension	10 day suspension Administrative hearing
Theft	2 day suspension	4 day suspension	10 day suspension Administrative hearing
Leaving School	1 day suspension	2 day suspension	3 day suspension

Grounds		parent conference upon return	parent conference upon return
Inappropriate use of technology/ chromebook (See acceptable use policy)	2 Administrative detentions and suspension of privileges	1 day suspension and suspension of privileges - Parent conference upon return	2 day suspension possible removal of career program and parent conference
Posting inappropriate info on internet (social media sites included)	4 Administrative detentions - Possible HIB referral	2 day suspension parent conference upon return - Possible HIB referral	TBD - Possible HIB referral and possible removal of career program
Threatening another student	1 day suspension and parent conference	2 day suspension and parent conference	4 day suspension and parent conference
Insubordination	1 day suspension and parent conference	2 day suspension and parent conference	4 day suspension and parent conference
Use of profanity towards staff	3 day suspension	4 day suspension	10 day suspension Administrative hearing
Threatening Staff	Administrative hearing		
Harassment, intimidation or bullying	3 day suspension parent conference upon return	5 day suspension parent conference upon return	10 day suspension Administrative hearing
Smoking/Vaping on school grounds^	2 day suspension parent conference upon return	4 day suspension possible \$250 fine	10 day suspension Administrative hearing
Vaping Paraphernalia	4 day suspension parent conference Drug and medical assessment	5 day suspension parent conference Drug and medical assessment	10 day suspension parent conference Drug and medical assessment
Vandalism/ destruction of property (includes graffiti)	Parent conference Parent responsible to cover cost of damages Consequence TBD based on severity of damage	Parent conference Parent responsible to cover cost of damages Consequence TBD based on severity of damage	Administrative hearing
Inappropriate	2 day suspension	4 day suspension	10 day suspension

references to race, gender, sexual orientation, etc.	parent conference upon return	parent conference upon return	parent conference upon return Administrative hearing
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[^]The 2006 NJ Smokefree Air Act as amended in 2010 ("Act") defines "smoking" to include "electronic smoking devices" (NJSA 26:3D-57). The Act bans "smoking" (which includes electronic smoking devices) on all K-12 public and private school property (NJSA 26:3D-58). NJSA 26:3D-62 lists the fines, ranging from \$250-\$1000 (the Act is at http://njgasp.org/sfaa_2010_w-ecigs.pdf).

Extreme Violations to Student Code of Conduct

Infraction	Disposition
Possession of Paraphernalia	5 day suspension Parent Conference Drug and Medical Assessment Possible referral for treatment
Alcohol /Drug Possession	5 day suspension Parent Conference Drug and Medical Assessment Possible referral for treatment
Refusal or Failure to comply with a medical assessment for Reasonable Suspicion- Under the Influence of Alcohol or Drugs	5 day suspension Referral for treatment
Arson	10 day suspension Police Report Administrative Hearing
Assaulting Staff	10 day suspension Police report Administrative hearing
False Alarm (fire,lockdown)	10 day suspension Police report Administrative hearing
Weapon Possession/Dangerous Instrument	10 day suspension Police Report Administrative Hearing
Bomb Threat	10 day suspension Police Report Administrative Hearing

G. Disciplinary Procedures

1. The Pupil Discipline/Code of Conduct Policy and Regulation 5600 shall be disseminated annually to all school staff, pupils, and parent(s). Principals will distribute these documents to all pupils on the first day of each school year and to transferring pupils on the first day of their enrollment in this district.
2. Teachers and administrators in charge of pupil discipline shall make every effort to administer these rules consistently and fairly.
3. The staff member who disciplines a pupil for conduct shall, however minimal the offense or the discipline,
 - a. Orally inform the pupil of the conduct for which he/she is being disciplined; and
 - b. Offer the pupil an opportunity to deny the charge or to present extenuating circumstances.
4. Where the discipline is greater than an admonishment, the pupil's parent(s) or legal guardian(s) will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the Principal.
5. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent(s) prior to the informal hearing conducted in accordance with paragraph F.3.
6. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policies 5610 and 5620.
7. Violations of the rules regarding pupil conduct on school buses will be handled as follows.
 - a. The driver will report the offensive conduct to the Principal of the school in which the pupil is enrolled by submission of a completed written

form that includes the name of the pupil, the school, and the specific offensive conduct.

b. The parent(s) or legal guardian(s) will be notified, by copy of the form, of the pupil's conduct.

c. The Principal or designee will determine the discipline to be administered, in accordance with the severity of the infraction.

H. Pupils with Disabilities

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Educational Improvement Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

I. Pupil Rights

Pupils subject to the consequences of the Pupil Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports pupils' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of pupils' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and
7. Protections pursuant to 20 U.S.C. §1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. §1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records; 45

CFR §160, Health Insurance Portability and Accountability Act; 20 U.S.C. §6301, Title IV(A)IV §4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of pupil alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Pupil Records; as well as other existing Federal and State laws pertaining to pupil protections.

