

**FORMAL ACKNOWLEDGEMENT  
OF 2009-2010 STUDENT HANDBOOK  
RECEIPT AND REVIEW**

We, the undersigned, understand that this handbook contains important information for parents, guardians and students. We acknowledge that we have received a copy of the 2009-2010 Williamstown High School Student Handbook. We are aware that this handbook contains information and policies for our review. We have reviewed the information and policies contained in this handbook, including the behavior expectations upon which consequences will be dispensed in an effort to change behavior and to help students make better decisions. We understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for student behavior can result in the discipline outlined in this handbook. We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the Student Handbook, Monroe Township policies, regulations, and guidelines. We are aware that the Monroe Township District reserves the right at any time to amend or to add to the policies, regulations, and behavioral expectations contained or referred to in this handbook. The policies, procedures, and practices contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. **The items contained in this handbook are a small part of the many policies and regulations that the Board of Education has mandated for the Monroe Township Public Schools. This is not meant to be an exhaustive policy book, but it is a snapshot of the procedures, policies, and practices that most often affect the students of Williamstown High School.** This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it. The ultimate purpose of education is to help each student become an effective citizen in democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow.

**Directions for return of this form throughout the 2009-2010 school year:**

- 1.) Student and Parent/Guardian review handbook.
  - 2.) Student and Parent/Guardian sign handbook acknowledgement below.
  - 3.) Tear out this page from handbook
  - 4.) Student returns this page to homeroom teacher by September 18, 2009.
- New and transfer students registering after the start of the 2009-2010 school year must return this acknowledgement page within one week after receipt.

DATE: \_\_\_\_\_ STUDENT ID  
NUMBER \_\_\_\_\_

PRINT NAME OF  
STUDENT \_\_\_\_\_

STUDENT  
HOMEROOM \_\_\_\_\_

SIGNATURE OF  
STUDENT \_\_\_\_\_

PRINT NAME OF PARENT/LEGAL  
GUARDIAN \_\_\_\_\_

SIGNATURE OF PARENT/LEGAL  
GUARDIAN \_\_\_\_\_

## **Student Handbook 2009-2010**

### **Mission Statement**

**Williamstown High School provides an atmosphere where our students become responsible, productive citizens and life-long learners.**

### **Beliefs**

- **Students are responsible for their education and are accountable for their actions and decisions.**
- **Students respect all people regardless of race, color, creed, religion, gender and sexual orientation.**
- **Students, regardless of learning styles and abilities, need to be challenged and inspired in order to achieve their full potential.**
- **Students are provided a safe and supportive environment in which they can pursue their educational goals.**
- **High expectations are communicated to the students from all of the various members of the school's community.**
- **Effective education is a student, staff, and community partnership, which prepare students for the future in a technologically changing society.**
- **High school personnel serve as catalysts for academic and personal success for all students.**

**[www.monroetwp.k12.nj.us/hs/whsmain.htm](http://www.monroetwp.k12.nj.us/hs/whsmain.htm)**

#### **Williamstown High School Grading Scale**

93% is the lowest grade of A

85% is the lowest grade of B

77% is the lowest grade of C

70% is the lowest grade of D

**HIGH SCHOOL CALENDAR 2009-2010  
ACTIVITY DAYS AND HOLIDAYS**

August 28	Freshman Orientation
September 1-3	In-service Days
September 7	Labor Day
September 8	School Opens
October 12	Columbus Day
November 3	In-service Day
November 4	County In-service Day
November 5-6	NJEA Convention
November 26, 27	Thanksgiving Recess
December 24 - 31	Winter Recess
January 1	Winter Recess
January 15	In-service Day
January 18	Martin Luther King Day
February 15	Presidents' Day
March 30-31*	Spring Recess (Snow make-up days)
April 1-5	Spring Recess
May 28-31*	Memorial Day Weekend
June 18	Last Day (Students & Teachers)

**Total Student Days - 180**

**NOTE:** Shortened Days (Students)  
Oct 30, Nov 25, Dec. 23, April 20, May 14 (WHS Only), June 8,  
Last 7 days of school

If we use a snow day,  
1<sup>st</sup> Day March 30 Schools Open  
2<sup>nd</sup> Day March 31, Schools Open  
3<sup>rd</sup> Day May 28, Schools Open

**MARKING PERIODS 2009 - 2010 SCHOOL YEAR**

<b>1<sup>st</sup> Marking Period</b>	
44 days	September 8, 2009 - November 13, 2009
Report Card Distribution	November 28, 2009
<b>2<sup>nd</sup> Marking Period</b>	
43 days	November 16, 2009 – January 29, 2010
Report Card Distribution	February 9, 2010
<b>3<sup>rd</sup> Marking Period</b>	
46 days	February 1, 2010 – April 9, 2010
Report Card Distribution	April 14, 2010
<b>4<sup>th</sup> Marking Period</b>	
49 days	April 12, 2010 – June 18, 2010
Report Card Distribution	Mailed After School Ends

**2009-2010 BELL SCHEDULE**

Teachers' Day: 7:15 A.M. - 2:20 P.M.  
 Students' Day: 7:30 A.M. - 2:16 P.M.

HR	1	2	3	4	5	6	7	8	9
7:30	7:44	8:28	9:12	9:56	10:40	11:24	12:08	12:52	1:36
to	to	to	to	to	to	to	to	to	to
7:40	8:24	9:08	9:52	10:36	11:20	12:04	12:48	1:32	2:16

**2-HOUR DELAYED-OPENING SCHEDULE**

HR	1	2	3	4	5	6	7	8	9
9:30	9:44	10:04	10:24	10:44	11:28	12:12	12:56	1:40	2:00
to	to	to	to	to	to	to	to	to	to
9:40	10:00	10:20	10:40	11:24	12:08	12:52	1:36	1:56	2:16

**SHORTENED-DAY BELL SCHEDULE 9-PERIOD**

HR	1	2	3	4	5	6	7	8	9
7:30	7:44	8:14	8:44	9:14	9:44	10:14	10:44	11:14	11:44
to	to	to	to	to	to	to	to	to	to
7:40	8:10	8:40	9:10	9:40	10:10	10:40	11:10	11:40	12:06

**SITE COUNCIL**

The Site Council is a group of stakeholders representing the Williamstown High School community. The Site Council is comprised of parents, students, teachers, administrators, support staff, and school board members. The function of Site Council is to provide constant school improvement in the areas of program, facility, climate, and parental involvement as permitted by law and by policy of the Board of Education. Using data-based research and collaboration, they will meet on a regular basis to address issues, discuss suggestions, and research resolutions by consensus. The Williamstown High School Site Council operates for the benefit of its educational community. For more information on how you can become involved in our Site Council, please see any staff member.

**AFFIRMATIVE ACTION OFFICER**

The Affirmative Action Officer monitors the district's employment practices and procedures to insure continuing compliance with anti-discrimination laws and regulations. The Affirmative Action Officer for the Monroe Township School District is Mr. Charles Earling.

**TITLE IX OFFICER**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs receiving federal financial assistance. Athletics are considered an integral part of an institution's education program and are therefore covered by this law. It is the responsibility of the Department of education, Office for Civil Rights, to assure that athletic programs are operated in a manner that is free from discrimination on the basis of sex. The Title IX Officer for the Monroe Township School District is Mr. Charles Earling.

**SECTION 504 OFFICER**

This 1973 civil rights law prohibits discrimination on the basis of disability in all programs and activities receiving federal financial assistance. The 504 Officer fields complaints from parents once a 504 Plan have been developed. The 504 Officer for the Monroe Township School District is Mr. Charles Earling.

**SEXUAL HARASSMENT POLICY**

Board of Education - Monroe Township - No 5751

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

Definitions:

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

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

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

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

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

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

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

In addition, if the Board accepts federal funds, the Board shall be bound by Title IX of the Education Amendments of 1992 prohibiting sexual harassment of pupils. Title IX applies to all public school districts that receive federal funds and protects pupils in connection with all the academic, educational, extra-curricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school in a school building or at another location.

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

**HARASSMENT, INTIMIDATION AND BULLYING**

Board of Education - Monroe Township - No 5512-5512.01

Policy Statement

The Board of Education prohibits acts of harassment, intimidation and bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

Definition

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Acts of harassment, intimidation or bullying may also be a student exercising power and control over another student, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

### **Expected Behavior**

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff and community members.

The board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply the best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

General guidelines for student conduct will be developed by the Superintendent, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, students and administrators. These guidelines for student conduct will be suited to the age level of the students and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines.

The district prohibits active and passive support for harassment, intimidation or bullying. Students are encouraged to support other students who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or his/her designee.

Students are required to conform to reasonable standards of socially acceptable behavior, respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each school Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

The Superintendent will provide annually to students and their parent(s) or legal guardian(s) the rules of the district regarding student conduct, student's due process and other rights. This Policy will appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for school(s) within the district, including student handbooks. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

### **Consequences and Appropriate Remedial Actions**

The following factors will be considered in determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying:

1. The developmental and maturity levels of the parties

- involved;
- 2. The levels of harm;
- 3. The surrounding circumstances;
- 4. The nature of the behavior(s);
- 5. Past incidences or continuing patterns of behavior;
- 6. The relationships between the parties involved; and
- 7. The context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation of this Policy requires a determination based on all of the facts and surrounding circumstances.

An appropriate consequence will be determined after meaningful consideration of these factors. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The appropriate consequence will be consistent with the case law, Federal and State statutes, and district/school policies and regulations.

