

**STUDENT HANDBOOK - 2017-2018**

This agenda belongs to:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Student #: \_\_\_\_\_

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**ABRAHAM CLARK HIGH SCHOOL**

122 East Sixth Avenue  
Roselle, New Jersey 07203  
**908-298-2040**  
FAX – 908-259-0782  
<http://achs.roselleschools.org>

**ROSELLE BOARD OF EDUCATION**

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Dr. Shakirah Miller-Harrington, Asst. Supt. of Curriculum &  
Instruction  
Mr. Jason Jones, Business Administrator  
Mr. Rashon L. Mickens, Principal  
Mrs. Sheila Williams, Vice Principal  
Ms. Victoria Lih, Vice Principal  
Mr. Rick Schmid, Athletic Director

## AFFIRMATIVE ACTION

All instruction, scheduling of classes and staff assignments are compliant with the District, State and Federal Affirmative Action Policy. Our Comprehensive Equity Plan is available in the office of the District Affirmative Action Officer, at 710 Locust Street (908- 298-2040, ext. 1502). **Mr. Rashon Mickens, Principal is the Affirmative Action Officer for Abraham Clark High School.** The Roselle Board of Education is an equal opportunity employer. Board Policy prohibits bias, harassment, discrimination, and segregation, ensuring equality in every aspect of our educational program.

## 2017-2018 SCHOOL CALENDAR

### 2017

September 1	Friday	Teachers Report-Full Day; Staff Convocation
September 4	Monday	Labor Day – Schools Closed
September 5	Tuesday	Aides Report –District-Wide Full-Day Staff PD
September 6	Wed.	1 <sup>st</sup> Day of School for Students – Full Day
October 9	Monday	Columbus Day – Schools Closed
October 12	Thursday	MP 1 Interim Reports Distributed PreK-12
October 17	Tuesday	Schools Closed for Students Only PreK-12; 1/2 Staff In-Service
November 7	Tuesday	Election Day – ½ Day Session for Students Only PreK-12; ½ Day Staff In-Service
November 8	Wed.	Veterans Day Observance. Schools closed
November 9,10	Th/Fri.	NJEA Convention – Schools Closed
November 21	Tuesday	ACHS Gr. 9-12 Students & Teachers Only – ½ day Session; ACHS Gr. 9-12 Parent/Teacher Night Conferences (6:30-8:30 PM); MP 1 Report Cards Distributed Gr. 9-12
November 22	Wed.	1/2 Day Session for Students & Staff – Thanksgiving Recess Begins
November 23,24	Th/F	Thanksgiving Day/Recess – Schools Closed
November 27	Monday	Schools Re-open
December 5	Tues.	1/2 Day Session for Students Only PreK-12; 1/2 Day Staff In-Service
December 22	Friday	MP2 Interim Reports Distributed PreK-12; 1/2 Day Session for Staff & Students; Winter Recess Begins
December 25-29	M-F	Winter Recess – Schools Closed

### 2018

January 1	Monday	New Year's Day – Schools Closed
January 2	Tuesday	Schools Re-open

January 15	Monday	Martin Luther King Day - Schools Closed
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January 16	Tuesday	Schools Closed for Students Only PreK-12; Full-Day Staff In-Service
January 23-26	Tues.-Fri.	ACHS Gr. 9-12 Mid-Term Exams – Full Day Session for All Students
February 6	Tuesday	MP2 Report Cards Distributed PreK-12
February 19	Monday	Presidents Day – Schools Closed
February 20	Tuesday	1/2 Day Session for Students Only Pre-K-12, 1/2 Day Staff In-Service
March 9	Friday	MP3 Interim Reports Distributed PreK-12
March 29	Thurs.	1/2 Day Session for Students & Staff - Spring Recess Begins
March 30	Friday	Spring Recess – Schools Closed
April 2-6	Mon.-Fri.	Spring Recess – Schools Closed
April 9	Monday	Schools Re-open
April 19	Thursday	MP3 Report Cards Distributed PreK-12; ACHS Gr. 9-12 Students & Teachers Only- ½ Day ACHS Gr. 9-12 Parent/Teacher Night Conferences (6:30-8:30 PM)
May 21	Monday	MP4 Interim Reports Distributed PreK-12
May 28	Monday	Memorial Day - Schools Closed
June 11-14	Mon.-Th	ACHS Gr. 9-12 Final Exams – Full-Day Session for All Students
June 21	Thurs..	Last Day of School & ½ Day Session for Students Only PreK-12; MP4 Report Cards Distributed PreK-12; ACHS Senior Graduation (Evening)
June 22	Friday	Last Day for Teachers & Aides – ½ Day Session (Provided all work is completed and handed in)

\*Three emergency school closing days have been allocated. In the event that additional days are needed to comply with State rules and regulations, the days will be made up during the Spring Recess. Unused emergency school closing days will be added to the Memorial Day weekend. Other days will be announced during the year to meet the needs of professional development.  
**Please ensure that your correct telephone number is logged in our system to receive telephone messages or check the website for important information related to a change in the schedule.**

#### IMPORTANT DATES

September 29, 2017

- Family Gathering – 6:30-8:30 pm

October 11, 2017	- PSAT/SAT administration
October 25, 2017	- College Fair – 1:00-3:00 pm
April 12, 2018	- Open House – 6:00 p.m.

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**TESTING DATES**

PARCC – Fall Adm.	- Nov. 27, 2017 – Jan. 16, 2018 (computer adm.) Nov. 27, 2017 – Dec. 8, 2017 (paper adm.)
PARCC – Regular Adm.	- April 16, 2018 – May 25, 2018 (computer adm.) April 16, 2018 – April 27, 2018 (paper adm.)
PARCC – Spring Adm.	- April 23, 2018 – June 8, 2018 (computer adm.) April 23, 2018 – May 4, 2018 (paper adm.)
PARCC Appeals	- October 3, 2017 – May 11, 2018
NJBCT Science	- To be determined by the state
Make-ups	- To be determined by the state
DLM (Gr. 11)	- April 9, 2018 – May 25, 2018

**MARKING PERIOD SCHEDULE – 2017-2018**

<u>MARKING PERIOD</u>	<u>INTERIM REPORTS</u>	<u>REPORT CARDS</u>
1 - 9/6/17-11/14/17	October 12, 2017	<b>November 21, 2017*</b>
2 – 11/15/17-1/30/18	December 22, 2017	February 6, 2018
3 – 1/31/18-4/12/18	March 9, 2018	<b>April 19, 2018*</b>
4 – 4/13/18-6/15/18	May 21, 2018	June 21, 2018

**\* 1/2 day session for grades 9-12. Dismissal for teachers and students is 12:30 p.m. Parent/Teacher Conferences & Report Card Distribution – 6:30 p.m. – 8:30 p.m.**

**REGULAR DAILY SCHEDULE – 2017-2018**

Period 0	- 7:15 a.m. – 7:57 a.m.
Homeroom	- 8:00 a.m. – 8:06 a.m.
Period 1	- 8:06 a.m. – 8:48 a.m.
Period 2	- 8:52 a.m. – 9:34 a.m.
Period 3	- 9:38 a.m. – 10:20 a.m.
Period 4 (gr. 9 Lunch)	- 10:24 a.m. – 11:06 a.m.
Period 5 (gr. 10 Lunch)	- 11:10 a.m. – 11:52 a.m.
Period 6 (gr. 11 Lunch)	- 11:56 a.m. – 12:38 p.m.
Period 7 (gr. 12 Lunch)	- 12:42 p.m. – 1:24 p.m.
Period 8	- 1:28 p.m. – 2:10 p.m.
Period 9	- 2:14 p.m. – 2:56 p.m.
Announcements	- 2:56 p.m. – 3:05 p.m.

**ADVISORY SCHEDULE – 2017-2018**

Period 0	- 7:15 a.m. – 7:57 a.m.
Homeroom	- 8:00 a.m. – 8:05 a.m.
Period 1	- 8:05 a.m. – 8:43 a.m.
Period 9	- 8:47 a.m. – 9:25 a.m.
Period 2	- 9:29 a.m. – 10:07 a.m.
Period 3	- 10:11 a.m. – 10:49 a.m.
Period 4 (Lunch/9)	- 10:53 a.m. – 11:31 a.m.
Period 5 (Lunch/10)	- 11:35 a.m. – 12:13 p.m.
Period 6 (Lunch/11)	- 12:17 p.m. – 12:55 p.m.)
Period 7 (Lunch/12)	- 12:59 p.m. – 1:37 p.m.
Period 8	- 1:41 p.m. – 2:19 p.m.
ADVISORY	- 2:23 p.m. – 3:01 p.m.
Announcements	- 3:01 p.m. – 3:05 p.m.

**UNION COUNTY VOCATIONAL-TECHNICAL SCHOOL  
SHARED-TIME PROGRAM**

Students who are scheduled for classes outside the confines of A.C.H.S. must adhere to all in-house regulations concerning schedule changes. Students can participate on a shared-time basis between A.C.H.S. and U.C.V.T.S. during their junior and senior years. Some students can attend the Sophomore Exploratory Program, if their schedule permits, upon the recommendation of their Guidance Counselor. Students can satisfy their high school requirements while completing a technical career. They will also earn 15 credits towards their high school diploma for each successful year attended. Morning and afternoon sessions are available. Transportation will be provided by the Roselle Board of Education. Applications are available in the Guidance Office. Students departing at 7:30 AM and 12:10 PM must sign out with Security. Students arriving at 10:40 AM must sign in with the Attendance Officer. **Students who miss the bus will not be allowed in the building without a parent/guardian.**

**UNION COUNTY VOCATIONAL-TECHNICAL SCHOOL**

<u>Departure from H.S.</u>	<u>Arrive Back at H.S.</u>
A.M. Session – 7:30 a.m.	10:40 a.m.
P.M. Session – 12:10 p.m.	3:20 p.m.