J. Records

1. Instances of pupil discipline will be recorded in the pupil's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330.
2. When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, disclosure of juvenile information; penalties for disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32-7.5(e)10.iv., and N.J.A.C. 6A:16-7.10.
 - a. The record shall be provided within two weeks of the date that the pupil enrolls in the receiving district.
 - b. Written consent of the parent or adult pupil shall not be required as a condition of the transfer of this information, however, written notice of the transfer shall be provided to the parent or the adult pupil.
 - c. When a pupil transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for pupils placed by their parents and that are controlled by other than public authority, all pupil disciplinary records, with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner as such records would be provided by a public school district of residence to another public school district, pursuant to N.J.A.C. 6A:16-7.10(b).

- d. The Board shall not use a pupil's past offenses on record to discriminate against that pupil.
- e. All pupil disciplinary records maintained in the district shall conform with the requirements set forth in N.J.A.C. 6A:16-7.10(d).

Policy and/or State mandates:

If any Board of Education policies were adopted or State mandates/laws changed after the printing of this document, or if anything in this handbook were found to be in conflict with any existing policies or mandates/laws, those policies or mandates/laws would supersede the consequences outlined and actions defined within this handbook. Please click the following [link](#) to access all Middlesex County Magnet School policies or visit www.mcmsnj.net for more information on Board of Education policies.

ADMINISTRATIVE DISCRETION:

For all violations of the code of conduct resulting in a disciplinary action, parents will be notified in writing and, when necessary, in person as to the occurrence and the consequences.

The list of minor and major violations of the Code of Conduct may not include all possible behaviors that will warrant a response by the school. A total list of all possible behaviors is not feasible. At all times the staff and administration will consider responsible behavior to be the goal for all students. Behavior that is not safe, courteous and respectful will not be considered acceptable and will be appropriately addressed.

In all situations of student misconduct, administration has the final decision as to the interpretation of the code of conduct in reference to the infraction and the appropriateness of each consequence. When deemed necessary, administration will adjust the consequences in keeping with the best interests of the students. Administration will involve the police department to report an incident and/or file charges when appropriate.

How lates to school impact extracurriculars and privileges

If a student has five or more lates in a marking period, he/she will lose all privileges and be excluded from all extracurricular activities, including parking and/or driving a vehicle on school property, until the end of the marking period. A fresh start will begin with the next marking period; however, if the yearly total reaches 20, the student will lose all privileges and will be excluded from all extracurricular activities for the remainder of the year. This would include such things as: athletics, clubs, activities, dances, proms, trips, parking/driving privileges, etc.

LOSS OF PRIVILEGES:

Students who accumulate five days of suspension (OSS) in any one school year will receive notice that they have lost all privileges. This includes, but is not limited to, dances, trips, activities, proms, athletic events, participation in graduation ceremonies, parking and driving privileges, etc. After ten weeks have passed since the accumulation of five days of OSS, with no further disciplinary issues, the student can request from the administration to have his/her privileges reinstated based on good behavior. Each case will be judged on its own merit. If a student has his/her privileges reinstated, any future OSS/IAE during the school year will result in the 10-week loss of privilege to start over again from the date of the most recent OSS/IAE. In addition to suspensions causing a loss of privileges, high school students who have lost credit in a class during the school year and have not had the credit reinstated via the attendance committee, will not be allowed to attend the prom. A loss of privileges can also occur due to excessive absences, see attendance section of handbook for details.

SUBSTANCE ABUSE POLICY

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

A. Definitions

N.J.S.A. 18A:40A-9

N.J.A.C. 6A:16-1.3; 6A:16-4.1 et seq.

The definitions as outlined in N.J.S.A. 18A:40A et seq., N.J.A.C. 6A:16 et seq., and those terms defined in Regulation 5530 shall be used for the purposes of this Policy and Regulation.

B. Discipline

N.J.S.A. 18A:40A-10; 18A:40A-11

N.J.A.C. 6A:16-4.1(c)2.; 6A:16-6.3(a)

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11.

A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

C. Instruction

N.J.S.A. 18A:40A-1 et seq.

N.J.A.C. 6A:16-3.1

The Board shall provide an instructional program on the nature of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-3.1.

D. Reporting, Notification, and Examination

N.J.S.A. 18A:40A-11 through 18A:40A-17

N.J.A.C. 6A:16-3.1; 6A:16-4.1; 6A:16-4.2; 6A:16-4.3

1. Alcohol or Other Drugs

- a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), on school grounds shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.
- b. An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the

student, the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8.

- c. **Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and subject to the student code of conduct consequences.**

- d. If the written report of the medical examination is not provided within twenty-four hours of the referral of the student, the student shall be allowed to return to school, **provided a medical clearance is submitted by the examining physician, and** until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.

- e. If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the student's physical or mental ability to perform in school, the student shall be immediately returned to school. If there is a positive determination from the medical examination indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the student shall be returned to the care of the parent as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent, Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student that verifies the student's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.

- f. Removal of a student with a disability shall be in accordance with N.J.A.C. 6A:14.

- g. While a student is at home because of the medical evaluation or after the student returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.

- h. Disclosure to law enforcement authorities of the identity of a student in instances of alcohol and other drugs shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(a)3.
- i. The Board may provide additional intervention and referral services for the student according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-8.