#### Reporting Procedure

Complaints alleging violations of this Policy shall be reported to the Principal or his/her designee. All school employees are required to report alleged violations of this Policy to the Principal or his/her designee. All other members of the school community, including students, parent(s) or legal guardian(s), volunteers and visitors are encouraged to report any act that may be a violation of this Policy. While submission of an Incident Report Form to the Principal or his/her designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Principal of each building or available at the school district office. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

#### Investigation

The Principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or his/her designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

#### Response to Incident of Harassment, Intimidation or Bullying

Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Students.

In considering whether a response beyond the individual level is appropriate, the administrator will consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences, past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may include participation of parent(s) or legal guardian(s) and other community members and organizations, to small or large group presentations for fully addressing the actions and the school district's response to the actions in the context of acceptable student behavior or the consequences of such actions and involvement of law enforcement officers, including school resource officers.

#### Reprisal or Retaliation Prohibited

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

#### Consequences for False Accusation

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Students.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the

Principal or his/her designee, after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

#### **HAZING**

The Board of Education believes hazing activities of any type are inconsistent with the educational process and the Board prohibits all such hazing behavior at any time on school premises, at any school-sponsored function or on any school bus.

"Hazing" means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

All staff members, students and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. A person who detects hazing and/or planned hazing shall immediately inform the student(s) involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the Building Principal or designee.

The Building Principal will report to the Affirmative Action Officer and the Superintendent any incident reported from a staff member, student, parent, legal guardian or any other source. The Building Principal will also report information received from anonymous sources, however, any formal disciplinary action will not be taken solely on the basis of an anonymous report.

There will be no reprisals or retaliation against any person(s) making such report of hazing behavior. Any allegations of reprisals or retaliation shall be reported directly to the Building Principal who will investigate such allegations and take appropriate action if the allegations are confirmed and/or if the person is found to have falsely accused another as means of retaliation or as a means of hazing.

The Building Principal or designee will immediately investigate any report of actual or planned hazing.

If the investigation determines hazing behavior was planned or was present, the administration will take reasonable, age-appropriate and effective corrective action to end the behavior which may include, but is not limited to, counseling, warning, and/or disciplinary action. The administration may need to provide support services to the student(s) that was hazed, to remedy the past hazing behavior.

Nothing in this Policy prohibits the Affirmative Action Officer from complying with the requirements of the district's Affirmative Action Program as outlined in Policy 1550 and N.J.A.C. 6A:7-1.1 et seq.

The Building Principal, in conjunction with the Affirmative Action Officer, will develop and conduct training and information programs for all school staff, students, parents and interested community members on the district's Hazing Policy.

Any student organization that seeks to organize and perpetuate itself by taking in members based on the decision of the membership of the organization, rather than from the free choice of any students who are otherwise qualified to fill the special aims of such organization, is prohibited.

#### **BUS REGULATIONS**

Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Only regularly scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as they are dismissed from the school in the afternoon.

#### **FOLLOW THESE BUS RULES:**

The bus driver may assign seats.

Be courteous.

No profanity.

Do not eat or drink on the bus, keep the bus clean.

Violence is prohibited.

Remain seated.

No smoking.

Keep your hands and head inside the bus.

Do not destroy property.

For your own safety, do not distract the driver through misbehavior.

#### **SCHOOL BUS DISCIPLINE PROCEDURE**

"FIRST OFFENSE" - the administrator, depending upon the infraction, will have the option of either warning the student or denying the student the privilege of riding the school bus. The parent will

also be made aware of the referral. If the student is denied the privilege of riding the school bus, a meeting with the bus driver, student, parents, a bus company designee and administrator will be held at the option of the administrator or parent. The bus driver may also request a meeting.

"SECOND OFFENSE" - will result in the student losing the privilege to ride the school bus. The length of suspension will be determined by the administrator and based on the Discipline Policy established by the Board of Education. The administrator has the option of warning the student a second time, if the length of time between referrals is substantial and the infraction is a minor one.

"THIRD OFFENSE" - will result in the student losing the privilege of riding the school bus until a conference is held with the student, the parent, the bus driver, a bus company designee and administrator. The administrator will determine the length of the suspension.

"FOURTH AND SUBSEQUENT OFFENSES" - steps for the third offense will be followed, plus the student may lose the privilege of riding the school bus for the remainder of the school year.

### **PUPIL TRANSPORTATION POLICY #8600**

#### **USE OF SEAT BELTS**

School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all time while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicle to transport pupils wear seat belts in the same manner. PLEASE BUCKLE YOUR SEATBELT!

#### **PARKING POLICY**

The administration holds the right to suspend or revoke a student's parking lot privilege, depending on the violation involved.

#### **VEHICLE REGULATIONS:**

1. Speeding, reckless operation, or making excessive noise on school property or near any school building will not be tolerated. Speed limit on school property is 15 m.p.h.
2. Sitting in cars before and during school is not permitted.
3. Students are not to enter the parking areas during the school day without permission from the office.
4. Students must park in the area designated as the Student Parking Area behind the gym. Owners of unauthorized vehicles or vehicles parked in restricted areas will be subject to disciplinary action.

#### **Williamstown High School Driving Regulation**

Students must register in the Assistant Principals' Office to receive a parking hanger and a list of Driving Rules and Regulations. Failure to follow the Driving Rules and Regulations will result in suspension of driving privileges. Students parking on school grounds without permission will be subject to appropriate disciplinary action.

**The Board of Education is not responsible for theft, damage, or vandalism to any car parked on the school grounds.**

#### **Driving Rules and Regulations:**

1. Only those students with a valid **New Jersey Driver's License** may apply for parking privileges. A learner's permit is not acceptable. The student must have proper insurance coverage. All vehicles must display a valid New Jersey inspection sticker.
2. All student drivers will be assessed a **\$20.00** parking fee for the school year. It is non-refundable should parking privileges be revoked.
3. The student must comply with all school rules and regulations pertaining to smoking, alcohol, drugs, and behavior while in the parking lot. More specifically, the student may NOT smoke, consume alcohol or drugs, and must conduct himself/herself in the same manner as required within the school building.
4. Driving speed in the parking lot should not exceed 10 m.p.h.
5. Student drivers are to arrive at school on time and are not to take their vehicles off school grounds until dismissal unless approved by an administrator.
6. Student drivers are to enter and exit the parking lot in an orderly fashion following the flow of traffic.

7. Students will not be permitted to store books, gym clothes, etc., in their cars during the day unless permission is given by an administrator.
8. The parking lot hanger **must** be displayed on the rear view mirror. A replacement hanger will cost \$5.00.
9. The parking lot hanger can **only** be used on **your** car or **a family** members' car, which is registered with the Assistant Principals' Office. Only two cars are permitted to be registered per spot/hanger.
10. Students will be assigned a specific parking space with a corresponding hanger number. These will be issued on a first-come, first-served basis beginning with seniors as space allows.
11. Any changes or additions may be accompanied by parental note explaining the reason for the change. There will be a \$5.00 fee for the change.
12. Student drivers **must stop for pedestrians**.

**Penalties:**

1. Leaving school grounds by car without permission:
  - 1<sup>st</sup> Offense** – 2-week loss of driving privilege plus one 3-7 assignment.
  - 2<sup>nd</sup> Offense** – 30-day suspension of driving privilege plus two 3-7 assignments.
  - 3<sup>rd</sup> Offense** – Loss of driving privilege for the remainder of the school year plus three 3-7 assignments.
2. Careless driving/excessive speed in parking lot:
  - 1<sup>st</sup> Offense** – 2-week loss of driving privilege.
  - 2<sup>nd</sup> Offense** – 30-day suspension of driving privilege.
  - 3<sup>rd</sup> Offense** – Loss of driving privilege for the remainder of the school.
3. Parking in the faculty lot/unauthorized area:
  - 1<sup>st</sup> Offense** – 2-week loss of driving privilege.
  - 2<sup>nd</sup> Offense** – 3 detentions and 30 day suspension of driving privilege.
  - 3<sup>rd</sup> Offense** – 3 days of 3-7 assignment, loss of driving privilege for the remainder of the school year
4. A student who drives his/her car on school grounds while under driving suspension will automatically lose their driving privileges for the remainder of the school year.
  - Late to school – (Per semester):
  - 7<sup>th</sup> lateness – loss of driving privilege for 2 weeks plus the detention per policy
  - 10<sup>th</sup> lateness – loss of driving privilege for the semester plus the detention per policy

**CAFETERIA AND LUNCH PROCEDURES**

Student behavior in the dining room should be based on courtesy and cleanliness. Classes are in session during each lunch period. We ask that you observe the following regulations:

1. Students will go through the cafeteria line and pay for their choice of food.
2. Students are to remain in the cafeteria and are not to go into areas where classes are being held.
3. At no time are pupils allowed to take food outside of the cafeteria.
4. Throwing objects in the cafeteria will not be tolerated. Offenders will be subject to disciplinary action.
5. No card playing is permitted during lunch or at any other time.
6. No "fast food" from outside establishments will be allowed.

**REGISTRATION FOR SCHOOLS**

All parents/students should contact the Registration Office by calling 629-6400 to arrange an appointment to register students for schools. Registration is by appointment only.

**CHANGE OF ADDRESS OR TELEPHONE**

All changes must be made in the central administration offices.

**STUDENT PHYSICALS**

In compliance with New Jersey State Law N.J.A.C. 6A: 16-22&18A: 40-4, each student must obtain a physical examination upon enrollment in school. The district Board of Education must also notify parents/guardians of the importance of obtaining subsequent examinations at least once during each of the student's developmental stages:

Early Childhood (pre-school through grade 3)

Pre-Adolescence (grades 4-6)

Adolescence (grades 7-12)

The purpose of these physicals is to insure that the learning potential of each student is not diminished by a remediable physical disability, the student is able to participate in the school program, and that the school community is protected from the spread of communicable diseases.