**HALF (1/2) DAY SESSION SCHEDULE 2017-2018**

Period 0	- 7:15 a.m. – 7:57 a.m.
Homeroom	- 8:00 a.m. – 8:06 a.m.
Period 1	- 8:06 a.m. – 8:31 a.m.
Period 2	- 8:35 a.m. – 9:00 a.m.
Period 3	- 9:04 a.m. – 9:29 a.m.
Period 8	- 9:33 a.m. – 9:58 a.m.
Period 9	- 10:02 a.m. – 10:27 a.m.
Period 4 (Lunch/9)	- 10:31 a.m. – 10:56 a.m.
Period 5 (Lunch/10)	- 11:00 a.m. – 11:25 a.m.
Period 6 (Lunch/11)	- 11:29 a.m. – 11:54 p.m.
Period 7 (Lunch/12)	- 11:58 p.m. – 12:23 p.m.
Announcements	- 12:23 p.m. – 12:30 p.m.

**A.C.H.S. DELAYED OPENING/CLOSING**

1. Superintendent will make the announcement of delayed opening or school closing by 5:30 a.m. via automated telephone calls to homes.

**LISTEN TO RADIO STATIONS:                      WBUD 101.5 FM,  
WOR710 AM, WINS 1010 AM**

**VISIT ROSELLE SCHOOLS WEBSITE: [www.roselleschools.org](http://www.roselleschools.org)  
DO NOT CALL THE SCHOOL OR THE POLICE DEPARTMENT**

2. Classes will begin at 10:00 a.m.
  - a. Teachers will report to their buildings and be on duty **at 9:45 a.m.**
  - b. Students are **not to arrive before 9:45 a.m.**

**DELAYED OPENING SCHEDULE – 2017-2018**

Homeroom	- 10:00 a.m. – 10:05 a.m.
Period 1	- 10:05 a.m. – 10:34 a.m.
Period 2	- 10:38 a.m. – 11:07 a.m.
Period 3	- 11:11 a.m. – 11:40 a.m.
Period 4 (Lunch/9)	- 11:44 a.m. – 12:13 p.m.
Period 5 (Lunch 10)	- 12:17 p.m. – 12:46 p.m.
Period 6 (Lunch 11)	- 12:50 p.m. – 1:19 p.m.
Period 7 (Lunch 12)	- 1:23 p.m. – 1:52 p.m.
Period 8	- 1:56 p.m. – 2:25 p.m.
Period 9	- 2:29 p.m. – 2:58 p.m.
Announcements	- 2:58 p.m. – 3:05 p.m.

### ACADEMICS

Study is a daily expectation at Abraham Clark High School in order to allow each student to keep up with class work, review the work of the day, and achieve long-range preparation for tests and examinations. Parents are requested to be sure that students are bringing home school books every day and using them to study. Students with computers or smartphones are encouraged to study using supplemental resources referenced by teachers.

All assignments, unless otherwise stipulated by the classroom teachers, are to be done neatly with blue or black pen (no colored flairs), on standard 8½ x 11” paper. It is preferable that students submit typed reports. Students with permission may visit the library before or after school to type reports. In general, students are encouraged to exhibit a certain pride in their work by devoting sufficient time to its accomplishment, and realizing that the quality of school work often reflects the sort of person who has done it. **Plagiarism is grounds for automatic failure.** Students may not cut and paste from the web to create reports. Sources must always be cited.

Students are encouraged to maintain neat and accurate notebooks which can be invaluable tools in reviewing key concepts, as well as essential aids to daily assignments and preparation for quizzes and tests.

Students are required to have with them each day in class the appropriate texts, notebooks, pens, and pencils so that class time will not be interrupted by pupils being unprepared to do the class work. Students involved in lab courses will require other specific equipment to support class work and safety. Students should have a calculator, apron, jacket, or uniform. Please see the course syllabus for the referenced extra items required.

Students should always work with a checklist or rubric to guide their work to meet the expectations of the course instructor. Students must ask for extra help to ensure they are on target to produce a high quality project to earn an A or B in the class.

Annually, each student and his/her parent or legal guardian will be required to sign an Acceptable Use Policy Agreement indicating that they understand and will abide by the Technology Guidelines of the district.

### GRADUATION REQUIREMENTS

(N.J.A.C. 6A:8-5)

In order to earn a diploma from Abraham Clark High School, a student must:

- A. Complete **120 credits** of course work.
- B. Meet all attendance and state testing requirements.
- C. Pass and earn credit in the following courses:

**All students will be required to complete 40 hours (ten hours each year) of community service/service learning as a graduation requirement.**

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Sept. 2017

English	4 years
World History	1 year
U.S. History	2 years
Science	3 years
Mathematics	3 years
P.E./Health	1 year for each year in attendance
Visual, Practical and Performing Arts	1 year
Career Education	1 year
World Languages	2 years
Electives	3 years
Financial Literacy	½ year

**\*Quality Point –The more academically challenging the course is, the higher the quality rating.**

- Elective - A course which may be taken for interest, but is not required for graduation.
- Required - A course which must be taken for graduation.
- Prerequisite - A course that a student must have already successfully completed before going on to the next course.
- Credit - A numerical value assigned to a course depending upon how many times per week the course meets and how long throughout the year.

In order to receive a high school diploma, a student must pass all sections of the state mandated standardized assessment administered by the State Department of Education. Failure to pass this examination prior to the completion of a student's senior year will result in the denial of a high school diploma.

Diplomas will not be issued until failed required courses are made up. In addition, any student who has not met all of the graduation requirements will not be permitted to participate in Commencement Exercises.

### **REPORT CARDS**

**Report cards are issued four times during the year. Report cards advise parents of a student's standing by means of grade achievement and comments recorded. In addition, Progress Reports are sent at the midpoint of each marking period to reinforce a student's positive efforts to improve and also to notify parents if the student is in danger of failing.**

### **INCOMPLETE (GRADES)**

Any student who receives an “Incomplete” for either a medical or other valid reason, will be given two weeks after the conclusion of the marking period to submit all missed work. At that time, the “Incomplete” grade will be converted to the appropriate numerical grade.

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### **HONOR ROLL**

An honor roll is published at the end of each marking period. Eligibility for inclusion in the honor roll is determined as follows:

**DISTINGUISHED HONOR ROLL**: Students qualifying for “Distinguished Honors” must earn a grade of “90” or higher in all subjects.

**MERIT HONOR ROLL** – Students qualifying for “Merit Honors” must earn a grade of “90” or higher in at least two subjects and a grade of “80” or higher in all other subjects.

### **STUDENT SCHEDULE CHANGES**

1. Student schedule changes will be allowed only for VALID REASONS.
  - a. No schedule change will be processed unless the “Schedule Change Request Form” is completed by the student, and submitted to the GUIDANCE OFFICE by August 1<sup>st</sup>.
  - b. No schedule changes will be permitted once students have attended 5 days of class without administrative approval.
  - c. Schedule changes will be made at the discretion of the School Administrator.
2. A student may request schedule changes for only the following reasons:
  - a. The student is eligible for placement in a class of a level different than presently scheduled.
  - b. The student repeating a failed course is assigned to the same instructor, and there is space available in a section taught by another instructor.
3. The procedure for effecting a scheduling change will consist of the following steps:
  - a. Every change must be initiated through the student’s guidance counselor with the written approval of each of the following:
    1. The guidance counselor.
    2. Teacher(s) or the chairperson(s) involved in the change.
    3. Parent/guardian
    4. School Administrator
  - b. Any requested schedule changes that do not satisfy all the aforementioned criteria will not be effected without the written approval of an administrator.

### **WITHDRAWAL**

1. A student will be permitted to withdraw from a course subject to the following conditions:
    - a. A written request from the student's parent/guardian must accompany each request for withdrawal.
    - b. Written teacher approval must be obtained prior to any withdrawal.
    - c. A student who withdraws after September 30<sup>th</sup> will receive a withdrew-passing/failing determined by the teacher.
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- d. No student who withdraws from a course will be permitted to enroll in any course without the written permission of the appropriate administrator.
  - e. Students requesting withdrawal from a course after November 15<sup>th</sup> must complete the following:
    1. A parent/teacher conference must be held and the parent is notified that the student will lose credit.
    2. A written request from the student's parent/guardian must be submitted to the guidance counselor.
    3. Approval has been given by the appropriate administrator.

Any request for withdrawal which does not satisfy all of the aforementioned criteria is subject to the approval of an administrator.

### **GRADING**

As a result of the input from each department, the following grading breakdown will be used for all subjects:

<u>TESTS</u>	<u>QUIZZES</u>	<u>HOMEWORK</u>	<u>CLASS PARTICIPATION</u>	<u>LABS/ PROJECTS</u>
35%	15%	20%	15%	15%

The Mid Term Exam is to be counted as 10% of the final average grade. The Final Exam will be counted as 10% of the final average grade. Each marking period grade counts as 20% of the final average.

A= 90-100	= Superior
B= 80-89	= Good
C= 70-79	= Fair
D= 65-69	= Passing, but doing poorly
F= 64 and below	= Failing

### **CLASS RANK**

Abraham Clark High School uses a weighted system in reporting class rank. Class rank is computed on the basis of numerical grades earned in all subjects attempted for which graduation credits are given. Grades earned in unaccredited summer school programs will not be included in the calculation of class rank (Policy #5430).

### MID TERM AND FINAL EXAMS

Student attendance for each and every class period is mandatory. This includes lunch periods and physical education/health classes. IN THE CASE OF AN ABSENCE DURING AN EXAM, STUDENTS MUST

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PROVIDE A PHYSICIAN'S NOTE IN ORDER TO MAKE-UP THE EXAM(S). IF A PHYSICIAN'S NOTE IS NOT PROVIDED, THE GRADE OF "0" WILL BE ENTERED FOR THE EXAM. MAKE-UP EXAMS WILL BE SCHEDULED UPON STUDENT'S RETURN TO SCHOOL.