2. Anabolic Steroids

- a. Whenever any teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe a student has used or may be using anabolic steroids, the person shall report the matter in accordance with N.J.A.C. 6A:16-4.3(b)1.
- b. The Principal or designee upon receiving such report shall immediately notify the parent and Superintendent and shall arrange for an examination of the student as soon as possible to determine whether the student has been using anabolic steroids in accordance with N.J.A.C. 6A:16-4.3(b)2.
- c. Disclosure to law enforcement authorities of the identity of students in instances of anabolic steroids shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(b)3.
- d. A written report of the examination shall be provided by the examining physician to the parent, Principal, and Superintendent.
- e. If it is determined the student has used anabolic steroids, an appropriately certified school staff member(s) shall interview the student and others to determine the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment in accordance with N.J.A.C. 6A:16-4.3(b)5.
- f. If the results of a referral for evaluation have positively determined the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, an appropriately certified school staff member(s) shall initiate a referral for treatment

to agencies and/or private practitioners as outlined in N.J.A.C. 6A:16-4.3(b)6.

3. A school employee who seizes or discovers alcohol or other drugs, or an item believed to be a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall comply with the provisions of N.J.A.C. 6A:16-6.4.
4. The Board will provide intervention, referral for evaluation, and referral for treatment services to those students that are affected by alcohol or other drug use in accordance with the provisions of N.J.A.C. 6A:16-4.1(c)7.
5. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11.
6. Refusal or failure of a student to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.

E. In-Service Training

N.J.S.A. 18A:40A-15

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of students in accordance with the provisions of N.J.S.A. 18A:40A-15. The Board will provide time for the conduct of the program during the usual school schedule. The in-service training program required in N.J.S.A. 18A:40A-15 shall be updated at regular intervals in order to ensure teaching staff members have the most current information available on this subject.

F. Parent Training Program/Outreach Program

N.J.S.A. 18A:40A-16; 18A:40A-17

N.J.A.C. 6A:16-4.1(c)8

The Board will provide a parent training program/outreach program in accordance with the provisions of N.J.S.A. 18A:40A-16 and 17.

G. Records and Confidentiality of Records

42 CFR Part 2

N.J.S.A. 18A:40A-7.1; 18A:40A-7.2

N.J.A.C. 6A:16-3.2; 6A:32-7.1 et seq.

Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330 regarding confidentiality. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, N.J.A.C. 6A:16-3.2, and N.J.A.C. 6A:16-6.5.

If an elementary or secondary student who is participating in a school-based drug or alcohol abuse counseling program provides information during the course of a counseling session in that program which indicates that the student's parent or other person residing in the student's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only in accordance with N.J.S.A. 18A:40A-7.1 and N.J.A.C. 6A:16-3.2.

H. Nonpublic School Students

N.J.S.A. 18A:40A-5; 18A:40A-17(c)

The Board has the power and duty to loan to students attending nonpublic schools located in this district and to the parents of such students all educational materials on the nature and effects of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances developed and made available by the Commissioner of Education. The Board shall not be required to expend funds for the loan of these materials.

I. Civil Immunity

N.J.S.A. 18A:40A-13; 18A:40A-14

N.J.A.C. 6A:16-4.3(c)

No action of any kind in any court of competent jurisdiction shall lie against any employee, officer, or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers, and agents of the Board in accordance with the provisions of N.J.S.A. 18A:40A-13.

Any educational or non-educational Board employee who in good faith reports a student to the Principal or designee in compliance with N.J.A.C. 6A:16-4.3 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

J. Reporting Students to Law Enforcement Authorities

N.J.A.C. 6A:16-4.1; 6A:16-6.3

The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance, including anabolic steroids, or related paraphernalia or involved or implicated in distribution activities regarding controlled dangerous substances, including anabolic steroids pursuant to N.J.A.C. 6A:16-4.1(c)9. The Superintendent or designee shall not disclose the identity of the student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.

The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or other drugs, pursuant to N.J.A.C. 6A:16-4.1(c)9.i. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test was obtained as a result of a district's voluntary random drug testing program pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

SMOKE-FREE SCHOOL ZONE

It is unlawful for minors (under the age of 21), or any student of any elementary or secondary educational institution to use tobacco products within the public right of way areas within a radius of one thousand (1,000) feet of any elementary or secondary educational institution. A Health Officer, his or her designee, or law enforcement officer may issue any person in violation of this ordinance a summons no later than thirty (30) days after discovery of the alleged violation. Any person violating any of the provisions of the ordinance may be issued a citation and be required to pay a penalty. Penalties for the first violation may be in the form of community service at the discretion of the Municipal Court. Citizens may bring complaints against violators of this ordinance. The threshold of proof required to pursue disciplinary action against a violator of this policy is "reasonable suspicion". This means that one needs only be 51% sure that the individual was smoking. (Ref: NJ State administrative code violation burden of proof). All students in the bathroom at the time of a smoking incident can be held accountable and disciplined by this

procedure if they choose to conceal the identity of the individual(s) smoking. In all cases NJAC 2C: 33-13 (State law prohibiting smoking in school) will dictate the course of action.

STUDENT DRESS:

Dress is the responsibility of the parents and students. However, the school affirms that acceptable standards for students are predicated on decency, neatness, cleanliness and safety. Dress for school must not distract from nor disrupt the educational process as determined by administration. Clothing must be modest and appropriate for the school setting. Student safety has a large part in what type of clothing is deemed acceptable.