#### **CHEATING**

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, assign a zero for the work, and notify the parents immediately as to the action taken.

#### **DISCIPLINE**

Student's Responsibility: Since the Constitution and law safeguard the student's rights to an undisturbed education, all students in the public schools shall be expected to follow the rules and regulations of the Board of Education and school administration. Students shall be required to observe the customary rules of courtesy and politeness, which contribute to good order as established by the acceptable standards of the school and community. The superintendent of schools and the school principals shall be authorized to use their own judgment in regard to what is to be interpreted as contributing to good order.

The following types of behavior will result in disciplinary action:

1. Fighting, disruption, or interference with curricular or extra-curricular activities.
2. Damage or destruction of school property.
3. Damage or destruction of private property.
4. Assault on school employee, student, or other person while in custody and control of the school, or in the course of a school-related activity.
5. Possession of dangerous weapons.
6. Possession or use of narcotics, alcoholic beverages, and other dangerous drugs while on school premises, or while in the custody and control of the school, or in the course of a school-related activity.
7. Violation of rules of conduct for school buses.
8. Use or possession of tobacco products, pipes, lighters or matches while on school premises, or while in the custody and control of the school or in the course of a school-related activity,
9. Stealing of school or private property while on school premises, or while in the custody and control of the school, or in the course of a school-related activity, or possession or sale of said stolen property.
10. Violation of attendance rules and regulations and/or truancy policy.
11. Violation of Board of Education adopted dress code.
12. Abuse of student driving and parking privileges, including reckless operation of motor vehicle on or near school premises (all schools within the Monroe Township School District)
13. Being insubordinate or showing disrespect toward a school employee, student, or guest of our school.
14. Disregard of reasonable directions or commands by school personnel.
15. Inappropriate displays of affection while on school premises, or while in the custody and control of the school, or in the course of a school-related activity.
16. A student shall not use any form of profanity, written or verbal, included in this prohibition would be the use of obscene gestures, signs, pictures, or publications.
17. A student shall not engage in any act, which intimidates, threatens, degrades, or disgraces a fellow student, visitor, administrator, or member of the school staff, by written, verbal, or gestural means.
18. Students will not sell or attempt to sell or distribute any object or substance, which has not been authorized for sale or distribution by the administration.
19. Skipping or cutting class, this is defined as not being in the assigned classroom, study hall, library, assembly, lunch, or homeroom.
20. Leaving school grounds during school hours without proper permission.
21. Removing automobiles from parking lot during school hours without proper permission or illegal parking.
22. Repeated violations-any series of behavior violations that create a pattern of misconduct may result in suspension and/or expulsion.

### **GENERAL PROCEDURES**

Students may not go outside the school during changing of classes. Exiting the building during class periods or between classes will result in disciplinary action. Students may not have open beverage containers in the building except in the cafeteria.

### **SEARCH POLICY**

School lockers remain the property of the district even when used by the pupils. Lockers are subject to administrative search in the interest of school safety, sanitation, discipline, enforcement of school regulations, and to search by law enforcement officials on presentation of a proper warrant.

A pupil's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or a rumor that contraband is present. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction.

The principal and assistant principals may randomly conduct inspection of student lockers and storage facilities provided to the pupils for the storage of property.

### **SUSPENSIONS**

If a student is suspended from school, he or she is not permitted to attend school, participate in any school activity, or be on school property on the date(s) he/she is suspended. If school is closed due to inclement weather, the suspension(s) will be served on the day school resumes.

Any drug or alcohol infraction occurring at co-curricular activities will result in all appropriate penalties listed in Regulation 5530 plus a hearing to determine participation in future co-curricular activities. This hearing may be before the School Administration or Board of Education. Also, any student found in violation of any rulings may be excluded from participating in the Junior/Senior Prom, Senior Trip, and Graduation exercises. Students found in violation of any drug or alcohol infractions during the Senior Trip or Prom, will be excluded from Graduation exercises.

#### **3:00 P.M. to 7:00 P.M. SCHOOL**

A student will be assigned to 3-7 School for certain behavior violations. If a student is assigned to 3-7 School, he or she is not permitted to attend school or be on school property during the regular school day from 6:50 A.M.-2:16 P.M. Instead, the student will report to K101 by 3:00 P.M. on the date the student is assigned to 3-7 School. There, the student will be proctored by various content area teachers, and the student will make-up all of the work that he/she missed from that day of school. If the student does not attend 3-7 School, it will count as an unexcused absence from school, and the student must serve his/her 3-7 assignment before he/she is permitted to return to the normal school day. The school district does not provide transportation to or from 3-7 School. If a student violates the rules of the 3-7 program, the student will be removed, and the student must make up the session the next day, and additional days of 3-7 School will be assessed for violating the program rules. On student ½ days, the 3-7 program will run between the hours of 12:30 and 4:30.

### **Detentions**

#### **Teacher-Assigned After School Detention**

Students may be assigned after-school detentions which are proctored by the assigning teacher.

#### **Administrator-Assigned After School Detention**

Administrators may assign students to After School Detentions which are one-hour in length.

#### **Administrator Assigned Two-Hour After School Detention (Pending Board Approval)**

Administrators may assign students to a Two-Hour Detention for excessive latenesses to class and to school.

Students assigned to after school detention must report to room C-110 by 2:30 P.M. on the date(s) of the detention. Detention will be 2:30 P.M. until 3:30 P.M. Students arriving late or failing to serve the after school detention will be subject to additional disciplining measures including assignment to 3-7 School. Transportation home following the detention is the responsibility of the parent.

#### **Late to School/Late to Class (Pending Board Approval)**

**Students who receive a 1-hour detention on a student's 5-8 Late to School.**

On the 9<sup>th</sup> Late to School, the student will then begin to get 2-hour detentions. If a student cuts the 2-hour detention, he/she will receive one 3-7, but he/she will still be required to serve the 2-hour detention as well.

In addition, if a student accumulates 16 latenesses to school, he/she will be ineligible for extra curricular activities including dances and class trips for the remainder of the school year.

Students will receive a detention on a students' third lateness to class; however, when a student has accumulated 5 detentions for lateness to class (cumulative for all classes), the student will then be assigned a 2-hour detention for each subsequent lateness to class. This is cumulative regardless of the class.

When a student receives his/her 11<sup>th</sup> detention for lateness to class, he/she will be ineligible for extra-curricular activities including dances and class trips for the remainder of the school year.

Lateness to class will reset at the *semester* and late to school will not reset at all.

**Late to School**

#5-#8 Lateness	#9 -#15 Lateness	#16 Lateness and beyond
1-Hour ASD	2-Hour ASD	2-Hour ASD and loss of extra-curricular activities
Late to Class # of Latenesses		
#1 to #5 Detention	#6 to #10 Detention	#11 and beyond
1-Hour ASD	2-Hour ASD	2-Hour ASD and loss of extra-curricular activities

**SPECIAL CONDUCT NOTE**

This school will not tolerate any fights or intimidation; consequences for fighting may include a ten-day suspension from school or 3-7 assignment, and the signing of a complaint by school officials against the violator.

Furthermore, possession, use or distribution of any drug while on school property will not be tolerated. Strong disciplinary actions will be initiated against any violator. A medical examination and doctor's note will be required to re-enter school. Entrance into a treatment program may be required before returning to school.

**TEXTBOOKS**

The school provides books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as a result of daily use. Unreasonable damage to textbooks will result in fines.

**VANDALISM AND PROPERTY DAMAGE**

The taxpayers of our district provide our school buildings and equipment. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident you should report it to a teacher or the office immediately.

**STUDENT OBLIGATIONS**

Students who have obligations (fines, lost books, etc.) to the school may not attend the prom, class trip, and graduation or participate in extracurricular activities.

**EMERGENCY CLOSING**

If the snow is too treacherous for buses to penetrate, the school must be closed due to the lack of transportation. To find out if the school will be open, listen to the radio. All of the major stations will receive a list of school closings. They will not use school names but numbers. Our number is 811. Please do not call the school.

### **FIRE DRILLS**

The FIRE BELL is a continuously sounding bell. At this signal all teacher, students, and school personnel are to immediately vacate the building. Students and teachers are to remain outside until an administrator indicates the signal, and then they are to enter the building in single file. Students are to remain quiet during fire drills.

### **EMPLOYMENT PAPERS**

The superintendent of schools is designated by the Board of Education as the issuing officer for employment certificates. Employment papers are required for most positions for minors under eighteen years of age. Before accepting a position the student should check with the general office if there is any doubt as to whether or not employment papers are required. Usually the following requirements are needed in order to obtain the papers:

1. Promise of employment filled out by an employer.
2. Proof of age (birth certificate, baptismal certificate, passport, insurance policy that has been in effect more than one year)
3. School record (filled out by principal)
4. Certificate of health from a Physician.

The forms listed above can be obtained from the Vice Principals' Office

### **ELEVATOR POLICY**

No student is permitted to use the elevator unless he/she has permission from an administrator.

### **GUIDANCE SERVICES**

The Guidance Office serves each student in many ways, providing individual counseling so that each student can help himself/herself with educational, vocational, and personal problems. Its primary function is to serve students. Students wishing to confer with a counselor should submit an appointment request to the guidance secretary. All requests will be honored as quickly as possible.