### GRADUATION CEREMONY – SENIORS

Only students who have complied with all course, attendance, state, and credit requirements will be permitted to participate in the graduation ceremony. The diploma will be withheld until such time as all requirements are met. **In addition, students who do not comply with the dress, behavior, or attendance codes associated with graduation will be removed from the graduation ceremony. ALL FINES must be paid prior to the date of graduation and before the diploma is granted.**

### PROMS/FORMAL ACTIVITIES

On days scheduled for Proms, Class Night, and activities (i.e. Homecoming, King of Hearts, Fashion Show, etc.) students will be required to attend school for at least four (4) hours (8:00 a.m. – 12:00 p.m.) or they will not be allowed to participate. Students must wear appropriate dress that reflects tasteful attire. The administration reserves the right to deny admittance to any student who does not comply with these standards. Students will be ineligible to attend activities (i.e. Prom, Class Trip, Homecoming, etc.) if they exceed given amount of points based upon the ACHS Points & Rewards Incentive Program.

### SCHOOL GUIDANCE AND COUNSELING

School Counselors are concerned advocates for the academic, social, emotional and career development of students who attend ACHS. School Counselors provide and deliver programs and services that will enhance the growth and development of students for college, work, service and life.

### PROGRAMS AND SERVICES

1. Academic Guidance and Counseling

- a. Individual Counseling
  - b. Crisis Intervention
  - c. Group Guidance and Counseling
  - d. Classroom Guidance
2. Career Counseling
- a. School to Careers
  - b. Investigating the World of Work
  - c. Exploring strategies for determining career goals
    - 1. College Preparatory and Scholarship Program
    - 2. Business and Technical
    - 3. Vocational Trade and Training Schools
    - 4. Military
  - d. Understanding the relationship between personal qualities, education, training and the Work World.
3. Personal/Social Counseling
- a. To assist in developing interpersonal skills to help students understand and respect themselves and others.
  - b. To make decisions, set goals, and take the necessary actions to achieve goals.
  - c. To understand safety and survival skills.
  - d. To develop skills and competencies to be successful in a diverse world.
4. Testing Services
- a. In-School SAT
  - b. PSAT
  - c. ASVAB, ACT

#### MENTORS/GROUPS

GLOW (Female student mentors)

LGBTQAQ

Kean University Student Leadership

Behind the Bench/Student Athletes

Rhythm Youth Movement

NIKE Career Group

Prep Your Steps

I Am Student Leadership

In the Spirit of Community

#### COUNSELING AND EDUCATIONAL SUPPORT SERVICES

1. I&RS: Intervention and Referral Services
  - a. I&RS: Intervention and Referral Services is State mandated (**New Jersey Administrative Code, Title 6, Education, 6A:16-7.1 Establishment of intervention and referral services**) multidisciplinary team which designs, implements, and monitors intervention plans for students experiencing one or more of the following difficulties: *Learning, Behavioral, and Substance Abuse*

2. Teen Guide Zone

- a. Teen Guide Zone was the first statewide initiative in the country to integrate a range of services for adolescents in one location in or near schools. Sites are located in a variety of urban, rural, and suburban settings with at least one site in each of the 21 counties. TGZ sites design projects that not only address what is happening today, our program is customized to address our emerging needs.

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***The Teen Guide Zone model has several distinguishing characteristics:***

- b. Collaborative application and continued coordination between school and community are required at each site.
- c. Community collaboration influences the choice of the managing agency.
- d. Consistent core services are required. Additional services and flexibility are encouraged.
- e. Support and ongoing technical assistance is provided by the NJ Department of Human Services.
- f. Ongoing funding. Teen Guide Zone is a program, not a demonstration.
- g. Confidential and accessible services, as requested by teens.

**NATIONAL HONOR SOCIETY**

The National Honor Society has worked hard to bring the accomplishments of outstanding students to the attention of parents, teachers, peers, and community. Chapters in more than 20,000 high schools across the nation strive to give practical meaning to the Society's goals of scholarship, leadership, service, and character.

These four ideals have been considered as the basis for their selection. No student is included simply because of a high academic average. The National Honor Society strives to recognize the total student: one who excels in all of these areas. The standards used for selection are:

- A. Academics – Must have and maintain a 3.0 or above cumulative average. Must have an 80 or above in all classes during the year of admittance. Upon acceptance into the Honor Society, grades must remain at 80 or above.
- B. Tardiness – May not be any more than eight (8) times tardy to class. If you are tardy to school, you are tardy to period 2 class. All tardiness must be excused. Written documentation must be provided for a lateness to class.
- C. Attendance – May not have any more than five (5) absences. All absences must be excused. Written documentation must be submitted to the Attendance Office. Excused absences will be given for medical or religious reasons, death in the family or court appearances.
- D. Disciplinary – Suspensions in or out of school are unacceptable.



Suspensions or exclusions will be reviewed by the Honor Society Faculty Council.

- E. Activities – Must have participated in a minimum of four (4) school and community service activities.

### **SPANISH NATIONAL HONOR SOCIETY**

Students who have maintained an average of 90 in the study of Spanish for a minimum of eight (8) marking periods and are recommended by a Spanish teacher are eligible to become members.

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### **TEEN PEP PROGRAM**

Peer Leadership is an Alcohol and Drug Prevention Program. Students who join are trained extensively in the area of alcoholism, drug addiction, prevention techniques, dealing with peer pressure, coping skills, sex education and group facilitation. They use this training to enhance their own lives and to work with other high school, middle, and elementary school students. In addition, peer leaders are expected to contribute to their community through programs that bring together various segments. Interested students in grades 9-12 must complete an application which may be obtained from the Student Assistance Program Office.

### **SCHOOL HEALTH SERVICES**

A full-time certified school nurse is available in the Health Office, located on the first floor of the building.

### **SCHOOL PHYSICALS N.J.A.C. 6A:16-2.2 –**

New students are required to provide proof of a physical examination within the previous 365 days. Parents are encouraged to have their child examined at least once during the adolescent stage (grades 7-12). Students participating in the A.C.H.S. sports program are required to have a physical examination. The physical examination is to be completed at the student's medical home. For students who do not have a medical home, the district shall provide the physical examination.

### **SCHOOL HEALTH PROGRAMS N.J.A.C. 6A:14-3.3(g); 6A:16-2.1(f); 6A:16-2.2(e); N.J.S.A. 18A:4-15;18A:40-4 –**

Vision Screenings – grade 10

Hearing Screenings – grade 11

Annual height and weight screenings

Annual blood pressure screenings

Biennial Scoliosis screening – N.J.S.A. 18A:40-4.3 – gr. 9-11

Health counseling

Notification to the parent or guardian of any health related concerns

Maintain and review all health records with notification to the parent or guardian concerning immunization requirements

Primary Care, including First Aid

Tuberculosis testing is required under the following circumstances:

- a. Any student who transfers from another state or another country without a valid record of an intradermal test within the previous six months.

**EMERGENCY CARDS** – Parents will receive cards requesting information (emergency telephone numbers, name of family physician, etc.) to be used by the nurse in emergencies. These cards are to be completed and returned to the homeroom teacher during the first week of school.

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#### **ADMINISTRATION OF MEDICATION, BOARD POLICY R5330**

Permission for the administration of medication in school will be given only when the pupil's attendance depends upon the timely administration of medication in school. Medication will not be administered to a pupil who is physically unfit to attend school or has a contagious disease. Requests for the administration of medication must include:

1. A written statement from the physician specifying the name and dosage of the medication, time of administration, the diagnosis, and possible side effects.
2. Written permission from the parent/guardian to administer the medication.
3. The medication must be in the original, labeled container.
4. All medications must be delivered to the school by the parent/guardian.
5. Any unused medication must be picked up promptly by the pupil's parent/guardian.

#### **MEDIA CENTER SERVICES**

The Media Center is available to all students who need to do research. A student with a reference assignment who obtains a pass from a teacher may report to the Media Center. Students using the Media Center are expected to observe the following:

1. They must present their pass and ID card to the supervisory teacher or to the librarian as they enter.
2. They must report to the Media Center before the late bell.
3. They are to work quietly and individually in the Media Center at all times.
4. The librarian will dismiss a student from the Media Center if minimal requirements are not observed.
5. All students must attend their next scheduled class at the end of each period.

All books and magazines must be checked in and out at the circulation desk and students must present their school issued student identification card.

1. There is a replacement charge for lost books and magazines.
2. Book charges for lost books and magazines should be paid promptly to restore borrowing privileges. Also, final report cards will not be issued until these accounts are settled.
3. A fine of 5 cents per day will be charged for borrowed material kept past the due date.
4. Book charges should be paid directly to the librarian at the Media Center not the Main Office.

Audio visual materials may be used by students in the Media Center. Audio visual materials are cataloged and can be located through the card catalog. Selected periodicals on microfilm and microfiche are also available.

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### ATHLETICS

The athletic activities at Abraham Clark High School are extensive. It gives every student who so desires an opportunity to compete. The eligibility rules as defined by the New Jersey State Interscholastic Athletic Association (NJSIAA) shall govern athletics in this school. Parent permission and a physical to participate must also be obtained.

1. Interscholastic Athletics available are:
  - a. Football (Varsity, Junior Varsity, and Freshman)
  - b. Basketball (Varsity, Junior Varsity, and Freshman)
  - c. Baseball (Varsity, Junior Varsity)
  - d. Track (Varsity, Freshman)
  - e. Cross Country (Co-ed)
  - f. Soccer (Varsity, Junior Varsity)
  - g. Indoor Track
  - h. Tennis (Varsity)
  - i. Softball (Varsity, Junior Varsity)
  - j. Golf (Co-ed)
  - k. Bowling (Co-ed)
  - l. Volleyball- Girls (Varsity, Junior Varsity)
2. Letters, pins, and plaques are awarded for satisfactory participation in interscholastic athletics.
3. Junior and senior varsity athletes receive jackets from the Athletic Department.

CHEERLEADERS - Varsity membership should consist of at least 12 regular cheerleaders. Students must have received satisfactory marks from all teachers and must adhere to all standards set forth in their constitution. Parent permission and a physical to participate must also be obtained.

### MUSIC

Abraham Clark High School has an extensive program of music activities, both vocal and instrumental, covering a wide range of age and ability groups. Many opportunities are available during regularly scheduled class time. Programs offered to parents in the form of evening and/or Sunday presentations, as well as

those offered in high school assemblies, are an enjoyable feature to the school year.