Dress code for the High School:

1. Any clothing containing written and/or visual profanity, references to sex, violence, alcohol, tobacco, drugs, weapons or ambiguous messages (phrases with double meanings) are not permitted.
2. Clothing should not be too revealing. Shorts and skirts should be of appropriate length. Appropriate length can be estimated by using one's thumb. The hem of the short or skirt should be even with or lower than a student's thumb when held to one's side. Some degree of discretion must be used when assessing this and should be on the side of conservative. Administration will make the final decision if there is a question. Clothing should not be sheer, netted or in any way see through.
3. Undergarments should not be visible. All undergarments should be covered by a student's clothing.
4. Tank tops or sleeveless tops may be worn but the top must fall reasonably close to the neckline, as judged by administration, and fall below the underarm to insure the torso and undergarments are not exposed inappropriately. All tops and bottoms must meet; bare midriffs, spaghetti straps, and crop tops are not permitted.
5. Chains and gang related attire or anything that might be construed as gang-related attire is not permitted.
6. The wearing of armbands, propaganda buttons or pins, or any other methods of controversial symbolic expression that disrupts the educational process will not be permitted.
7. Footwear: Footwear must be secured in both the front and the back of the foot. Examples of unacceptable footwear include: slides, flip flops, bare feet, footwear with cleats, and any other footwear which may be deemed a safety hazard will not be allowed.
8. Any articles of clothing or accessories containing spikes, chains, pointed studs or any other items deemed unsafe by administration will not be permitted.

Students in violation of the dress code may be asked to contact their home for the appropriate attire to be brought to school, change into another outfit or be excluded from school activities for the remainder of the day. Additionally anyone not conforming to the dress code and/or refusing to change his/her attire shall be disciplined by administration.

FIELD TRIPS

Field trips are a privilege where students are allowed to attend based on their academic standing, number of absences and conduct in school. As representatives of the school, students are expected to dress appropriately and conduct themselves properly on field trips. School policies and regulations are enforced on trips. Students displaying any lack of cooperation are subject to disciplinary action and may forfeit the privilege of participating in future trips.

Parents/Guardians are expected to pick up their child immediately after an event ends or when the students return to the school from a trip. A failure to do so within a reasonable amount of time may result in the school needing to have the child placed in the care of the South Amboy Police Department.

FIRE DRILL REGULATIONS/CONDUCT

1. When the fire alarm rings, pupils will immediately cease all activities and carry out fire drill regulations for that particular room at once.
2. Directions for leaving the building will be the responsibility of the teacher in charge.
3. Absolute silence must prevail during all drills. Be alert to receive instructions. Any emergency drills, such as drills in cooperation with civilian defense authorities, will be announced to the faculty and student body via the public address system. It is essential that close attention be given to such announcements and instructions followed explicitly. After exiting the building, students are expected to remain with their class and teacher for safety and attendance purposes. Students are to stay away from the private property of our neighbors during the drill.

VANDALISM

Any student involved in any act of vandalism resulting in damage to property owned by the school district will be subject to disciplinary action and referral to the police.

The Middlesex County Magnet School District shall seek compensation from the parent/guardian of any child who commits any act of vandalism resulting in damage to property owned by the District.

N.J.S.A. 18A: 37-3 - Liability of parents of pupils for damage to property: The parents or guardian of any minor who shall injure any public or nonpublic school property shall be liable for damages for the amount of the injury to be collected by the Board of Education of the district or the owner of the premises in any court of competent jurisdiction, together with costs of suit.

CARE OF SCHOOL PROPERTY

Students shall not throw paper or debris of any kind on school floors, the grass, sidewalks or streets adjacent to the school. Students are also required to clean their tables of food and utensils in the cafeteria when finished eating. Trash bins shall be provided for those purposes. All employees of the school district shall enforce this rule, and the administration shall take any disciplinary action necessary to curb violations. It shall be the responsibility of all employees of the school district to safeguard school property from damage by students. Violations shall be reported to the administration for disciplinary action and assessment for damages.

GAMBLING

Any form of gambling is forbidden on school grounds.

PARKING

Parking is reserved for the faculty and staff of the high school as well as a limited number of visitors or guests. Student parking is limited to restricted areas and for students who have been approved. Students found parking in spaces designated as faculty parking are subject to ticketing and/or towing by the police. Also, any student who parks a vehicle illegally, or in such a manner that it impedes the free movement of traffic in the parking lots, will be subject to ticketing and/or towing by the police and disciplinary action by the high school administration.

DANGEROUS CONDUCT

The school is entrusted with the safety of all students. Potentially dangerous behavior such as pushing, hitting or assaulting another student(s), throwing snowballs, water balloons or other objects, use or possession of firearms, knives or water pistols, climbing on the roof, etc. will result in appropriate disciplinary action which may include suspension and/or referral to the police. Any student found to be in possession of or detonating firecrackers or other explosive devices at any time on school property will be disciplined as determined by the administration. Such students will also be prosecuted to the fullest extent possible according to the law.

FIGHTING

Fighting will not be tolerated. Discipline will be assigned for a first offense and subsequent offenses as defined by the Discipline Code. Immediate parent contact and re-admission conferences are included in suspension procedures.