### **GRADUATION REQUIREMENTS**

Included in each student's course of study must be the following:

1. Twenty credits of language arts literacy
2. Ten credits of U.S. history and five credits of world history/world cultures.
3. Twenty credits of physical education/health/safety.
4. Fifteen credits of mathematics must include Algebra 1 for the classes of 2012 & 2013.
5. Fifteen credits of science must include Biology or Life Science Biology for the classes of 2012 & 2013.
6. Five credits of visual or performing arts.
7. Five credits of career education and consumer, family, and life skills, or vocational technical education.
8. 5 Credits of world languages for all classes.
9. Career education and cross content workplace readiness are infused in all disciplines.
10. Technological literacy will be integrated throughout the curriculum.
11. All students must pass the High School Proficiency Assessment to earn a high school diploma in the State of New Jersey.
12. All students in the class of 2013 must pass the End of Course Biology Assessment (Pending State Department of Education Authorization).

### **AWARDING CREDIT FOR SUMMER SCHOOL REMEDIATION**

The Board of Education will award credit toward graduation for course work with a private tutor or in summer school or a private tutorial school undertaken to failing grade. The final grade for the course will be the average of the full year course and the summer school course. No more than ten tutorial credits will be awarded in one academic year that is between September 1 and August 30 inclusive.

Course credit will be awarded for tutorial work only when the pupil has passed the final examination required for course credit by the high school in which the pupil is enrolled and administered by a high school administrator.

Students who have received notification of failure prior to the completion of either a semester or full year course may not seek the services of a tutor or private tutorial school for make up of lost credits prior to the completion of the course.

### **PROMOTION AND RETENTION**

The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each pupil enrolled in this district shall be moved forward in a continuous program of learning in harmony with his or her own development.

Standards for pupil promotion shall be related to district goals and objectives and to the accomplishments of pupils. A pupil in the elementary grades will be promoted to the next succeeding grade level when he or she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A high school pupil will be promoted to the next grade when he or she has completed, in the current school year, twenty-five percent of the credits required for high school graduation.

Promotion standards will be announced to parents and pupils at the beginning of each school year and course of study. Parents and pupils shall be regularly informed during the school year of the pupil's progress toward meeting promotion standards. A teacher who determines that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent and the pupil and offer immediate consultation to the pupil's parent. Every effort shall be made to remediate a pupil's deficiencies before retention is recommended. The parent and, where appropriate, the pupil shall be notified of the possibility of the pupil's retention at grade level in advance and, whenever feasible, no later than four weeks prior to the end of the school year.

School attendance shall be a factor in the determination of a pupil's promotion or retention. Only extenuating circumstances should permit the promotion of a pupil who has been in attendance fewer than 168 days during the school year.

Classroom teachers shall recommend to the building principal the promotion or retention of each pupil. Parents and adult pupils may appeal a promotion or retention decision to the principal.

The Superintendent shall distribute this policy to all parents and all pupils in grade kindergarten and higher at the beginning of each school year and shall invite their participation, along with the participation of teachers, in the development of revisions of the policy.

Policy - Board of Education - Monroe Township  
No. 5530-Pupils

### **CREDITS REQUIRED FOR GRADUATION**

Minimum Required Credits

30 Credits are needed to be promoted to Grade 10

60 Credits are needed to be promoted to Grade 11

A student must be a candidate for graduation in order to be promoted to Grade 12.

130 Credits are needed for Graduation

### **SPECIAL PROGRAMS**

College Program for High School Students:

The Board of Education makes available the opportunity for those students who qualify to attend Rowan University or Gloucester County Community College to take college courses for credit. Information about the program is available in the Guidance Office. The grade for these courses is included on the child's transcript, but it is not included as part of the student's GPA.

### **SCHEDULING FOR THE YEAR**

In the spring students must select their courses for the next school year. Since the parent must approve the selection, the counselor may set up a conference with the parent and student. A discussion of possible choices and patterns will clarify the scheduling process. Notice of course selections will be mailed home in May. All requests for schedule changes must be made by June 30. Schedule changes will **not** be made in September except for those necessitated by a computer error or a student being assigned to the teacher of the course they previously failed.

### **DROP/ADD GUIDANCE PROCEDURES**

1. The media center will have all courses of studies for students' perusal.
2. The guidance department will have course objectives for students to review.
3. Notification of these drop/add changes will be made at PTO meetings, newsletters and student assemblies.

4. Schedule changes will be accepted until June 30<sup>th</sup>.
5. Schedule changes due to computer error or a student repeating a failed course with the same teacher will be accepted during the first three (3) days of school. Students must complete a request form.
6. The guidance department will send the parents/guardian a copy of the proposed course selections in May.

#### **WARNING NOTICES**

Progress Reports are no longer mailed home unless the parent contacts the guidance office and requests to have it mailed home. With the advent of Power School and electronic grading, parents have access to students grades in real-time.

#### **WITHDRAWAL AND TRANSFER**

- The procedure for withdrawal or transferring is as follows:
1. Obtain appropriate forms from the Guidance Office.
  2. Have the forms filled out by teacher, return all schoolbooks and property, and make sure all fees are paid.
  3. Take completed forms to the Guidance Office for final clearance.

#### **ATHLETIC ELIGIBILITY**

1. To be eligible during the fall and winter seasons, a student must earn 27.5 credits at the conclusion of the second semester of the previous school year.
2. To be eligible for spring season, a student must have earned 13.25 credits by the end of the first semester.
3. If any student is eligible at the start of a sports season, he/she remains eligible for that season regardless of his/her grades at the end of a marking period.
4. An athlete becomes ineligible for high school athletics if he/she attains the age of 19 prior to September 1. However, any student attaining the age of 19 after September 1 shall be eligible for the ensuing school year.
5. No students shall be eligible for high school athletics after the expiration of eight consecutive semesters following their entrance to the ninth grade.

#### **EXTRA-CURRICULAR ELIGIBILITY**

Fall Play/Spring Musical/Stage Crew

1. A student must earn 27.5 credits at the conclusion of the second semester of the previous school year.
2. If a student is late to school, he/she must report prior to the end of the 3<sup>rd</sup> period in order to be eligible to participate in any extra-curricular activity for that day.

Clubs (Other than Fall Play, Spring Musical or Stage Crew)

1. If a student is late to school, he/she must report prior to the end of the 3<sup>rd</sup> period in order to be eligible to participate in any extra-curricular activity for that day.

All-Co-Curricular activities, including school trips, class trips, dances, Semi-Formal and Prom, clubs, student council, class officers, are subject to the following:

A student in grades 9-12 is ineligible for participation in co-curricular activities if he or she fails more than one subject in a marking period. The student will be ineligible until the end of the next marking period.

Students must also meet an attendance requirement for participation in co-curricular activities. If a student misses 20 days or more, the student could become ineligible for extra-curricular activities.

#### **SUBSTANCE ABUSE REGULATIONS 5530 UPDATED**

For a student who is disciplined for a substance abuse-related offense, the offending student will be subject to the following:

- For a first offense, the student will received a 10-day suspension or 3-7 assignment and shall not attend the Holiday Semi-formal, the Junior-Senior Prom, Mr. WHS Contest, Variety Show, any overnight trips, all dances, or their respective grade level class trip. In addition, the student will forfeit the next year's grade level class trip.

- For a second offense (cumulative from year to year), the student will receive a 10-day suspension or 3-7 assignment and shall not attend the Holiday Semi-formal, the Junior-Senior Prom, Mr. WHS Contest, Variety Show, any overnight trips, all dances, or their respective grade level class trip. . In addition the student will be prohibited from involvement in extra-curricular activities and school athletics for one year from the date of the infraction, and the student will forfeit the next year's grade level class trip.
- For a third offense (cumulative from year to year), the student will received the current discipline per policy, and the student will be prohibited from involvement in extra-curricular, social events, and school athletics for the remainder of the student's high school career.

**Extra-curricular activities include all clubs, organizations, productions (fall, play, spring musical, Variety Show), trips, and social events including dances. School athletics includes all varsity, sub-varsity, and intramural athletics.**

### **HONOR ROLL**

To be on the Principal's List a student must have all grades of a 93% or higher. To be on the Second Honor Roll, a student must have all grades of an 85% or higher.

### **ACADEMIC EXCELLENCE**

To qualify for the Academic Excellence Banquet, a student must attain honor roll status for three marking periods. Students attaining honor roll status during the marking period will be invited to the Academic Breakfast. Incomplete grades must be made up and recorded in the Guidance Office within fourteen (14) calendar days after the marking period ends.

### **NATIONAL HONOR SOCIETY**

The National Honor Society is an organization designed to recognize the student who has achieved in four areas: character, scholarship, service, and leadership. No one category is more important than another. The student who becomes a member of the society must possess all four qualities. Membership in the Society is open to students in grades eleven and twelve. Students, who have achieved a grade point average of 90 or better on a scale of 0 to 100, will be invited to submit information sheets about their service and leadership in October of each school year. This information will then be, reviewed by a faculty council consisting of five members. If the student is determined to have met the criteria for membership, they will be informed by letter and inducted into the Honor Society in a formal induction ceremony to be held in November.

### **RENAISSANCE PROGRAM**

Achievement Levels & Eligibility Criteria

#### **GOLD CARD:**

Non-Weighted GPA of 93 or higher **AND**

**No more than 2 full-day absences AND**

No more than 2 latenesses to school per quarter **AND**

No disciplinary referrals **AND**

No report card grades lower than a C **AND**

**Valid proof of school or community service**

#### **SILVER CARD:**

Non-Weighted GPA of 85 to 92.99 **AND**

No more than 2 full-day absences **AND**

No more than 2 latenesses to school per quarter **AND**

No disciplinary referrals **AND**

No report card grades lower than a C **AND**

**Valid proof of school or community service**

#### **BLUE CARD:**

Non-Weighted GPA of 77-84.99 **AND**

No more than 2 full-day absences **AND**

No more than 2 latenesses to school per quarter **AND**

No disciplinary referrals **AND**

No report card grades lower than a C **AND**

**Valid proof of school or community service**

**Criteria for Renaissance membership will be on a Marking Period by Marking Period basis.**

**For students to be exempt from final exams under the Renaissance Program, the following criteria must be met:**

**Exempt from two final exams – Gold Card Holder for every marking period.**

**Exempt from one final exam – At least a Silver Card Holder for every marking period.**

#### **LOCKERS & SCHOOL-ISSUED LOCKS**

**GYM LOCKERS**-money or any personal items that are important are not safe in gym lockers. It is highly recommended that students not bring their valuables to school, for the school cannot safeguard valuables. Students are encouraged to bring a lock to school to secure their gym locker during gym class. It is virtually impossible for the high school administration to recover lost items stolen from gym lockers, for there are no security cameras permitted in school locker rooms. Students should not store valuables in unlocked gym lockers.