#### **ATTENDANCE POLICY TO SCHOOL**

Since 18A:38-26 requires regular attendance during all the days and hours that the public schools are in session, class cutting and tardiness represent violations of the compulsory attendance laws. In accordance with statute, the Board shall require from the parent of each child or from an adult student who has been absent from school for any reason a written statement of the cause for such absence on the day the student returns to school. Notes are to be brought to the Attendance Office. Telephone calls will not be used as a substitute for written statements. Failure to provide the written statement will result in an unexcused absence. Student attendance will be reviewed each marking period by the attendance officer/committee.

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**WHAT IS ABSENTEEISM?** School absenteeism includes all excused and unexcused forms of non-attendance.

**WHAT IS TRUANCY?** Any unexcused absence from school shall be considered truancy.

**EXCESSIVE ABSENCES** - Eighteen (18) or more days is considered excessive absenteeism. Loss of credit for a FULL YEAR COURSE occurs when a student reaches 18 unexcused absences, loss of credit for A 1/2 YEAR COURSE occurs when there is 9 or more unexcused absences, and loss of credit for A 1/4 YEAR COURSE occurs when there is 5 or more unexcused absences. All courses are worth credit. Even if you pass your class, you may still lose credit due to your attendance and be required to repeat the class and/or attend summer school.

**EXCUSED ABSENCES** - The maximum number of **unexcused** absences in a school year is eighteen (18). Parents have three (3) school days after an absence to provide a valid reason to excuse the absence. If a valid reason is not provided within the three (3) school days, the absence will be marked as unexcused. Each cumulative absence beyond ten (10) days must be verified by a health professional. The parent will not be allowed to justify absences by writing an excuse note beyond the ten (10) days. FAMILY VACATIONS taken during the school year are NOT EXCUSED ABSENCES, and are strongly discouraged when school is in session.

**5 Plus (5+) Attendance Rule** – Students who accumulate five (5) or more unexcused absences during a marking period in a class will receive a grade of 55 for that marking period. The original grade that the student earns will be documented and kept by the teachers. The following marking period, the violators from the previous marking period who are absent four (4) days or less, will have the original grade reinstated. Teachers will notify guidance for grade changes. Students who exceed five (5) days during the 4<sup>th</sup> marking period **will not** have the opportunity to have the original grade reinstated and **will not** be eligible to participate in extracurricular activities.

### EARLY DISMISSAL

The presence of a parent/guardian is required **at all times** for early dismissal.

### CHRONIC ABSENTEEISM

The following action will be taken by the Attendance Office in order to deal with chronic absenteeism:

Students under sixteen (16) years of age:

1. A non-school attendance complaint may be file in the local municipal court.

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2. Student will be referred to the Intervention & Referral Services Team, Child Study Team and/or School Based Youth Services Program
3. Student will be denied credit in any course where eighteen (18) days of unexcused absences have been accumulated.

Students sixteen (16) years of age and older:

1. Same as previously stated.
2. Student may be dropped from the rolls for the remainder of the year.

In order to receive credit for the school day, students must be in school prior to **9:00** a.m. Any student who arrives after **8:30** a.m. must be accompanied by a parent/guardian. **Failure to comply will result in students not being admitted into the building.** If a student misses a class without permission, it will be considered cutting class and it will be treated as an unexcused absence and disciplinary action will be taken. Students in attendance at a school-sponsored activity will not be marked absent.

The following absences require a doctor's note to return to school:

1. Illness lasting ten (10) days or more.
2. Returning after having a contagious disease.
3. Returning from a hospital stay.
4. Returning to school with a cast and/or crutches.
5. Returning from home instruction.

All students must receive clearance from the school nurse for any of the above listed items.

**A STUDENT WHO IS ABSENT OR SUSPENDED ON THE DAY OF AN EXTRA-CURRICULAR ACTIVITY IS NOT ELIGIBLE TO PARTICIPATE IN OR ATTEND THAT ACTIVITY.**

### APPEALS

The Attendance Credit Committee shall consist of seven (7) members from the faculty. These members, to be appointed by the Principal each school year,

shall include the following:

- 2 Administrators
- 1 Guidance Counselor
- 1 Nurse
- 1 Attendance Officer
- 2 Teachers-at-Large

Once a student is over the maximum number of absences, an appeal to the Attendance Committee may be made. Paperwork to begin this process is kept in the Attendance Office. Parents/guardians must:

- Complete the paperwork,
  - Submit any official notes,
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- Indicate that all pertinent notes have been turned in to the Attendance Office,
  - Turn in all appeal paperwork **before June 1<sup>st</sup>** to be considered.

Official notes from the following are considered when filing for an attendance appeal:

- Healthcare professionals,
- Judicial proceedings,
- Funeral attendance,
- College visits

All appeals will be reviewed automatically by the Attendance Credit Committee. It is the student's responsibility to be aware of absences accumulated for each marking period. Any discrepancies should be dealt with immediately.

The Attendance Credit Committee shall be convened by Administration as the need arises. In all appeal cases, a decision shall be reached by the Attendance Credit Committee and **the parent/guardian will be notified in writing.**

Any appeals of the decisions of the Attendance Credit Committee shall be made to the Principal, and thereafter the Superintendent of Schools, and thereafter to the Board of Education.

### **TARDINESS TO SCHOOL**

Students arriving late to school will be required to sign in at the late table upon arrival before proceeding to class. Any student found forging a name or not signing a correct name will be given ISE. Their time in In-School Suspension will be spent doing classwork, as all teachers will be required to submit work for students. Students who suffer from chronic tardiness to school (three times or more) will be recommended to the IR&S team and a mandatory parent conference will be held. Students who continue to violate the attendance policy will be subject to change of placement to the Second Chance Alternative School for attendance violation.

Students who report to school after 8:30 a.m. will not be permitted into the building unless escorted by a parent or guardian, or with a legitimate physician's note. Students who report to school with a note from a physician will be required to report to the school nurse for a follow-up and clearance from both the physician and school nurse. **Students who fail to comply with this policy will not be admitted into the building.**

#### **TARDINESS TO CLASS POLICY**

Student attendance in class is a necessary condition for scholastic success.

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Tardiness to class will not be cumulative. Each marking period will be treated as a separate entity. The following procedures will be used:

- First (1<sup>st</sup>) tardy - Teacher detention (Parental notification)
  - Second (2<sup>nd</sup>) tardy- Central Detention/Office Detention (with Parental Notification via letter, phone, and/or email)
  - Third (3<sup>rd</sup>) tardy - Academic Recovery (Saturday Detention). Lose credit For the marking period (60).
  - Fourth (4<sup>th</sup>) tardy - Mandatory parent conference with suspension.
- 10 minutes late - One (1) cut (see cut policy) \*Chronic tardiness to class will result in student being assigned to Academic Recovery (Saturday Detention) by administrator.**

#### **TARDY TO CLASS IS NON-CUMULATIVE**

#### **BEHAVIOR EXPECTATIONS**

1. Lower your voice in public (hallways, classrooms, etc.) Don't be loud.
2. Don't judge appearance. (Looks are deceiving)
3. Have a friendly attitude. (To have a friend, you must be a friend).
4. Show concerns for others and reliability in self.
5. Be true to yourself and others.
6. Be trusting and be able to trust.
7. Stand up for what you believe in.
8. Don't be afraid of opinions that are different from yours.
9. Your conduct tells us what and who you are.
10. Respect for oneself can be seen in showing respect for others.
11. All ACHS students are expected to be RAM Ready (Respectful, Accountable, and Motivated) each and every day. Students who show these attributes will receive RAM Ready tickets from their teachers which can be drawn for prizes.

#### **LOITERING**

Students are instructed not to loiter around the surrounding neighborhood properties.

### **PHYSICAL EDUCATION**

The State Department of Education mandates that all students must earn one credit year of Physical Education, Health, and Safety for each year of enrollment.

Credits toward graduation: (per year)  
Physical Education/Health - 5 credits

The only excuse for not meeting the above requirement will be a permanent medical excuse signed by a doctor. Requirements for participation are as follows:

1. Proper gym attire
2. Sweat socks
3. Sneakers
4. Sweat suits are acceptable out-of-doors

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5. Locks to secure equipment in locker room. Lockers in the gym must be for all physical education classes. Student hall lockers are prohibited for use for physical education.
6. Snug belts, cut-offs, jeans, loose jewelry, and dirty or torn clothing and accessories ***are prohibited***.
7. Pupils must wear sneakers or rubber-soled athletic shoes; ***slip-on shoes, hard-soled shoes, slippers and barefeet are prohibited in gym class.***

**NOTE: Street clothes, jackets, hats, sweaters, pajamas, etc. are absolutely unacceptable for gym participation.**

### **ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide a unique opportunity in school to learn large-group audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. Talking, whispering, stamping of feet or booing are discourteous and unacceptable.

### **FAILURE POLICY**

A student who receives a failing grade in a any subject and who does not repeat the failed course in an approved summer school program will be permitted to repeat the failed course during the regular school year on a space-available basis.

### **PROMOTION/RETENTION POLICY & CRITERIA**

Students who receive a failing grade for the year in two or more academic subjects and who have not met the minimum skill requirements and criteria necessary for promotion will be retained. Parents will receive a letter of possible



student retention in February of each school year. They are strongly urged to contact the child's teacher(s) to discuss the seriousness of the matter.

A grade of "65" or above must be earned in order for a student to pass a course. Parents will be formally notified by the guidance department at the beginning of the fourth marking period and a conference shall be arranged with the child's parent/guardian, teacher(s), and appropriate guidance counselor.

#### **CHILD FIND**

If you live within the Roselle School District and have or know of a child age 3-21 who may have a physical, mental, or emotional difficulty and is not receiving services, contact the Department of Special Services. Call the Director at 908-298-2040 ext. 2056 from 8:00 a.m. to 4:00 p.m. or write to the Department of Special Services at 150 East Third Avenue, Roselle, New Jersey 07203.

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#### **TEXTBOOKS**

Textbooks are provided by the Roselle Board of Education and are issued by the subject teacher. The book number and condition are noted at the time of issue and will be checked again upon return at the end of the school year. Students are expected to take reasonable care of books and to keep them free of writing. Charges will be made for other than normal depreciation or books lost during the school year. Students will be reimbursed if a lost book is found.