All parties to the violence will be disciplined; however, the extent of each individual's disciplinary consequences may vary with the level of involvement and/or severity of the actions (as determined by the administrative staff).

THEFTS

In order to prevent thefts, students are urged to take the following precautions:

- Be sure to close locker doors completely and secure locks.

- Never leave personal belongings unattended, even for a few seconds.
- Do not share locker combinations with other students for any reason.

If a theft occurs, the student suffering the loss should report it to the Main Office. All thefts of a serious nature will be reported to the local Police Department. However, the school has no insurance protection against the loss of student possessions and takes no responsibility for damage to or loss of personal property.

The school and administration are not responsible for items that students bring to school that should be left home. Electronic devices (cell phones, MP3 players, etc.) are an example of items that may be the target of a theft or become lost by a student. Please know it is not the responsibility of the school to recover prohibited electronic devices. Our recommendation is that such items remain off school grounds.

SUPERVISION AFTER SCHOOL HOURS

All students should leave the building at the close of the school day. Exceptions will be made for those students who are involved in co-curricular activities, or receiving assistance from the teaching staff. It shall be understood that students must be under the direct supervision of a staff member at all times.

DANCE/CONCERT OR OTHER ACTIVITY NIGHTS

When a dance, concert, movie, or other evening activity night is being held at the school, the following rules will be in effect:

- Students will not be permitted entry after the first hour of the event.
- Any student who knows that he/she will not be able to arrive within the first hour of the activity must obtain permission for a late entry from administration in advance.
- Students who leave the building will not be permitted to return.
- Disorderly persons will be removed from the building, and no refunds will be given. Parents will be contacted in the event of such a problem.
- Tobacco products, alcoholic beverages and drugs are not permitted on school premises. Possession of any of these items will result in disciplinary action, according to board of education policy.
- If students or guests appear to be under the influence of drugs or alcohol or have the odor of alcohol on their breath, they will be subject to disciplinary action as defined by the substance abuse policy.
- Students should be picked up by a parent/guardian within a reasonable time after an event ends. If a child is not picked up, the child will be placed in the care of the local Police Department to ensure his/her safety.

Cellular Phones

Students may have their cellular phones on their person during school hours; however, they may not become a distraction or used in an inappropriate manner. Recording (video and/or audio) is not permitted. Making or receiving calls during the school day is not allowed. Earphones or earbuds are also not permitted. One earbud may be used while students are in the cafeteria during lunch.

HAZING

“Hazing” of any kind will not be tolerated, and may be considered a form of assault. Students involved in such activities will face disciplinary sanctions as provided in the School Code of Conduct Handbook.

BULLYING ([Policy 5512](#))

Acts of harassment, intimidation or bullying are prohibited. A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment.

Every staff member at the High School has been trained in Bullying Prevention.

The Goals of Bullying Prevention are:

- *to reduce existing bullying problems among students
- *to prevent the development of new bullying problems
- *to achieve better peer relations at school.

Definition of Bullying:

1. Bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. “Harassment, intimidation or bullying” is defined as:
 - a. Any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic AND
 - b. takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, AND
 - c. substantially disrupts or interferes with the orderly operation of the school or the rights of other students,

AND ONE OF THE FOLLOWING

- a. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- b. Has the effect of insulting or demeaning any student or group of students; or
- c. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

“Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

ACADEMIC INTEGRITY/CHEATING

Cheating is a violation of the disciplinary code as well as a violation of the ethical behavior expected of all who make up the school community. Cheating is simply an attempt to get something for little or no effort and to gain academic advantage at the expense of fellow students.

The disciplinary sanctions listed below are designed to minimize cheating, but only a refusal to indulge in or tolerate cheating will bring it to an end. Students are asked to read these rules carefully and to consider the implications of being cited for such behavior. Students who engage in any form of academic dishonesty may be subject to a variety of sanctions including but not limited to the following:

- Students who knowingly obtain or provide answers to another student during a test, quiz or exam may receive a “0” for the assessment in question. The parent/guardian will be notified of the circumstances surrounding the incident.
- Students who obtain or are knowingly in possession of stolen tests or exams may receive a “0” for the test/assignment in question.
- Incidents involving plagiarism will be dealt with by the individual teacher. Students who intentionally plagiarize the work of others may receive a “0” for the test/assignment in question.
- Students who copy the homework of other students may receive a “0” for the test /assignment in question.
- Students may not use any software or program for translation purposes in the completion of an assignment or assessment given for any of our world language classes unless specific instruction to do so was provided by the teacher. Use of these types of programs/software is considered a form of cheating.

POLICE IN SCHOOL

Police may enter the school officially, if they suspect a crime has been committed, or have a warrant for search or arrest. If a student is questioned by the police, school authorities must see that all questioning takes place privately in the presence of the Principal or his/her designee. No law enforcement officer will direct, solicit, encourage, attend or otherwise participate in the questioning of any juvenile by school officials unless such questioning could be lawfully conducted by the law enforcement officer acting on his or her own authority in accordance with the rules and procedures governing law enforcement interrogations and interviews. All information obtained by school employees concerning the commission of an offense, whether obtained as a result of the questioning of a student or otherwise, will be referred to the appropriate law enforcement agency, provided however, that nothing in any agreement shall be construed to authorize or require a school employee to divulge information or records subject to the confidentiality requirements of 42 C.F.R. Part 2, or any other applicable regulation, law or rule of evidence concerning confidential and privileged communications. If at all possible, parents should also be present at the questioning. Students are not required to answer any questions other than those concerning their name, age, address, or business in the school until a parent or lawyer is present. Students have the right to be informed of their legal rights, to be protected from unnecessary force, and to remain silent, just as one would if one were out of school.