**HALL LOCKERS**-Each pupil will be assigned a locker when he/she enters school. It is required that each student keep a combination lock on his/her locker. Each school year, a school-issued combination lock will be assigned to each student to place on his/her locker. This lock is the property of the high school and must be returned at the end of the academic school year. Each student who does not return his/her assigned lock will receive an obligation of \$10.00 on his/her student account. It is the responsibility of each student to secure the school-issued lock on his/her assigned locker. A record of the combination and serial number will be kept on file in the assistant principals' office. Any locker which does not have a lock on it will be permanently sealed until the school-issued lock is presented to the assistant principal or the lock obligation is paid.

First Offense for having an unlocked locker will result in a warning and demerit.

Second Offense for having an unlocked locker will result in a detention.

Third Offense and all subsequent offenses will result in a 3-7 School Assignment.

Student(s) wishing help with any locker problem should see the assistant principal. Keeping the locker clean is a student responsibility. If anything is stolen from a locker, the student to whom the locker was assigned should report the theft to the assistant principals' office immediately. If a theft occurs on a locker with a lock, **the student** may view the security cameras with their parents after school. If an item of value must be brought to school and the student cannot keep it on his/her person at all times during the day, he/she should leave it in the General Office where it can be secured in the school vault. **Valuable items are not safe in school. It is highly recommended that students leave valuables at home.**

#### **LOST AND FOUND PROPERTY**

Because of the possibility that any item of importance or value may be stolen, students are discouraged from bringing items of value to school and putting them in their lockers. Walkmen, wallets, pocketbooks, and jewelry are tempting to those who have no respect for other's possessions. Students are discouraged from leaving such items in a locker or elsewhere. The school is not responsible for lost articles. Loss of expensive items should be reported to the assistant principal immediately; however, the school cannot guarantee these items can be recovered. It is highly recommended to leave valuables at home where they will be safer.

#### **HALLS**

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time must have passes. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls are never permitted.

#### **INSURANCE FOR STUDENTS**

A voluntary insurance plan for students is available through the school. The policy covers either full time or school time accidental coverage. Enrollment in the program is announced through homeroom.

### **MEDICAL CARE**

In case of illness or injury that may occur in school, report to the clinic with a pass. If the nurse is not in the clinic, report to the main office. Being sent home for illness by the nurse is an UNEXCUSED ABSENCE.

### **SCHOOL ENTRANCE/DEVELOPMENTAL STAGES PHYSICALS**

In compliance with New Jersey State Law N.J. A. C. 6A:16-22 & 18A: 40-4, each student must now obtain a physical examination upon entry into the school district. The District Board of Education must also notify parents/guardians of the importance of obtaining subsequent examinations at least once during each of the student's developmental stages:

- Early childhood (Pre-school through grade 3)
- Pre-adolescence (grades 4 through 6)
- Adolescence (grades 7 through 12)

The purpose of these physicals is to insure that the learning potential of each student is not diminished by a remediable physical disability, that the students is able to participate in the school program, and that the school community is protected from the spread of communicable disease.

### **ATHLETIC COMPETITION HEALTH SCREENINGS & PHYSICAL EXAMINATIONS**

#### **(Grades 6-12)**

Each candidate for a school athletic squad or team is to be examined within 365 days prior to the first practice session. A healthcare provider or advanced practice nurse chosen by the student's parent/guardian must conduct the medical examination at the student's medical home. A full report of the examination, documented on an approved school district form, dated and signed by the medical provider must be presented to the school. A medical home is described as a healthcare provider (Physician or advanced practice nurse) practice site chosen by the student's parent/guardian for the provision of healthcare. If the student does not have a "medical home", the district may provide the examination at the school physician's office or other appropriately equipped facility.

Each candidate whose medical examination was completed more than 60 days prior to the first practice session must provide an updated HEALTH HISTORY of medical problems experienced since the last medical examination. This district form must be completed and signed by the parent/guardian. Each candidate's parent/guardian will receive written notification stating approval of the student's participation in athletics based upon the medical examination or the reasons for the disapproval of the student's participation.

Both of these forms may be secured from the nurse's office or from the office of the athletic director. It may be downloaded from the school web site [www.monroetwp.k12.nj.us/hs/whsmain.htm](http://www.monroetwp.k12.nj.us/hs/whsmain.htm)

### **SCOLIOSIS SCREENING**

In compliance with New Jersey State Law N.J. A. C. 6A:16-2.2(f); N.J.S.A. 18A: 40-4.3 to 4.5 & A-1183 Pamphlet Law 2000c.126, every Board of Education must provide the biennial examination of every student between the ages of 10 and 18. Scoliosis screening will be held during physical education classes at the beginning of the school year. A pupil may be exempt from the screening if requested by the parent or guardian in writing.

### **MEDICATION POLICY**

Permission for the administration of medication in school by the school nurse will be given only when the student's attendance depends upon the timely administration of medication in school. Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. Students who wish to be administered medication by the school nurse must comply with the following:

1. The "Request For In School Medication" form is to be completed by the student's parent/guardian and submitted to the nurse.
2. The "Doctor's Request For In School Medication" form is to be completed by the student's physician and submitted to the nurse.
3. All medication must be delivered to the school by the parent/guardian.
4. All medication must be in the original container, with the prescription information affixed.
5. Any unused medication must be picked up by the student's parent/guardian. The nurse will discard medication after reasonable efforts to have the parent/guardian retrieve the medication have failed.

6. This includes all medication: all prescription drugs and any over the counter medication including Tylenol, Advil, aspirin, cough syrup, allergy or cold medicines.
7. Students in violation of the medication policy will be subject to school disciplinary action.

#### **PHYSICAL EDUCATION MEDICALS**

Students must turn in a medical note signed by a doctor within three days after the medical is to begin. No medicals will be accepted after this time.

#### **ELECTRONIC ENTERTAINMENT DEVICES**

Radios, CD players, tape players, MP3 players, gaming devices, and other electronic entertainment devices are not permitted in school. The school administration cannot safeguard these items, and any valuable item brought to school is brought at the student's own risk. The school district will not be responsible for lost or stolen items.

#### **STUDY PERIOD**

All students must report to study period on time with material to study. Talking or sleeping is prohibited. Violations of these rules will result in demerits, after school detention, 3-7 School, or out of school suspension.

#### **TELEPHONES**

Public telephones are placed in the school for use by students and teachers. The office telephones are for school business only. Public phones may be used before school and after school. Students may not use the phones during class periods unless special permission has been granted by a staff member.

#### **VISITORS**

All visitors MUST enter through the main entrance in front of the building and report to main office.

### **MONROE TOWNSHIP PUBLIC SCHOOLS DISTRICT POLICIES**

The Monroe Township Board of Education shall exercise its governing authority power by adopting bylaws, policies, and administrative regulations for the organization and operation of the school district.

The Board desires to make this manual of bylaws and policies a useful guide to all members of the Board, administration of this district, all personnel employed by the Board, and the pupils of the district. Therefore, a copy of this manual is located in the principal's office and in the central administration office building. It is highly recommended that each individual be familiar with this manual, since it will have a direct effect upon the operation of schools in this district.

### **ATTENDANCE POLICY MONROE TOWNSHIP BOARD OF EDUCATION**

Adopted: August 1981  
Revised: October 16, 2001

Compulsory attendance at school is a long-standing state statute and it has been upheld by the courts of New Jersey and the United States Supreme Court as matter of public concern and legislative regulation.

The Board of Education has an obligation to require that all pupils of this district be present everyday school is in session in order that they may be taught. This policy is for the benefit of the pupils, their parents, and the community at large.

Pupil participation in all regularly scheduled classroom-learning activities in each area of study is essential in order for each pupil to receive the maximum benefits of a thorough and efficient educational program. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

The Monroe Township Board of Education recognizes and accepts its responsibility to provide a thorough and efficient education for every student within the district boundary.

In keeping with the prevailing laws of the state:  
“Any child between the ages of six and sixteen years who shall repeatedly be absent from school, and any child of such age found away from school during school hours whose parent, guardian or other person having charge and control of the child is unable to cause him to attend school and any pupil who is incorrigible, actually vagrant, vicious, or immoral in conduct, shall be deemed to be a juvenile delinquent and shall be proceeded against any such.” (18A:38-27)

The Board cannot successfully fulfill its responsibility to the student unless the student is present for all regularly scheduled classroom activities. Therefore, it is essential that every parent and student accept responsibility for the student’s attendance at school as scheduled.

THE MONROE TOWNSHIP BOARD OF EDUCATION WILL NOT CONDONE NOR PERMIT ABSENCES FROM SCHOOL ON ANY DAY FOR ANY REASON NOT SPECIFIED IN LAW OR POLICY AND WILL NOT ISSUE CREDIT IF MINIMUM STUDENT ATTENDANCE IS NOT ACCOMPLISHED.