#### **FINES**

All fines must be paid in full before a report card, release of transfer records, or a diploma is issued. No personal checks will be accepted. Fines include books, library fines, outstanding school equipment, lunch bill, and activity uniforms.

#### **FALSE FIRE ALARMS/SETTING FIRES/BOMB THREATS/ VERBAL THREATS OF TERRORISM**

Any student found guilty either of setting off a fire alarm, setting a fire, making a verbal threat of terrorism or bomb threat will be subject to severe disciplinary measures, which will be fines, suspensions, and/or expulsion, and said student will be subject to prosecution to the fullest extent of the law.

#### **STUDENT POLICY REGARDING WALKOUTS**

Every student has the right to express his/her concerns about a rule or regulation. These concerns must be expressed in a positive fashion. Walkouts prevent a smooth continuity of our students' education. We will not tolerate any

disruption of the teaching-learning process in this building. The policy governing “Student Walkouts” at Abraham Clark High School is listed below:

1. Those students involved in a “student walkout” will be suspended immediately for a minimum period of five days and a parent conference must be held with the building administrator before the student can return to school.
2. Students will be excluded from all extra-curricular activities during the period of suspension.
3. Students may forfeit their privilege of attending the prom, class night, and/or any school sponsored activity.

### **SUBSTANCE ABUSE GUIDELINES**

For purposes of this handbook, “drugs” shall mean: All dangerous controlled substances as so designated and prohibited in N.J.S.A. 24:21-1 et. seq., chemicals which release toxic vapors as defined and prohibited in N.J.S.A. 2A:170-24.9, all alcoholic beverages, and any prescription or ethical drug, except those for which permission to use in school has been granted pursuant to Board policy. The Board prohibits the use, possession, or distribution of any drug during school hours and on school property at any time, and at any school-sponsored event.

#### **The Procedure for Students Suspected of Drug Use is as Follows:**

Any staff member who suspects that a student is under the influence of an illegal drug shall report the matter as soon as possible to the school nurse and to the Principal or designee. The Principal shall notify the parent and the Superintendent and arrange for an immediate medical examination by the doctor of the parents’ choice, or the school medical examiner. The pupil shall be taken to the emergency room of the nearest hospital for examination accompanied by the parent/guardian. If the parent/guardian is not available, the student will be escorted to the nearest emergency room by a member of the school staff designated by the Principal.

#### **Terms for Re-entry to School:**

1. A written report by the physician shall be furnished within 24 hours to the parents, Principal, and the Chief Administrator.
2. If the written report of the medical examination is not submitted to the parent(s) or guardian(s), Principal, and Chief School Administrator within twenty-four (24) hours, the student shall not be allowed to return to school until such time as the results of a full drug and alcohol assessment and a drug screening are available.
3. If the results of the drug screening are negative, the student will continue to attend classes. No legal action can be taken against any district employee involved in this procedure REF: NJSA 2A-64, 18A:40-4.2

4. If there is a positive diagnosis from the medical examination indicating that the student is under the influence of alcohol or other drugs, the student shall be returned to the care of the parent(s) or guardian(s) as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent(s) or guardian(s) of the student, to the Principal, and to the Chief School Administrator, from a physician who examined the student, to diagnose alcohol or other drug use. The report shall certify that substance no longer interferes with the student's physical and mental ability to perform in school and a report of a negative drug screening. If a test is positive, the student must enroll in a drug treatment program to ensure that the student is not receiving instruction while under the influence.
5. Refusal or failure by a parent(s) or guardian(s) to comply with the provisions of N.J.S.A. 18A-40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18:38-25 and 18A:38-3) and/or child neglect (N.J.S.A. 9:6-1 ET SEQ.) laws.

**ITEMS PROHIBITED IN SCHOOL**

Possession of any of the following items in school will subject a student to school disciplinary procedures and/or police action:

- |   |                         |
|---|-------------------------|
| <u>Fireworks</u>  | <u>Water guns</u>       |
| <u>Radios</u>   | <u>Guns</u>             |
| <u>Knives</u> (or any potential weapon)   | <u>Drugs</u>            |
| <u>Cigarettes</u>   | <u>Walkman radios</u>   |
| <u>Alcoholic Beverages</u>  | <u>CD players</u>       |
| <u>Ipod/MP3 players</u>   |                         |
| <u>Chains</u> of any kind (including studded belts)   | <u>Mace</u>             |
| <u>Bottles or cans</u>  | <u>Pepper Spray</u>     |
| <u>Communication Devices</u>  | <u>Toy Weapons</u>      |
| <u>Cellular Phones</u>  | <u>Playing Cards</u>    |
| <u>Food in classroom or corridors</u>   | <u>Dice</u>             |
|   | <u>Electronic Games</u> |
| <u>Video cameras</u> , unless given permission by the Principal, are now allowed. Film will be confiscated. | <u>Laser Pens</u>       |
|   | <u>Matches</u>          |
|   | <u>Lighters</u>         |

**Any device/object that presents a danger, threat or disrupts the educational process.**

Possession of any of the items listed will result in an out-of-school exclusion pending a parental conference. The item will be returned only to the parent/guardian except those items which are required by law to be turned over to the police. The following items, if brought to school, must be kept in the student's locker. Failure to do so will result in the item being confiscated:

- Head bands

- Balls

- Girls/Boys hats
- Toys
- Musical instruments
- Umbrellas
- Head Scarves
- Bandanas

**NO HATS OR HEADCOVERINGS ARE TO BE WORN INSIDE THE BUILDING UNLESS FOR RELIGIOUS PURPOSES. *BAD HAIR DAYS, INCOMPLETE REMOVAL OF WEAVES, BRAIDS, ETC. IS NOT EXCUSED.***

#### **DISCIPLINE CODE**

It is understood that the basic function of our school is to provide the educational setting necessary for each student to achieve the maximum proficiency in those areas assigned or elected for individual study.

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However, it is inherent that in order for our educational operations to take place in a smooth, effective, and efficient manner, it becomes essential that some basic disciplinary guidelines be used. Such guidelines will be applied when dealing with students who for some reason may not be able to accept the full obligations of their responsibilities for certain personal adjustments that accompany their presence in this academic environment. To this end, these disciplinary guidelines have been drafted.

In every case where a teacher, administrator, or other staff member recognizes a student who appears to be having difficulty adapting mentally, emotionally, physically, socially, academically, or other to the behavior patterns acceptable in this school, the student shall be referred to one of the special services or counseling areas available. Our primary concern is to achieve a solution to the cause of the problem, instituting punitive measures only as a last resort. In this

behalf, the administration reserves the right to alter these basic guidelines in accordance with the sensitivity of the individual case, parental cooperation, and availability of special services to assist in bringing about correction of the behavior pattern. Such prerogatives also include the decision for recommendation to the Board of Education for the "expulsion" of a given student. In this latter instance, there will be definite consideration given to the number of opportunities that have been granted to the student for rehabilitation.

**The accumulation of three (3) disciplinary reports may result in a parental conference.**

#### **VANDALISM**

Any student found defacing school property (writing on desks and/or lockers, using paint, crayons or magic markers) will be subject to the following regulations:

- The student will either wash or wipe clean the area or request a custodian to do it. If the cleaning is done by a custodian, either the student or the parents will pay the overtime cost for that custodian's time.
- The student will pay for the cost of replacement or repair. The student is subject to a three (3) day in-school or out-of-school exclusion due to the severity of the damages.
- If the student owes money to the school because of vandalism, No diploma/transcript will be issued until such time as the bill is paid.

**STATE OF NEW JERSEY – N.J. STATUTES 18A:37-2**

An act concerning causes of suspension or expulsion from school:  
To effect:

18A37-2. Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him: or of the habitual use of profanity or of obscene language, or who shall cut, deface, or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

Conduct which shall constitute good cause for suspension or expulsion of a pupil of such conduct shall include, but not be limited to, any of the following:

- a. Continued and willful disobedience;
- b. Open defiance toward authority of any teacher or person having authority over him;
- c. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
- d. Physical assault upon another pupil;
- e. Taking, or attempting to take, personal property or money from another pupil, or from his person, by means of force or fear;
- f. Willfully causing, or attempting to cause, substantial damage to school property;

- g. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school or any facility promptly after having been directed not to do so by the Principal or other person then in charge of such building or facility;
- h. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district; and
- i. Incitement which is intended to and does result in truancy by other pupils, and;
- j. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.

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#### **CONDITIONS OF EXCLUSION/SUSPENSION**

- 1. Students assigned to any exclusion/suspension are responsible for all work missed during their exclusion/suspension period.
- 2. A suspended student cannot participate in any school-sponsored activities for the duration of the suspension.
- 3. A suspended student cannot come into the school building or be on Board of Education property, for any reason, for the duration of the suspension.
- 4. Students returning from a suspension must be accompanied by a parent or guardian for a mandatory re-admittance conference. This conference will be scheduled with an administrator on the day of return. The student will receive a letter of reinstatement which requires teacher signatures and is returned to the administrator. A suspended student cannot return to school until this conference is held.

#### **REASONS SUPPORTING OUT-OF-SCHOOL SUSPENSION**

- 1. Students, as well as the entire school community, must recognize that unacceptable conduct will neither be condoned nor accepted in schools. New Jersey state statutes support all suspensions and due process is always followed.
- 2. Parents are placed directly into the problem and its solution because now the child is at home and parents must care for him or her during the suspension period.

3. Parents whose children do not need disciplinary actions need know that a conscientious effort is made to foster acceptable behavior, and that serious infractions are handled with swift and just action.
4. Schools have an obligation to provide a physical and psychological atmosphere that is conducive to maximum, not minimal, learning. For this reason, Principals must uphold their legal responsibilities to ensure that students under their jurisdiction have every opportunity for success.

#### EXCLUSION POLICY

For the purpose of this handbook, exclusion means immediate removal from the school premises by the parent/guardian as ordered by the School Administration. Work may be available to student prior to being taken home or upon request from parent during exclusion/suspension. Incidents which would warrant a student's exclusion would be:

1. Fighting (victim)
2. Emotional outbursts
3. Possession of weapon, drugs and/or alcohol
4. Chronic disruption
5. Any other student actions which are deemed inappropriate by the School Administration or actions which do not adhere to school policy.
6. Failure to submit a working telephone number for a parent/guardian.