WEAPONS AND DANGEROUS INSTRUMENTS

According to BOE [Policy #8647](#), The Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this policy "firearm" means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.

Any pupil or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the Building Principal and/or designee and/or immediate supervisor. The Building Principal and/or designee and/or immediate supervisor shall conduct an appropriate search in accordance with Policy No. 5770 and confiscate any weapon discovered in the course of the search. He/she shall, if appropriate and feasible, summon the aid of law enforcement officers in the conduct of the search. Any school employee who confirms the presence of a weapon under circumstances that place persons at serious risk may confiscate the weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Unless the weapon has been taken into custody by a law enforcement officer, the Building Principal and/or designee and/or immediate supervisor shall immediately store any confiscated weapon in a securely locked box or container and report the presence of the weapon to the Superintendent. The Superintendent shall promptly notify, by telephone call and by letter, the

Chief of Police of the local police department that a weapon is present on school premises; the notice shall request removal of the weapon by an authorized law enforcement officer. The Superintendent shall obtain and file a receipt for any weapon removed by a law enforcement officer.

Any pupil who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which may include expulsion. Any pupil or school employee who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline. Any person who possesses a weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

Any pupil who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Pupils convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the pupil. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)

Any pupil who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)

Pupils with disabilities violating the provisions of this policy shall be dealt with in accordance with Policy No. 2460 and Regulation No. 2460.6.

Nothing in this policy shall be construed to prohibit the reporting of a crime committed by a child with a disability to the appropriate law enforcement or judicial authorities, or to prevent such authorities from exercising their responsibilities with regard to the application of federal or state law to crimes committed by a child with disabilities.

Any pupil requiring removal from the regular education program for the reasons enumerated above shall be removed in accordance with Policy and Regulation No. 5611.

The Superintendent, or designee, shall prepare regulations to implement this policy for the guidance of school staff in dealing with incidents involving weapons in the school district.

ALCOHOL/DRUG POLICY

The Board of Education will take positive action through education, treatment, evaluation, assessment, discipline, parental involvement and police referral to prevent and intervene in incidents involving the possession, sale, distribution, use, and/or abuse of dangerous chemical substances. Dangerous substances are defined as follows:

1. Alcoholic beverages

2. Any controlled substance as identified in NJSA 2C: 35-1
3. Any chemical or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or the dulling of the nervous system or the brain; including, but not limited to, glue containing a solvent having the property or releasing vapors or fumes, as defined in NJSA 2A: 170-25
4. Anabolic steroids

Policy and procedures will be followed per Board Policy and NJSA 18A: 40A-12 including that every student who is referred for possible drug or alcohol use must, in every case, be examined by a medical doctor.

[MIDDLESEX COUNTY MAGNET SCHOOL DISTRICT ACCEPTABLE USE POLICY FOR ELECTRONIC MAIL AND INTERNET SERVICES](#)

Information Systems Usage

The Middlesex County Magnet School District provides computer equipment, Internet and e-mail resources to its staff and students. These services are provided for educational use only, with the primary idea being to improve teaching and learning through research and exploration of the rapidly expanding global electronics. To gain access to these services, parents must complete an acceptable use form. The District reserves the right to monitor all activity on district owned network facilities.

At no time may the school internet services or any school computer be used to download information from or log on to social networks (i.e. Facebook, Instagram, etc.) and proxy servers. These are direct violations of the acceptable use policy and will result in disciplinary action.

[MIDDLESEX COUNTY MAGNET SCHOOL DISTRICT ELECTRONIC COMMUNICATION AND RECORDING DEVICES \(ECRD\)](#)

It is against the Middlesex County Magnet School District for a student to record any person without their consent. "Electronic communication and recording device (ECRD)" includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios. A student is not permitted to have turned on or use an ECRD on school grounds during the school day or when the student is participating in a curricular or school-sponsored co-curricular activity unless authorized by administration. An ECRD used in violation of this Policy will be confiscated by a school staff member or Principal or designee and the student will be subject to appropriate disciplinary action.

STUDENT HEALTH SERVICES

Health Services:

The school nurse is available at all times. Students who are ill or have a health problem must obtain a pass from the classroom teacher before reporting to the medical office.

Students who become ill during the change of class are to report to their next period teacher and obtain a pass from the teacher before reporting to the nurse.

Students who claim they become ill and spend an entire class period or more, in the lavatory will be looked upon as cutting class.

The nurse will advise the Administration of a decision to send a student home because of illness. Assistance will be provided by the main office to notify parents and to record the incident in the sign-out book in the event that the student is sent home.

In case of an accident, whether major or minor, the teacher in charge must be notified immediately. If a teacher is not present, the incident should be promptly reported to the school nurse or to an administrator.

Accidents and Insurance:

The school nurse will administer immediate first aid in case of an accident. The emergency squad, and the parent, will be summoned, if deemed necessary. All students have school insurance. This insurance will be in effect only after the family's primary insurance has reached its maximum.