The Superintendent shall develop detailed regulations to administer this policy and present them to the Board for approval so that they may be clearly understood to represent the official policy of the district.

**RULES AND REGULATIONS FOR ADMINISTERING THE ATTENDANCE POLICY**  
**GRADES 9-12**

**ABSENTEEISM**

Students in grades 9 - 12 are required to attend every class during all days and hours that school is in session. Attendance at the high school is calculated by period. Any student missing more than one-half of a class period will be considered absent from that class.

Students who are absent from school are not permitted to:

1. be on school property
2. participate in school activities
3. attend school activities

**EXCUSED ABSENCE**

For the purpose of this policy, an absence is considered excused for the following reason:

1. Religious holidays as listed by the New Jersey State Board of Education
2. Bereavement

**CHRONIC ILLNESS**

Parents should submit a doctor’s note to the attendance office indicating the nature of the chronic illness and how it may affect a student’s school attendance. The doctor’s note should be filed with the school at the beginning of the school year or at such a time when a chronic illness is identified. After the doctor’s note has been submitted to the school, parents must verify each absence pursuant to the following guidelines in order to have the absence recorded as excused: (1) After a chronic illness note from a physician is on file in the high school attendance office, a parent may write up to six single-day absence notes. (2) After six single-day absences have been documented by a parent’s note, all subsequent absences must be verified by a physician’s note. (3) All multi-day absence events must be documented by a physician’s note. (4) Any parent or physician’s note that relates to a chronic illness must be specific in nature (i.e. the note must state the chronic condition as the reason for the absence.) (5) Should the status of the chronic illness change, the parent must notify the attendance office. (6) The chronic illness diagnosis must be renewed annually (at the beginning of the school year) by the physician.

The chronic illness may be verified by the school nurse and/or school doctor.

All notes must be submitted on the day the student returns to school from an absence. Only original doctor’s notes will be accepted, photocopies are not permitted. Chronic illness notes submitted three school days following an absence will not be retroactively excused. In questionable circumstances, the school reserves the right to request an updated doctor’s note for the chronic condition or confirmation that the diagnosing doctor is still treating the student for the chronic condition.

### **READMISSION TO SCHOOL AFTER AN ABSENCE**

A pupil returning from an absence of any length must present to the homeroom teacher a written statement on the day of his or her return, dated and signed by the parent or adult pupil, stating the reasons for the absence. The note must verify the date(s) of absence. Failure to submit a note will result in disciplinary action.

If a doctor verifies a personal illness, the doctor's note must be submitted on the day the student returns to school. Only original doctor's notes will be accepted. These notes do not constitute and excused absence from school, however, they do alert the school administration that the student was not truant. These notes are also helpful with determining if a child can be eligible for credit completion if they student has had more than 18 days of absence during the year.

A note explaining a pupil's absence for non-communicable illness for a period of more than five days must be accompanied by a physician's statement of the pupil's illness.

A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the School Nurse written evidence of being free of communicable disease, in accordance with Policy No. 8451.

### **EARLY DISMISSAL FROM SCHOOL**

Pupils are not to leave the school grounds during school hours, except with the permission of an administrator or the school nurse. Permission to leave school early will only be upon request from a parent and verification by the administration.

### **CONSECUTIVE ABSENCES**

When pupils under the compulsory age law, below sixteen (16), are absent five (5) consecutive school days or establish a pattern of inconsistent attendance, and is not on homebound instruction, and/or not medically verified as incapacitated, the attendance clerk will call the parent/guardian to establish a reason for the pupil's absences. If the attendance clerk cannot reach the parent/guardian, the attendance officer will visit the residence of the pupil. During this visit, the parent/guardian will be informed of the compulsory attendance laws by reading from the state law and that the next offense will be in the hands of the courts.

### **DROPPED FROM THE SCHOOL ROLLS**

When a pupil, age sixteen or over is absent for 20 full school days, for unknown reasons, the parent/guardian will be notified that their child will be dropped from the school rolls. Prior to dropping the student from the rolls, the parent/guardian will be requested to meet with the principal to determine the reason(s) for the absences. If the parents do not present appropriate reasons(s) for the absences, they will be notified that their son/daughter will be dropped from the school rolls. Monroe Township Public Schools' Regulation 5200: F5.

### **LOSS OF COURSE CREDIT FOR ABSENCES**

If the following number of absences is reached, students will not receive credit for their subjects:

- a. 13 absences from a year-long course
- b. 7 absences from a semester-long course
- c. 4 absences from a quarter-long course
- d. 13 absences from Physical Education/Health
- e. 8 absences from a course that meets 3 days per week.

The school will notify the pupil's parent or the adult pupil in writing that the pupil has been denied credit for the secondary courses from which he or she has been absent.

### **LOSS OF COURSE CREDIT FOR SUMMER ENRICHMENT COURSES**

In Biology Honors, Algebra I, Geometry, CAD 1 & 2, Engineering Internship and ROTC Leadership Camp, and Graphic Design 1 and 2, students who are absent from class more than 12 hours will not receive credit for their course.

In all seminar courses including Engineering Academy, Business and Finance Academy, Computer Academy, Law and Justice Academy, and Managing Your High School Years and Beyond, students who are absent from class more than four hours will not receive credit for their course.

### **ATTENDANCE APPEAL PROCESS**

A pupil that has been denied credit for excessive absences may appeal that action in accordance with the following:

1. A parent or guardian may file a written appeal to the Attendance Appeal Committee when a student's absence exceeds the maximum limit. Additional documentation may be presented at that time.
2. This written appeal must be submitted to the Attendance Appeal Committee within three (3) school days after receiving notification that a student has exceeded the maximum limit for absences. Please send all appeals to the Principal, Williamstown High School, 700 North Tuckahoe Road, Williamstown, New Jersey 08094.
3. The appeal must state the reasons for the appeal.
4. A meeting will be scheduled with the Attendance Appeal Committee within five (5) school days after receiving the appeal from a parent or guardian.
5. The Attendance Appeal Committee will be composed of the Principal and/or Assistant Principal, and a Guidance counselor.
6. The student's total attendance record will be considered on an appeal case.
7. The Attendance Appeal Committee will notify the parents of the Committee's decision in writing. The notification will be made within 48 hours after the appeal hearing.
8. A written request to meet with the Superintendent must be submitted within five (5) school days if not satisfied with the decision of the Committee.

Board of Education - Monroe Township - No 5751

### **CREDIT COMPLETION SCHOOL**

Students may regain credit by attending credit completion school during the subsequent summer if their unexcused absences fall within the following limits:

- a. 13 - 18 absences from a year-long course
- b. 7 - 9 absences from a semester-long course
- c. 4 - 5 absences from a quarter-long course
- d. 13-18 absences from Physical Education/Health
- e. 8 - 11 absences from a course that meets 3 days per week.

The school will provide learning programs relevant to the concepts of the subject. Credit Completion work must be accomplished during the program. Students must attend the first day and consecutive days thereafter until their assigned days are completed.

Students must spend one day at Credit Completion School for each unexcused absence as indicated above. However, students who have exceeded these limitations will not be eligible to attend Credit Completion School.

Students will be dismissed from Credit Completion School and receive no credit if they are guilty of any of the following:

1. failure to attend the first session
2. arrival after 8 A.M.
3. misconduct during the session
4. failure to do assigned work
5. violation of school dress code policy

**There is a \$50.00 registration fee to attend Credit Completion.  
(Pending Board Approval)**

### SPONSORED ACTIVITIES

Pupils shall not be considered absent while participating in a school-sponsored activity.

### VACATIONS

Students shall not be excused for vacations that are not on the school calendar. However, if the vacation is unavoidable, all work missed must be made up and the time lost will count toward the maximum number of days permitted.

### MAKE UP WORK

Pupils absent for any reason, except truancy, are expected to make up the work missed. In grade 1 and above, the pupil and/or parent is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary. In general, pupils will be allowed one day to make up missed work for each day of absence. Teachers shall make reasonable accommodations to extend time for pupils. A pupil who missed a test because of an excused absence, other than truancy, shall be offered an opportunity to take the test or an alternate test; in no case will a pupil who missed a test because of his or her observance of a religious holiday be denied an opportunity to make up the test.

### GRADES OF INCOMPLETE

A grade of "Incomplete" will be given to those pupils unable to complete the work assigned to the course for reasons beyond the pupil's control, such as the pupil's disability. Incomplete make up work should be completed within two weeks of the end of the marking, or if the pupil is disabled at the end of the marking period, two weeks after the pupil's return to school. A pupil who does not complete the work within the period allowed will receive a grade of zero for the incomplete work and the final averaged grade for the marking period will be placed on the student's transcript.

### WILLIAMSTOWN HIGH SCHOOL

The Monroe Township Board of Education voted to approve the following attendance and discipline regulations:

**Class Trips and Prom Requirements** - Class trips, the Junior-Senior Prom, and the Holiday Semiformal are very special events in the lives of our students. Special pride is taken in providing these special activities to students who exemplify hard work, dedication, courtesy, and politeness. It is fully realized that when students take part in these activities they are representatives of Monroe Township. With this in mind, we would like to continue to offer these activities as special privileges to those students who exhibit acceptable behavioral standards throughout the school year. In order to achieve this goal, the following procedures are in effect:

#### **A. Eligibility for extra-curricular activities**

Students who are issued a total of 10 days suspension, 10 Saturday detentions, 10 Days of 3-7 School, or a combination of out of school suspensions, Saturday detentions, 3-7 School which equal 10 days will not be permitted to attend the Holiday Semi-Formal, the Junior-Senior Prom, the Eighth Grade Closing Dance, any overnight trips (such as the band trip, Varsity Club ski trip, the African American Cultural Society trip), all dances, the Mr. WHS Show, The Variety Show, field trips or their respective grade level class trip.