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**A parent conference is required for re-admittance to school. A letter of reinstatement will be issued which requires teacher signatures and said letter returned to the administrator.**

#### ACADEMIC RECOVERY SATURDAY DETENTION PROGRAM

**ACADEMIC RECOVERY** shall be assigned at the discretion of the building administration as an alternative means of DISCIPLINARY ACTION. The Academic Recovery program will be held on Saturdays from 8:00 a.m. to 12:00 p.m.) throughout the school year. Students arriving after 8:00 a.m. will receive a one-day out-of-school suspension. **Note: Students who fail to attend ACADEMIC RECOVERY will be assigned additional disciplinary consequences as per the A.C.H.S. Student Handbook.**

#### DISCIPLINARY ACTIONS

1. Fighting/physical violence on school property – Immediate suspension of all parties concerned until an investigation can determine the degree of involvement of individual parties. Appropriate disciplinary action. Possible police notification.

2. Physical assault on a staff member by a student – Ten (10) day suspension. Recommendation for home instruction or expulsion to Superintendent. Police notification.
3. Threats of violence directed at a staff member – Up to ten (10) days out-of-school suspension. Recommendation for home instruction or expulsion to Superintendent. Police notification.
4. Threats of violence directed at other students – Up to ten (10) days out-of-school suspension. Police notification.
5. Profanity directed at a teacher – Up to ten (10) days out-of-school suspension.
6. Profanity in general – 1 to 3 days ISE/OSS.
7. Smoking on school premises and/or at school related activities – One (1) day minimum in-school suspension.
8. Leaving school building without authorization – One (1) day minimum out-of-school suspension.
9. Truancy – One (1) day minimum in-school suspension.
10. Repeated Truancy (two or more instances during the school year) - Two (2) days minimum out-of-school suspension.
11. Chronic Tardiness (see tardiness regulations)
12. Possession, use, or under the influence of a controlled substance: Ten (10) days out-of-school suspension. Doctor's note required for re-admittance. Parent/student conference required with Substance Abuse Coordinator. A police report to be filed. Student is subject to Board of Education Policy and to severe disciplinary measures which could include recommendation to Superintendent for home instruction or expulsion.
13. Distribution, purchase, intent to sell, and selling of a controlled substance – Ten (10) days out-of-school suspension. Doctor's note required for re-admittance. Parent/student conference required with Substance Abuse Coordinator. A police report to be filed. Student is subject to Board of Education Policy and to severe disciplinary measures which could include recommendation to the Superintendent for home instruction or expulsion.
14. Forging notes – One (1) day minimum in-school suspension. Parent notification.
15. Throwing Snowballs – One (1) day minimum in-school suspension,



open to the discretion of administration based upon the results or injury involved.

16. Missing Detention – First Offense – Detention by teacher plus one day Central Detention assigned by Vice Principal.  
Additional Offenses – Parent notification. Parent conference.
17. Disturbing Teacher or Students from Outside Classroom – One (1) day minimum in-school suspension.
18. Cutting class -  
First (1<sup>st</sup>) Cut - ISE with Parent Notification by Teacher and Administrator. *Documentation of future consequences explained.*  
Second (2<sup>nd</sup>) Cut – Excluded until Mandatory Parental Conference. **(Administrator Notification)** with Parental Shadowing for the class as per Board Policy.  
Third (3<sup>rd</sup>) Cut – Academic Recovery. Lose credit for the marking period (55). **Mandatory Parent Conference**

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Fourth (4<sup>th</sup>) Cut – Academic Recovery. Lose credit for the marking period (55). **Mandatory Parent Conference**

Fifth (5<sup>th</sup>) Cut – Academic Recovery. Lose credit for the year (55 Final Average for the year). **Mandatory Parent Conference.**

#### **CUTS TO CLASS ARE CUMULATIVE**

19. Random Cuts of Class -  
Two (2) or more cuts to any class – Out-of school suspension. Mandatory Parent conference. Excessive and/or random cuts of class may warrant additional administrative disciplinary actions.
20. Possession and/or use of Weapon – Ten (10) days out-of-school suspension. Application of Board of Education policy. A police report to be filed. Student is subject to severe disciplinary measures which could include recommendation to the Superintendent for home instruction or expulsion.
21. Unacceptable Behavior – Suspension – One (1) to ten (10) days
22. Defiance of Authority – Suspension – One (1) to ten (10) days
23. Pulling Fire Alarms Intentionally – Ten (10) days out-of-school suspension with police report filed and Fire Department intervention.

A student found guilty of setting off a fire alarm is subject to severe disciplinary measures which could include fines and/or suspension or recommendation to Superintendent for home instruction or expulsion.

24. Thefts – Up to ten (10) days out-of-school suspension and police complaint filed. Restitution.
25. Incitement to Fight – One (1) day minimum out-of-school suspension.
26. Emotional Outbursts – Immediate exclusion followed by one (1) day minimum out-of-school suspension.
27. Bomb Threats – Ten (10) days out-of-school suspension with police report filed. A student found guilty of participating in the calling in of a threat or placing of any device is subject to severe disciplinary measures which could include fines and/or suspension or recommendation to the Superintendent for home instruction or expulsion.
28. Verbal Threats of Terrorism – Ten (10) days out-of-school suspension with police report filed. A student found guilty of making a verbal threat of terrorism is subject to severe disciplinary measures which could include fines and/or suspension or recommendation to the Superintendent for home instruction or expulsion.

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29. Damage to Board of Education property – Suspension, restitution, police notification.

### **HOME INSTRUCTION**

Any student placed on Home Instruction for disciplinary reasons or reasons due to violation of local and state regulations cannot participate in any extra-curricular activity before or after school, this includes Commencement Exercises. Students removed from Home Instruction and placed back into the regular school setting may participate in all school activities.

### **ACADEMIC DISHONESTY/PLAGIARISM (POLICY 5701)**

Pupils are expected to be honest in all of their academic work and examinations. Plagiarism is not permitted in term papers, essays, and/or other academic work. This also includes falsifications, including forging signatures and altering answers after they have been graded. A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including work that is plagiarized.

### **IDENTIFICATION CARDS (ID) POLICY**

All students will receive an Identification Card (ID) and lanyard each school year. ID cards must be worn around the student's neck and visible at all times,

with the exception of Physical Education class. A student ID card must be presented at the request of any staff member. Students may not deface or modify their ID cards for any purpose. Lost ID cards must be replaced at the cost of \$5.00 per replacement.

### **SCHOOL SAFETY PROCEDURES**

Random search and seizures will be conducted periodically throughout the school year.

### **LOCKERS**

At the beginning of the year, each student will be assigned an individual hall locker by the homeroom teacher. Each student should provide a lock. Locks may be provided by the school.

### **LOCKERS MAY BE VISITED ONLY DURING THESE DESIGNATED TIMES:**

BEFORE PERIOD 2  
BEFORE AND AFTER LUNCH  
DISMISSAL

A book bag is strongly recommended. Students are responsible for good housekeeping in their lockers and are not to share them with other students. Lockers may be searched by the administration any time during the school year providing notification has been given to the student body during the school year.

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All locks must be removed on the last day of school. Any locks remaining beyond this time will be cut off. The school will not be responsible for lost, stolen or unclaimed items. Security will only remove a lock from a locker before or after school.

### **HALL PASSES/10-MINUTE RULE**

While classes are in session, no student is permitted to be out of an assigned class without an official pass. A yellow hall pass will be used to permit students to use the lavatory or visit the nurse. This pass must include the teacher's name, date, student's name, time, and destination. Restrictions will be placed upon students who abuse this privilege. The 10-minute rule will be in effect. Students may not leave the class during the first 10 minutes or the last 10 minutes of class.

### **LUNCHROOM RULES – GRADES 9-12**

Students must eat all meals in the cafeteria. Students must adhere to the following rules:

1. Any unacceptable behavior in the lunchroom will be severely dealt with i.e. suspension of lunchroom privileges and/or immediate out-of-school suspension.
2. Tables are to be cleaned before leaving the cafeteria and all waste

deposited in the available waste cans.

3. Students will be permitted to use the lavatory and the Media Center during the lunch period.
4. All pupils must go directly to the lunchroom.
5. No outside/fast food (i.e. McDonalds, Chinese food, KFC, etc.) is allowed. Students must purchase food as provided by the district or they may bring a "brown bagged" lunch from home.

#### **CELLULAR PHONE POLICY**

The following rules must be adhered to regarding cellular phones:

All cell phones must be turned off before entering the school building. Cell phones must be concealed and remain off during the school day. Cell phones must be surrendered upon request to any staff member. If there is a situation where a student needs to call a parent or guardian, that student should report to the guidance department or main office. Parents must refrain from texting or calling students during the school day. Parents may call the 908-298-2040, (ext. 2001, 2002, 2102) to contact their children. Students refusing to surrender their cell phone will be considered defiant, resulting in suspension.

#### **COMPUTERS AND THE INTERNET**

The Roselle School District is pleased to be able to offer access to the district computers which provide the necessary programs required by classes and the district network which provides access to electronic mail, student data storage, and the Internet. While these materials are provided to enhance educational goals and objectives, student may find ways to access other materials that may not be considered educational. Misbehavior could result in temporary or permanent loss of access to the Internet or other technology privileges. Violations may result in disciplinary action up to and including suspension/expulsion. When applicable, law enforcement agencies may be involved.

#### **MANDATORY PARENT CLASSROOM SHADOWING**

Our top priority is to prevent an interruption of the learning process of our students and establish a closer alliance between the school and the home. Therefore, any student who exhibits inappropriate behavior frequently or repeatedly breaks school rules shall be "shadowed" by their parent/guardian. Shadowing requires a parent/guardian to accompany the student in the classroom for the entire school day. Parents shall be required to shadow their child throughout the school day for as many days as may be required by the Superintendent or his/her designee. The implementation of this program will help to develop the following:

1. No loss of student instructional time;
2. Closer and more frequent contact between home and school
3. Making other students aware that their parents will be required to “shadow” if they display unacceptable behavior;
4. Reduction of disciplinary problems.
5. Non-compliance with this policy by the parent/guardian shall result in student exclusion from school. All student privileges shall be suspended until full compliance has been satisfied by the parent/guardian.