Medication:

Students who need to take medication during the school day should bring it to the nurse on arrival to school for safekeeping. All medications must be in a properly labeled prescription container. Students must take the medication in the medical office.

GUIDANCE AND CHILD STUDY TEAM (CST) SERVICES

The guidance/cst office comes into contact with all students as part of the educational process. The guidance/cst office provides students with schedules, tutoring information, and personal assistance. There are ongoing efforts to maintain contact with the parents and the community. The student perceives the guidance office as a place where questions can be answered, information gathered, and problems solved.

Areas of Responsibility:

The Schedule:

The guidance office provides the student with their academic program. They assist in the preparation of the master schedule and students are individually scheduled.

Testing:

The guidance office has major testing responsibilities. They organize the administration of district and state standardized testing for all grade levels as well as advanced placement exams.

Placement:

Senior placement is a yearlong process. Speakers, newsletters, college visits, applications, and financial aid forms are offered to interested seniors.

Guidance and Counseling:

Every student is entitled to personal guidance and counseling as an integral part of the educational process. This service is open-ended and ongoing. The guidance services of the school are designed to help students make a satisfactory academic adjustment and to assist them with decisions and problems which may be educational, vocational, or personal in nature. The counselor will assist individual students through personal counseling in the following areas:

1. Choice of courses
2. Selection of schools after high school
3. Correct social contact and behavior
4. Good citizenship

Counselors are ready at all times to aid students and parents with any problems that may arise. In addition, every member of the teaching staff is available for student and parent conferences, along with the guidance counselor.

Change of Address, Legal Name, or Phone Number:

It is extremely important that personal data of each student's record be accurate. Any change of address, legal name, or telephone number should be reported to the guidance office immediately.

The Curriculum Guide for course requirements may be consulted for proper course requirements. Students will not be permitted to participate in the graduation ceremony unless all graduation requirements are met prior to graduation.

Promotion Guidelines:

One Failure	Mandatory Summer School
Two Failures	Mandatory Summer School
Three Failures	Automatic Retention or Removal from School

Science and Medical Related Courses must maintain a C average or better and any failure of Science or Medical Courses could result in removal from the program.

All year long courses, including PE/Health, are used to meet this requirement. Students who fail classes must complete the appropriate summer program to allow them to progress forward for the following school year. It is the responsibility of the student and his/her family to seek out

these programs and provide payment. Our guidance department will assist and provide guidance to the student and family. Students who do not meet the criteria for graduating from the 8th grade will not be involved in the graduation ceremony.

Credit Recovery:

If a High School student does not complete their course with a passing grade, the student will not receive credit for said course.

The student may use virtual options like Keystone, Virtual High School or Educere for credit recovery should the student not receive credit.

Guidance will communicate with the student and family if said student does not pass a High School course and will need to recover credit.

Student Retention:

Teachers will notify parents and warn of possible retention beginning in February after the 2nd marking period. By June 15th of each school year, the Principal and/or Guidance will schedule a meeting to discuss retention decisions with parents. Parents have the opportunity to appeal school retention decisions to the Superintendent. The Superintendent's decision will be final.

Physical Education:

The State Department of Education mandates that all students participate in physical education during their 4 years in high school.

Credits Toward Graduation

Physical Education 3 ¾ credits

Health Education 1 ¼ credits

The only excuse for meeting the above requirements will be a permanent medical excuse documented and signed by a doctor.

N.J.S.A. 18A:35-4.7 Parent's Statement of Conflict with Conscience

Pursuant to N.J.S.A. 18A:35-4.7, any child whose parent or guardian presents to the school a signed statement that any part of instruction in health, family life education, or sex education is in conflict with his or her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course. Parents and guardians seeking to exercise this option should contact their local school principal directly.

Interim Progress Reports:

Halfway through each marking period, subject teachers will evaluate the progress of the students in their classes. If, at any time, a teacher determines that a particular student is moving toward a failing grade for the marking period, the teachers utilize the interim report as a means of communication. Upon receiving an interim progress report, a student and their parents should make arrangements to discuss the student's progress with both the teacher and the guidance counselor.

Honor Roll:

To be eligible for the Honor Roll a student must have an 88% average with no more than two 85% grades. A student who achieves Honor Roll status for each marking period during his/her first 3 ½ years of high school will receive an award at graduation.

Report Cards:

Report cards are issued four (4) times during the year. Report cards will advise the parents of the student's academic standing at the end of each marking period.

END OF MARKING PERIOD

1st Marking Period November

2nd Marking Period January

3rd Marking Period April

4th Marking Period June

COMMUNICATION OF STUDENT PROGRESS

A written statement of a teacher's grading policy will be distributed to the student at the beginning of the course. Grades do reflect how well a student is progressing in his/her studies throughout the academic year. Parents/guardians and students are urged to study the progress reports and report cards carefully. If parents/guardians have questions concerning the academic progress of their child's overall school performance, they should contact the specific teacher of the class via email or phone. A parent/guardian may also contact a guidance counselor who will arrange communication with the classroom teacher as appropriate to include a phone call or parent/counselor/teacher conference.