#### **B. Academic Eligibility for extra curricular activities**

A student in grades 9-12 is ineligible for participation in co-curricular activities if he or she fails more than one subject in a marking period. The student will be ineligible until the end of the next marking period.

### BEHAVIOR POLICY

Parents have the ultimate responsibility for the discipline of their children. The Monroe Township Board of Education and its administrators expect that the parents shall be mutually supportive.

#### **I. PHILOSOPHY**

Proper discipline is the responsibility of everyone - home, school and community working together. All disciplinary action shall be based on the premise that it is intended to affect a favorable change in student behavior. Emphasis shall be placed on providing an atmosphere conducive to good learning and one, which encourages proper conduct. Evaluation of every student's behavior shall be done on an individual basis with full consideration given to all pertinent facts affecting the situation, such as individual behavior patterns, educational programs and home environment.

The ultimate goal of all action shall be to help develop self-discipline on the part of the individual. In so doing, the disciplinary action shall always attempt to meet the following criteria.

- A. Counseling is provided explaining what behavior is considered unacceptable.
- B. The action is fair to the individual in view of the nature of the offense.
- C. The action is fair to all other students involved.
- D. The action is fair with respect to the student body as a whole.
- E. Proper notice is given as to what form of punishment to expect if the undesirable behavior is not corrected.
- F. The disciplinary action is progressively stern.
- G. The disciplinary action is commensurate to the nature of the offense.

## II. PROCEDURES

- A. Students - Students are expected to follow the rules of conduct adopted for the district.
- B. Teachers - It shall be the responsibility of each teacher or person responsible for individual or group of individuals to enforce the rules of the school at all times. The initial counseling and disciplinary action shall be his or her duty. Penalties shall be commensurate to the nature and seriousness of the offense; however, corporal punishment shall not be used for any offense. Conferences with the student, counselors, parents, administrators, detention appropriate assignments, seating arrangements, etc. are some suggested first step disciplinary procedures. Minor offenses are not legitimate reasons to send a student out of the classroom or to the office unless such conduct is continuous, and the student fails or refuses to respond to the authority of the teacher or person in charge.
- C. Administrators - When a student is sent to the office for continuous misbehavior or for a major offense that is handled directly by the office, the administrator in charge of discipline assume the responsibility and make a decision based on good judgment unless the offense is of such a nature that specific penalties have been established. The school official will make such investigations as necessary; confer with counselors, teachers, parents, students, and other authorities as the situation warrants establishing a basis for decisions. In severe cases, it may be necessary to remove the student or students from school while such investigations are being conducted.

## III. DEFINITION OF TERMS

- A. Demerit - a mark recorded against a student for unsatisfactory conduct. A letter of notification will be sent to the parents. Additional referrals will lead to further discipline action. Good conduct for a 30-day period will result in the elimination of one demerit. This procedure is an incentive program for the student to promote good behavior and hopefully avoid a suspension.
- B. Out-of-School Suspensions - the barring from attendance at school and school sponsored events.
- C. Saturday Detentions - a program that provides an alternative to out of school suspensions.
- D. After School Detention - Students assigned to after school detention must report to room D-107 by 2:30 P.M. on the date(s) of the detention. Detention will be held from 2:30 P.M. until 3:30 P.M. Students arriving late or failing to serve the after school detention will be subject to additional disciplining measures including assignment to an out of school suspension. Transportation home following the detention is the responsibility of the parent.
- E. 3-7 School - is an alternative to out of school suspension. Students will be excluded from the day school program, but they will report to school from 3:00 P.M. to 7:00 P.M. Students who do not report will be counted as absent from school for that day.

## IV. ADDITIONAL CONCERNS AND REQUIREMENTS

- A. Expulsion - When normal means of disciplinary action fail to affect a favorable change in a student's behavior or when a situation arises that is cause for a student to be dismissed from school for periods beyond the regulations regarding suspension, or permanently, the principal shall recommend to the superintendent that the student or students responsible for such behavior be expelled from the school system. After review of the case, the superintendent will make a recommendation to the Board. The ultimate decision of expulsion lies with the Board.
- B. Records and Reports - It shall be the duty of each teacher referring a student to the office to submit a signed and dated report indicating the reason for the referral and all facts related to the incident. Such reports will be kept on file in the office. The principal or vice principal will keep a written record of all students referred for disciplinary reasons. Such records will show the date, person who referred the student, reason for referral and the action taken. Teachers should be notified of action taken.
- C. Communication with Parents - Open lines of communication with parents or guardians shall be maintained at all times. Telephone calls, conferences or letters should be used to inform parents of

their child's behavior as a preventive as well as an informative discipline measure. Copies of all letters and notes of telephone conversations and conferences must be kept on file to be used for counseling purposes. Copies of suspension letters must be given to the superintendent and to the counselor. A parent conference with the administrative official may be required when the student returns to school after being suspended.

#### V. STATE STATUTES CONCERNING DISCIPLINE

A. Section 18A:25-2 As Amended - A teacher or other person in authority over such pupil shall hold every pupil accountable for disorderly conduct in school and during recess and on the playgrounds of the school and on the way to and from school.

The driver shall be in full charge of the school bus at all times and shall be responsible for order; he shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school.

A pupil may be excluded from the bus for disciplinary reasons by the principal and his parents shall provide for his transportation to and from school during the period of such exclusion. (All safety laws must be obeyed.)

B. Section 18:37.1 As Amended - Pupils in the public schools shall comply with the rules established in pursuant to law for the governance of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them.

C. Section 18:37.2 As Amended - 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 guilty of such conduct, shall include, but not be limited to, any of the following:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or persons having authority over him;
3. Conduct of such character as to constitute a continuing danger to the physical well being of other pupils;
4. Physical assault upon another pupil or upon any teacher or other school employee; (18:37-2.1)
5. Taking, or attempting to take, personal property or money from another pupil or from his presence, by means of force or fear;
6. Willfully causing, or attempting to cause substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by the school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person in charge of such building or facility;
8. 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.
9. Incitement which is intended to and does result in truancy by other pupils; and
10. 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.

Policy - Board of Education - Monroe Township  
No. 5511-PUPILS

#### DRESS AND GROOMING

The Board of Education recognizes that decisions regarding pupil dress and grooming require a careful balance of the pupil's right of self-expression against the Board's obligations to insure an appropriate educational environment for the provision of a thorough and efficient system of education and to protect the health, safety, and welfare of the school community.

The Board will not generally interfere with the right of pupils and their parents to make decisions regarding the pupil's appearance, but encourages the choice of attire appropriate to the educational setting. Appropriate attire includes sport or dress skirts and blouses, slacks, skirts, dresses, sweaters,

sport jackets, blazers, suits, and footwear. Appropriate attire does not include visible undergarments, transparent or tattered clothing, and hats or heavy outerwear worn as indoor garments. The Board prohibits dress and grooming practices that disrupt the full function of the learning process by:

1. Presenting a hazard to the health or safety of the pupil or to others;
2. Materially interfering with schoolwork by creating disorder, distracting the attention of other pupils, or disrupting the educational program;
3. Causing excessive wear or damage to school property; or
4. Preventing the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement.

Specialized areas of the school such as shops, physical education classes, and laboratories may have specialized dress requirements for reasons of safety. Pupils will be advised of these special requirements prior to their participation in the effected class or activity.

The Superintendent shall develop regulations implementing this policy. Such regulations will be distributed to all pupils.

The principal will enforce Board policy and administrative regulations regarding pupil dress and grooming. The principal's determination may be appealed to the Superintendent.

N.J.S.A. 18A:11-1

Date Adopted: 1/3/78

Date Revised: 7/21/87, 8/21/90, 5/7/91, 6/19/01

The following dress code has been developed in accordance with Policy No. 5511 and in consultation with staff members, parents, and pupils of this district.

#### 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.
4. Hair must be kept clean.

#### Prohibited clothing and articles

The following clothing and accessories regulations pertain to school and/or school-sponsored indoor events:

1. Clothing must be clean, non-offensive and tear-free.
2. Shirts/blouses/tops must: have sleeves; reach to or extend below the top of the student's skirt or pants; be free of any offensive pictures, messages or logos of a sexual, alcoholic, drug, tobacco or gang related nature; not be transparent, sexually suggestive or open beyond the midpoint of the chest; not be of a midriff, halter, tube, tank or underwear nature as an outer garment.
3. Skirts/dresses/shorts must: reach to a length that is equal to or lower than fingertip length; not be biker shorts or similar nature or made of spandex material; not be sleepwear or any kind or similar in nature to sleepwear.
4. Headwear:
  - a) of a hat/cap nature may not be worn inside the school except when entering or leaving.
  - b) of a hair adornment nature is prohibited except those with unitarian purposes such as barrettes or hair bands.
  - c) of a bandanna nature are prohibited, as is curlers, hair curling aids, hairnets, wave caps, head scarves, and similar items. This is for all students, both male and female.
5. Outer garments are:
  - a) Defined as those jackets, coats, vests and hats those are normally associated with outdoor wear.
  - b) Not permitted to be worn in the school building (exception: when entering or leaving the building; when there is a defect in the heating system).
6. Shoes must:
  - a) be worn at all times.
  - b) sufficiently cover the feet to ensure personal safety and the safety of others.
  - c) not have cleats, spikes or any other devices that endanger the student or others.
  - d) no slippers, flip-flops, sliders, Chinese flip-flops, or any beach footwear.
7. Patches and decorations that are offensive or obscene;

8. Glasses:
  - a) Glasses and contact lenses prescribed by a physician are permissible
  - b) Sunglasses, glazed and tinted glasses/lenses that obstruct the view of the student's pupils are prohibited, except as prescribed by a physician.
9. Jewelry:
  - a) Jewelry that may be used as a weapon is prohibited
  - b) Any other article of jewelry nature that may be used as a weapon is prohibited.