**STUDENT COMPLAINT PROCEDURES**

Any student having a complaint has the right to voice a complaint to the high school administration. No student will be penalized as a result of his/her making a complaint in accordance with this procedure.

1. Any student or group of students with a complaint should first try to resolve the problem with the individual(s) involved. If the complaint is not resolved, then the student(s) may submit a written request for an appointment to discuss the complaint.
2. The proper sequence for complaints is: Guidance Counselor, Vice Principal, Principal, Assistant Superintendent, and the Superintendent of Schools.

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3. Students with complaints regarding Affirmative Action should consult the high school Affirmative Action Officer, Mr. Rashon Mickens, Principal.

**CLUBS AND ORGANIZATIONS**

Art Club	Peer Leadership
Band (Marching & Concert)	Photography Club
Band Front/Color Guard	Ram Page (School Newspaper)
Cheerleaders	Sigma Beta Club
Chess Club	Student Council Government (SGA)
Chorus	Teen Arts Festival
Technology Club	Teen Guide Zone
Homecoming Pageant	Theater Arts Club
Instrumental Music	Vocal Music
Iron Sharpens Iron Mentor Group	Yearbook
Junior Police Academy	Drumline
King of Hearts Pageant	Leading Tones Acapella Group
Literary Magazine	Culinary Arts Club
National Honor Society	Step Club (Alpha Zeta)

**PUBLICATIONS**

1. Newspaper – The newspaper, Ram Page, is published four (4) times during the school year. The staff consists of an Editor-in-Chief (senior or junior) Assistant Editor (junior), three Page Editors, Art Editor, photographers, and Exchange Editor, as well as reporters, proofreaders, business staff, and distribution staff.
2. Yearbook – The yearbook is a senior class project and is published in June. Purchase of the yearbook is open to all students on a voluntary basis. The staff is composed of an Editor-in-Chief, Assistant, and the following staffs; photography, sports, typing, art, and business.

### **R5511 – DRESS CODE – GRADES 9-12**

The following dress code has been developed in accordance with Policy No. 5511 and in consultation with staff members, parents or legal guardians, and pupils in the district.

#### **A. General Rules**

1. Pupils are expected to be clean and well groomed in their appearance.
2. Pupils are expected to avoid extremes in appearance that are so disruptive or distracting that the reaction of other pupils is beyond normal control.
3. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.

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#### **B. Proper Attire**

1. Tank tops, halters, and tube tops are not permitted to be worn alone. Any shirts with indecent or suggestive sayings or pictures are not permitted. Students will be required to remove the shirt, turn it inside out or a parent will be notified to remove the student from the building. Repeat offenders are subject to suspension.
2. Student attire should be neat, clean, not torn, nor cut or tied to expose the midriff.
3. Apparel should not be so tight fitting, sheer, transparent, brief, low cut, or revealing above or below the waist as to be indecent, distracting, or disruptive to school environment.
4. Hats, curlers, hair picks, head coverings, and sunglasses are not to be worn in school and are subject to confiscation. Exceptions will be considered for religious or medical reasons. A parent or guardian may retrieve any confiscated item. However, items will not be returned to the student until the end of the school year.
5. Metal cleats, slippers, clogs, thongs, or shoes that will create a safety hazard shall not be worn.
6. Jewelry and accessories that pose a safety hazard may not be worn.
7. Short shorts are not permitted. Clothing which fall at or below the knee is

- acceptable.
8. Hairstyles shall be clean and well groomed.
  9. Shirts and blouses must be properly buttoned.
  10. Mini skirts are not permitted.
  11. Heavy outerwear shall not be worn in the classroom under normal conditions.
  12. Other quasi-attire shall be permitted so long as these items do not cause an actual or foreseeable disruption, disorder, or a clear and present danger. "Quasi-attire" means armbands, buttons, pins or other methods of symbolic expression.
  13. Students involved in promoting indecent exposure will be given out of school suspension for a maximum of five days. Parental conference for re-entry is required.

C. **High School Dress Code Requirements:**

**BOYS**

1. Khaki style pants or knee length shorts (tan or black –worn at waist with belt).
2. Short or long sleeved polo or oxford shirts (grey, black, white – **solid only** or ACHS attire).
3. Shoes, sneakers, boots (if laces, must be laced at all times).
4. Optional for all to be worn over the polo or oxford shirt to enhance appearance: vest, v-neck, cardigan, zip up or crew neck sweaters – grey or black – (**Hoodies ARE permitted – as of 9/1/17**).
5. Jeans are not part of the uniform at any time. Clothing made of denim material is not permitted.
6. T-shirts are not permitted.

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7. Headwear is not permitted (unless religious exemption is granted).
8. **Undergarments may not be displayed at any time.**
9. No part of the uniform may have inappropriate logos or sayings at any time, Including dress down/school spirit days.

**GIRLS**

1. Khaki style pants, Capri's, shorts, skorts or skirts (tan or black). All must be knee length or longer.
2. Short or long sleeved polo or oxford shirts (grey, black, white or ACHS Attire – **solid only**).
3. Shoes, sneakers, boots (if laces, must be laced at all times).
4. Optional for all to be worn over the polo or oxford shirt to enhance appearance: vest, v-neck, cardigan, zip up or crew neck sweaters - grey or black – (**Hoodies ARE permitted – as of 9/1/17**).
5. Jeans are not part of the uniform at any time. Clothing made of denim material is not permitted.
6. Low-heeled sandals are acceptable in warm weather, but not laced up the leg. Sandal must have a back. Flip flops and spiked heels are not permitted due to safety reasons.

7. Leggings or jeggings are not permitted.
8. T-shirts are not permitted.
9. Headwear is not permitted (unless religious exemption is granted).
10. **Undergarments may not be displayed at any time.**
11. No midriff or cleavage to be shown.
12. No part of the uniform may have inappropriate logos or sayings at any time, including dress down/school spirit days.

Seniors only may be permitted to dress down in the fourth marking period as a senior privilege.

D. **Disciplinary Measures - Dress Code Violations:**

The following disciplinary measures will be applied as appropriate to the pupil's violation of the compliance. The measures are sequential:

1. **First Offense: Warning**

Communication to parent indicating that a violation has occurred and that a second violation will result in Saturday Academic Recovery with further violations resulting in additional Saturday detentions (Academic Recovery).

2. **Second Offense: Central Detention**

- A. Student will report to an assigned classroom for after school detention.
- B. Transportation will be the responsibility of the parent.
- C. 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.

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3. **Third Offense: Saturday Detention (Academic Recovery)**

Student will report to school from 8:00 am to 12:00 noon to a designated room where work will be assigned and/or make up work during that time. If a student arrives late, he/she will not be permitted into the building and the supervisor will communicate with parent/guardian to make up the day. Any student causing a disturbance or is non-compliant will be dismissed for the day and receive an automatic one day suspension.

4. **Subsequent Offenses:**

- A. Mandatory parent conference with potential for out of school suspension if violations continue.

E. **Physical Education**

1. Pupils shall wear the following types of clothing for physical education classes:



- a. Sweat socks
  - b. Sneakers
  - c. Sweat pants and or gym shorts
  - d. Gym suit (purchased through school)
2. Boys are recommended to wear an athletic supporter.

G. **Enforcement**

1. Staff members will report perceived violations of the dress code to the building principal/**designee**, who will interpret and apply the code.
2. Pupils who publicly represent the school or a school organization at an activity away from the school district are required to dress in **full accordance** with the reasonable expectations of the staff member in charge of the activity. Any pupil unwilling to comply with this requirement will disqualify themselves from participation.
3. Pupils will not be permitted to attend a school-related function, such as a field trip or after-school activity unless they are attired and groomed in accordance with this dress code.
4. The Principal may waive application of the dress code on a day especially scheduled for pupils' free expression in dress and grooming. **However, all clothing must be appropriate pursuant to this regulation.**
5. A pupil whose dress or grooming has been found by the Principal to violate this regulation may appeal the Principal's determination to the Superintendent, whose decision will be final.

**ZERO TOLERANCE POLICY**  
**8467 WEAPONS**

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 or her

suspicion to the Building Principal. The Building Principal shall conduct an appropriate search in accordance with Policy No. 5770 and confiscate any weapon discovered in the course of the search. He or 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 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 Roselle Borough 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.

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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 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 129 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 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.

### **HARASSMENT**

Board Policy prohibits bias, harassment, discrimination, and segregation, ensuring equality in every aspect of our educational program. Our Comprehensive Equity Plan is available in the office of the District Affirmative Action Officer at 710 Locust Street, telephone number 908-298-2040, ext. 1501. Students in Roselle Public Schools are expected to treat one another and staff members with respect regardless of gender, race, color, creed, religion, national origin, or sexual orientation. Remarks of a sexual nature, gender based or racial comments and/or jokes, and name calling of any kind by students are not permitted on the way to or from school or on school property. All instances of such harassment are to be reported to the building administration. Parents will be contacted and appropriate action will be taken. Interventions include, but are not limited to, supportive counseling, detentions, suspensions, and/or contacting district and local authorities. Harassment of another student(s) including sexual harassment/contact and bias incidents. Activities that may be considered harassment include but are not limited to:

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- Makes, or causes to be made, a communication or communications anonymously or at extremely inconvenient hours, or in offensively coarse language, or any other manner likely to cause annoyance or alarm. A communication may be deemed to have been made either at the place where it originated or at the place where it was received.
- Subjects another to striking, kicking, shoving, or other offensive touching, or threaten to do so; or
- Engages in any other course of alarming conduct or of repeatedly committed acts with purpose to alarm or seriously annoy such other person.
- A person commits a crime of the fourth degree if in committing an offense under this section, he acted, at least in part, with ill will, hatred or bias toward, and with a purpose to intimidate, an individual Or group of individuals because of race, color, religion, sexual orientation or ethnicity.