HOMEWORK POLICY:

The Middlesex County Magnet Schools defines homework as student learning activities conducted outside of school hours not under the direct supervision of the professional educator. The Board of Education believes that homework is an essential part of an effective and

well-planned instructional program. Homework serves as an extension of learning beyond the classroom and the school day that supports the development of students' life-long skills and attitudes toward learning.

The Board of education acknowledges that students have many opportunities to engage in personal learning activities and that sufficient time must be allowed for these and other family activities. Excessive homework could have negative consequences on some children, which may lead to undue stress and fatigue and deny access to leisure time. Such consequences depend in large part on the child's age, ability and other personal factors. Honors and Advanced Placement (AP) courses may require an additional time commitment.

Pupils absent for any reason must make up assignments, class work and tests with a reasonable length of time. In most cases, a reasonable length of time shall be the same number of school days as the days missed.

Pupils being excused for any reason must make arrangements with the teacher of the missed classes in order to make up for the work missed. This must be done before the absence from class.

Incompletes

When a pupil does not complete work missed for absence or other reasons, he/she will receive an "incomplete" for the marking period. Pupils will be given 10 school days following the end of the marking period to make up the missed work.

If work critical to the pupil's understanding of the subject is not made up by the end of the next marking period, the grade for that subject area may be an "F."

If work is missing during the final marking period of the school year, the grade will be left to the discretion of the teacher. The teacher who has given an incomplete is responsible for reporting to the pupil the work he/she has missed and citing the consequences mentioned above.

Working Papers:

Students applying for work will need working papers. The necessary forms are available in the office. In all cases, a physical examination and birth certificate are necessary to process the papers. Students will be able to get their working papers before or after school.

Withdrawal from School

All students withdrawing from school must complete the school withdrawal form available in the guidance/CST office. No records will be transferred to an employer or other institution unless this form is completed and all outstanding debts are paid.

It has been the policy of this board to provide equal educational and employment opportunity regardless of sex, race, color, creed, ancestry, national origin or economic status. To ensure this end, the board shall maintain an appointed affirmative action officer to assist in the development, implementation and coordination of an Affirmative Action Plan to strengthen and assure full and equal educational and employment opportunity.

Educational Opportunity

The board does hereby reaffirm its policy to insure equal educational opportunity for all students and to prohibit discrimination because of race, creed, color, national origin, ancestry, age, sex, marital status, or handicap in the educational program and activities of the district, (including but not limited to, course offerings, athletic programs, guidance and counseling services, testing programs and parenthood) through an intensive Affirmative Action Program which shall be an integral part of every aspect of educational policies and programs of this school system.

Definition of Sexual Harassment

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

The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

Definitions:

1. Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.

2. Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This Policy protects any "person" from sex discrimination; accordingly both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil's sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems.

The Superintendent, or designee, will take steps to avoid any further sexual harassment and to prevent any retaliation against the pupil who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The school district staff can learn of sexual harassment through notice and any other means such as from a witness to an incident, an anonymous letter or telephone call.

This policy and regulation on sexual harassment of pupils shall be published and distributed to pupils and employees to ensure all pupils and employees understand the nature of sexual harassment and that the Board will not tolerate it. The Board shall provide training for all staff and age-appropriate classroom information for pupils to ensure the staff and the pupils understand what type of conduct can cause sexual harassment and that the staff know the school district policy and regulation on how to respond.

In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other programs in the public schools. The Superintendent, or designee, will formulate, interpret, and apply the policy so as to protect free speech rights of staff, pupils and third parties.

In addition, if the Board accepts federal funds, the Board shall be bound by Title IX of the Education Amendments of 1972 prohibiting sexual harassment of pupils. Title IX applies to all public school districts that receive federal funds and protects pupils in connection with all the academic, educational, extra-curricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school in a school building or at another location.

United States Department of Education - Office of Civil Rights Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties (1997)

Affirmative Action Grievance Procedure

Any student who has an affirmative action grievance may file with the administration. If the grievance is not resolved within five (5) days, the grievance will go to the Principal. If the matter is still not resolved within five (5) days to the student's satisfaction, the grievance may be presented to the district's affirmative action officer.

In addition, any individual may petition the Commissioner of Education to resolve the dispute. (18A: 6-9,6-4:1.0; 6:24-1.1 et seq).

Any person who knowingly files false charges against an employee or student in an attempt to demean, harass, abuse or embarrass that individual is subject to disciplinary action.

STUDENT SUICIDE

The board recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student suffering depression cannot benefit fully from the educational program and may pose a threat to him/herself or others.

The board requires all school personnel to be alert for students who exhibit signs of unusual depression or who threaten or attempts suicide. Any such signs or the report of such signs from another student or staff member should be reported immediately to the building principal, who shall notify the Child Study Team and summon the school social worker and psychologist. The principal may, if the circumstances warrant, appoint a guidance counselor or other staff member of the child study team to assist if the psychologist and social worker are not immediately available. If the student requires professional intervention, the student may be referred to the appropriate psychiatric services after parental notification.

If, in the opinion of the child study team, the student does not require immediate professional intervention, the consent of the parent shall be sought for the conduct of a comprehensive child study team evaluation. If parental consent is not granted and it is judged that the best interests of the child necessitate professional intervention, the child study team may contact the Division Child Protection and Permanency. (30:91-12; 6:8-4.3(a) 6vi).