For engaging in any action/activity considered to be harassment all students involved may receive suspension of one to ten days depending on the severity of the offense. The action or punishment will be determined after a proper investigation affording due process. Also, cases involving harassment or alleged harassment may be forwarded to the Roselle Police Department for further review and investigation. Disciplinary action imposed by the A.C.H.S. Administration does not preclude personal civil and criminal prosecution.

#### **HARASSMENT, INTIMIDATION AND BULLYING – POLICY 5512.1**

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

#### **HAZING**

Activities that may be considered hazing include but are not limited to:

- Coercion, threat or intimidation to solicit money;
- Physical intimidation or striking in any manner;
- Marking or branding;
- Forcing exercise or strenuous physical activities;
- Requiring personal servitude;
- Requesting or causing indecent exposure and/or the donning of inappropriate articles of clothing; and/or
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

For engaging in any action/activity considered to be hazing all students involved may receive suspension of one to ten days depending on the severity of the offense. The action or punishment will be determined after a proper investigation affording due process.

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Also, cases involving hazing or alleged hazing may be forwarded to the Roselle Police Department for further review and investigation. Disciplinary action imposed by the A.C.H.S. Administration does not preclude personal civil and criminal prosecution.

#### **THREATS OF VIOLENCE**

In the Roselle Public Schools, it is expected that students, staff, parents and other visitors will conduct themselves in a manner that contributes to a safe and non-threatening learning environment. Any time someone makes a threat of violence, either verbal or written, immediate action will be taken by an administrator consistent with board policy, and appropriate to both the maturity of the participants and to the nature of the incident. Pending the outcome of an investigation, such action will include, but not be limited to:

- Removal from the learning environment;

- Parent notification and conference(s);
  - Notification of the Superintendent of Schools;
  - Notification of law enforcement official(s); and
  - Mandated psychological evaluation by an out-of-district specialist.
  - Suspension from school, one to ten days, depending on the situation, history and age-appropriateness.
  - Report of incident to the Superintendent of Schools.
  - A psychological evaluation by a licensed practitioner verifying the mental well-being of the individual and the advisability for his/her return to school.
  - Reporting of incident to the appropriate law enforcement agencies.
- Possession/Use/Sale of:
- Firearms
  - Weapons
  - Fireworks – including “smoke bombs”
- Suspension – minimum ten days.
  - Report to Roselle Police.
  - Also, application of Chapter 127 and 128 of Public Laws of 1995, “Zero Tolerance for Guns Act”
  - Possible removal from the regular education program as provided for by these laws.

#### **SECOND CHANCE ALTERNATIVE SCHOOL**

The Second Chance Alternative School (SCAS) Program’s goal is to provide the students that have been identified as unsuccessful in the traditional educational setting, a modified setting that will allow them to attain academic success, modify behavior, and improve negative habits which will impact their future success in the high school setting. The objectives of the Second Chance Alternative School Program are aimed to address attendance, learning needs, behavioral problems, and assorted educational goals and concerns of the community.

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All SCAS students must complete at least, but not limited to, two successful marking periods before being recommended to return to the day-school program. All students enrolled in the SCAS program must comply with all attendance, state, course and credit requirements. All general education students returning to ACHS from a juvenile detention center or from incarceration must first be placed into the Second Chance Alternative School Program where they will receive the proper counseling, social services, and individual attention needed to be successful in school and in life.

#### **PROCEDURES FOR VISITORS – DISTRICT-WIDE**

1. All visitors must enter ACHS through the Main Entrance (East 6<sup>th</sup> Ave.). Each visitor shall enter his/her name into the electronic system at the security desk and provide identification.
2. Each visitor shall enter his or her name, the purpose of his or her visit,

and the time of entrance into the logbook.

3. Visitors will be issued an identification badge that must be worn and visible during the entire visit to ACHS and then proceed to the main office.
4. Permission to proceed to a classroom must be sought from the building administrator or designee.
5. Requests to visit a classroom should be made at least two days in advance of the intended visit.
6. Should the intended visit interfere with the planned instructional program, the principal will so advise the visitor and suggest another time for the visit.
7. Visitors must verbalize their intended destination to school office personnel. Office personnel will then contact the classroom teacher.
8. Visitors will wait in the front entrance until permission is given to proceed to the main office.
9. Visitors will report back to the security desk, sign out, return the badge, and exit directly out of the building.

### **SPECIAL PROGRAMS**

#### **Dress for Success**

This program fosters and facilitates students learning how to prepare for the world of work by requiring students to come to school dressed in business attire. On the day of Dress for Success, all students who are dressed appropriately will be permitted to attend a special workshop program.

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#### **Advisory Peer Mentors**

Students can become an Advisory Peer mentor upon being recommended by one of their teachers and completing the necessary training. The purpose of this program is to help students develop leadership and communication skills while providing a service to their school. Students will be expected to meet with their assigned Grade Level Coordinator each month to learn about the upcoming Advisory lesson and then assist their Advisory Teacher with the implementation of the Advisory lesson for the month.

#### **Personalized Student Learning Plans**

Abraham Clark High School is one of the original 16 schools in the State of New Jersey to participate in this unique program to help prepare all students for their post-secondary careers and the world of work. Each student will create their own

PSLP (Personalized Student Learning Plan) and update it each year in either one of their Career courses or in their Language Arts class. This plan allows for students to plan for their academic, personal and career needs and helps them to prepare for post-secondary training and/or work upon graduation from high school. Research has shown that students who plan for their future early on in high school are more successful post-graduation from high school.

### **Extra Help**

The Extra Help Program at ACHS will help to support the goals of High Schools That Work by offering support to help students maintain academic rigor and success in their course work. This program will be offered during the lunch periods and after school. Teachers will serve as facilitators for extra help that is needed in any course where the student is receiving a grade of 70 or lower and be offered for any student who needs extra help in completing an assignment, doing a research paper, or preparing for a test. Student mentors will also be available to assist the Extra Help Teachers and these student mentors will receive community service/service learning credit hours for their time.

### **Kean University Diversity Council – Leadership Conference & Training**

The Kean University Diversity Council's High School Student Leadership Conference is facilitated by teachers from various member districts. Each teacher selects a topic related to the conference theme. Three to five students from each district are assigned to classrooms and discussions on issues of diversity/prejudice reduction are led by the teacher-facilitators, sometimes in 2 sessions. Topics such as gender bias, appreciating similarities/differences, language minority, disability awareness, how to recognize prejudice have been discussed. When there are 2 sessions involved, students remain in their assigned rooms while teacher-facilitators switch rooms for sessions (can last up to 45 minutes at each event). At the closing session of the conference, students are given an opportunity to evaluate the program, and to share with the general audience their experiences with the mixed groups.

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### **I AM Roselle Youth Leadership Program**

This year long program, which meets one day a month, is facilitated by community business and corporate leaders who are recommitted to mentoring students in grades 9-12 to ensure their participation in future global leadership, careers, and service. The leadership initiative will afford your child opportunities to hear and learn leadership skills, network on exciting projects, building your own business, diversity and cultural skills, gender bias and prejudice reduction, and many other topics that will enhance your child's self-esteem and leadership development.

### **Nike Career Group**

This group is a leadership group for students with a specific connection to retail business and corporate interests. The program goals include developing professionalism and business acumen as well as business-culture awareness. The group meets monthly for 30-minute sessions.

#### **African-International Club**

This group is a leadership and social group for students with specific connections to Africa and African culture. Several of the groups' goals include multiculturalism and culture awareness. Students meet monthly (30-minute sessions).

#### **Roselle's Strong Powered Inspirational Teens Program**

This student-based community service club will provide community service and risk prevention to student participants. The ACHS counseling department, in conjunction with the Community Partnership Coordinator of Prevention Links Inc. of Roselle, will coordinate the student group to maximize effectiveness.

#### **Sacred Hoops Reading Group**

The book, entitled "Sacred Hoops", aims to explore one's own values. The aim of this group is to teach leadership skills and self-discovery to students in the varsity athletic programs. Several of its goals include character goal education, value setting, and individual goal setting. This group meets monthly for 30-minute sessions.

### **COLLEGE AFFILIATIONS**

Abraham Clark High School has a unique affiliation with many colleges to provide students dual credit. This means that the student will gain high school and college credit due to our agreements with some of the following institutions: Union County College, Fairleigh Dickinson University, Rutgers School of Health Related Professions, and DeVry University.

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**Fairleigh Dickinson University Middle College Program:** This program allows students to take college level courses at ACHS and receive both high school and college credit for their successful course work. The following courses are part of the FDU Middle College Program: AP Biology, AP Chemistry, AP Calculus, AP Literature, AP Spanish, and AP History. Students must also participate in their AP testing and take final exams in the event that their post-secondary institution requires it to transfer the college credits. Students who participate in this program who attend FDU when they graduate from high school will have the benefit of a small financial scholarship to continue their post-secondary education.



**Rutgers School of Health Related Professions Program:** This is a joint program between Rutgers University and Abraham Clark High School to allow students to take tuition free college courses at ACHS. These courses are strictly for students who wish to continue in the health field post-graduation from college to help prepare them for their future as a health care worker. Students will receive both high school and college credits if they are successful in both their school work and their final course examination. Students must complete an application and take the Introduction to Health Careers class as the first pre-requisite course and can then take any other tuition free college courses including the following: Anatomy & Physiology (4 college credits), Dynamics of Health Care in Society, Rutgers Medical Math & Medical Terminology (3 college credits), Emergency & Clinical Care (2 college credits), or Medical Math (3 college credits). Students are also required to participate in community service projects and obtain clinical experience at Trinitas Regional Medical Center and Robert Wood Johnson University Hospital at Rahway. The college credits can be applied to any college or university of their choice post-graduation from high school.

BY SIGNING THE CONTRACT BELOW, YOU ARE AGREEING TO ABIDE BY ALL OF THE REGULATIONS AND GUIDELINES OF ABRAHAM CLARK HIGH SCHOOL.

I, \_\_\_\_\_,  
(STUDENT'S NAME)

HAVE RECEIVED THE ABRAHAM CLARK HIGH SCHOOL STUDENT HANDBOOK.

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SIGNATURE

DATE