C. Book bags and Handbags

1. Students will only be permitted to carry backpacks, book bags or gym bags if they are of mesh or transparent material. Purses and other "hand/shoulder" bags that are determined to be excessive in size are also prohibited. (Excessive in size would be something larger than a standard 8.5 by 11 sheet of paper).

D. Physical Education

1. Students are required to wear:
  - a) a blue, white or gray T-shirt. It must be logo free, (or contain a school logo) shirttails must reach below the waistline, no tank tops.
  - b) blue, white, gray or black gym shorts. Shorts cannot have zippers or buttons. No spandex or biker shorts.
  - c) socks. Low, crew or tube style is acceptable.
2. Cut-offs, jeans, jewelry, sunglasses, hats, bandannas and athletic team uniforms are prohibited.
3. Students must wear sneakers or rubber-soled athletic shoes; slip-on shoes, platform sneakers, hiker style shoes, hard-soled shoes and bare feet are prohibited in gym class.
4. Clothing that is required for physical education class will not be permitted to be worn in the classroom.

E. The administration reserves the right to prohibit any other article of clothing, head wear or jewelry which:

1. Indicates that the student had membership in/or affiliation with a gang. A list is available in the principal's office. This is subject to change at any time.
2. Has a sexually implied message or picture.
3. Depicts drugs, alcohol, tobacco, or weapons.
4. Poses a danger to the health and safety of the student(s).

F. Enforcement

1. Teaching staff members will report perceived violations of the dress code to the building principal or designee, who will interpret and apply the code.
2. Students who publicly represent the school or a school organization at an activity away from this district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Students unwilling to comply with this requirement will disqualify themselves from participation.
3. Students will not be permitted to attend a school-related function, such as a field trip, school dance, and after-school activity unless they are attired and groomed in accordance with this dress code.
4. The principal or designee may waive application of the dress code on a day especially scheduled for pupils' free expression in dress and grooming.
5. A student 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.

**ATTIRE FOR GRADUATION, SENIOR AWARDS NIGHT, AND BACCALAUREATE**

1. Young men should wear dress shirts, ties, dark trousers, and dress shoes.
2. Young ladies should wear a light-colored dress or slacks and dress shoes. Students who do not adhere to the above policy will not be permitted to participate in the activities.

**SUBSTANCE ABUSE**

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that his/her education and threatens the welfare of the entire school community. The Board is

committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

**Definitions N.J.S.A. 18A:40A-9; N.J.A.C. 6:29-6.2**

For the purposes of this policy:

"Substance" means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, or any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2A:170-25.9.

"Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

"Evaluation" means those procedures used to determine a pupil's need for an educational program or treatment that extends beyond the regular school program by virtue of the use of substances by the pupil or a member of the pupil's family.

"Intervention and referral to treatment" means those programs and services offered to help a pupil because of the use of substances by the pupil or a member of the pupil's family.

**Discipline N.J.S.A. 18A:40A-10, 40A-11, N.J.A.C. 6:29-6.3 (c) 2**

The Board prohibits the use, possession, and/or distribution of a substance on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board.

A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offense and may include suspension or expulsion. The pupil may be reported to appropriate law enforcement personnel.

Instruction N.J.S.A. 18A:40A-1; N.J.A.C. 6:29-6.6

The Board shall provide a program of instruction on the nature and effects of substances and tobacco. The program will be included in the health education curriculum and conducted in accordance with law, rules of the State Board of Education, and Policy No. 2422.

Identification, evaluation, and intervention

**N.J.S.A. 18A:40A-11; N.J.A.C. 6:29-6.3**

All staff members shall be alert to signs of substance abuse by pupils and shall respond to those signs in accordance with administrative regulations. Such regulations shall provide for prompt examination by a physician to determine whether a substance has been used, notification of the pupil's parent and appropriate school officials, evaluation services, and referrals for treatment. Treatment will not be at Board expense.

When a pupil's substance abuse or suspected substance abuse threatens the pupil's life or places the pupil and/or other in imminent peril, all procedures shall be expedited in accordance with the emergency. Policy No. 8441, Care of Injured and Ill Persons, may be implemented as appropriate, provided no component of the procedures implementing this policy is omitted.

The Board will provide intervention and treatment referral services by teaching staff members who are properly and appropriately certified and trained to render such services. Such services will include instruction, counseling, and related services to a pupil who is receiving medical or therapeutic care for diagnosed substance abuse; referral to a community agency approved by the County Local Advisory Council on Alcoholism or Drug Abuse or the State Department of Health; support services for pupils who are in care or returning from care for substance dependency; and/or a special class or course designed to meet the needs of pupils with problems of substance abuse.

A substance abuser that has also been identified as potentially educationally disabled shall be evaluated by the special education and/or related services.

In-service training N.J.S.A. 18A:40A-15(b)

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of pupils. The Board will provide time for the conduct of the program during the usual school schedule. In-service training shall prepare teachers to instruct pupils on substance abuse and inform teachers about the nature of substances, the availability of rehabilitation and treatment programs, the legal aspects of substance abuse, and Board policy and regulations on substance abuse.

**Outreach to parents N.J.S.A. 18A:40A-16; N.J.A.C. 6:29-6.3 (c) 7**

The Board will provide a program of outreach to parents of pupils that includes information on the district's substance abuse curriculum, the identification of substance abusers, and rehabilitation

organizations and agencies. The Superintendent is directed to develop the program in consultation with local agencies recommended by the Commissioner and to offer the program at times and in places convenient to parents on school premises or in other suitable facilities.

**Nonpublic school pupils N.J.S.A. 18A:40A-5, 18A:40A-17c**

The Board will lend to pupils attending nonpublic schools located in this district and to the parents of such pupils educational materials on substance abuse prepared and supplied by the Commissioner. The loan of such materials shall be at no cost to the district.

**Civil immunity N.J.S.A. 18A:40A-13, 18A:40A-14; N.J.A.C. 6:29-6.5(c)**

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

Any employee who in good faith reports a pupil to the principal, the principal's designee, the school medical inspector, or the school nurse in an attempt to help such pupil cure his or her abuse of substances shall not be liable in civil damages as a result of making any such report.

**Drug Free School Zones N.J.A.C. 6:29-6.3(c) 6**

The Board will cooperate with law enforcement drug operations and activities on or near school property in accordance with N.J.A.C. 6:3-6 and Policy No. 9322, Drug Free School Zones.

**Policy review and accessibility N.J.S.A. 18A:40A-10,-11; N.J.A.C. 6:29-6.3(b),-6.4**

The Board will annually review the effectiveness of this policy in consultation with appropriate teaching staff members, a local agency approved by the State Department of Health, and community representatives.

This policy and its implementing regulations shall be made available annually, at the beginning of the school year, to all school employees, pupils, and parents. Each newly hired employee and transferred pupil will be offered this policy and implementing regulations on his or her arrival in the district.

**N.J.S.A. 18A:40A-1 et seq.; N.J.A.C. 6:29-6.1 et seq.**

Date Adopted: 1/3/78 Date Revised: 4/21/87, 6/16/87, 8/18/87, 8/21/90, 5/7/91, 6/15/93, 9/18/01

**BEEPERS and PAGING DEVICES**

It is a violation of New Jersey Law for students to be in possession of beepers or paging devices in school. Students who fail to comply with the above regulations will be subject to disciplinary action

**CELL PHONES AND ELECTRONIC DEVICES**

The school administration strongly discourages students from bringing cell phones and electronic entertainment devices to school, for these items disrupt the educational process. Cell phones are considered paging devices (see above). The administration recognizes that students may need a cell phone for after school activities, so if a cell phone is brought to school, the student MUST adhere to the following procedures:

Students must secure their cell phone and electronic entertainment devices in their lockers. They are not to be seen or heard during the school day. **If a student is seen with a cell phone or electronic entertainment device, it will be confiscated, a detention will be assigned, and the student's parent must come to the school to recover the cell phone or electronic device. If a student is seen using a cell phone which includes turning it on or off, pushing buttons, using the calculator feature, using the camera feature, checking messages, or talking on the phone in any part of the building, then the cell phone will be confiscated, a 3-7 School assignment will be issued, and a parent must retrieve the phone. Subsequent offenses for cell phone violations will result in additional days of 3-7 assignments. In addition, any student seen using an electronic entertainment device during the school day will have it confiscated and will be assigned a 3-7 assignment. Subsequent offenses will receive additional days.**

Before school hours, cell phones may only be used outside the building. During school hours, cell phones must be turned off, and they are not permitted to be seen, heard, or used by students. **After school hours, cell phones may only be used outside the building and in the auditorium or gymnasium lobby.**

Cell phones and electronic entertainment devices are a major disruption to the educational process, and if a student brings these items to school, he/she brings it at his/her own risk. The administration can accept no responsibility for lost or stolen cell phones or electronic entertainment devices. **Students are strongly discouraged from bringing these items to school. In addition, if parents**

need to get a message to their child, the parent should call the school offices, and the clerical staff will get the message to your child. Parents should not call the child's cell phone during school hours.

#### **MILITARY RECRUITMENT**

The No Child Left Behind Act (NCLB) (Title IX, Part E, Subpart 2, Section 8528) states that school districts are to allow the same access to students by military recruiters as they do college and job recruiters. This access includes releasing secondary school students' names, addresses, and telephone numbers to military recruiters, who can use the information for armed services recruiting and for informing these students of scholarship opportunities. Secondary school students or their parents can request that the information not be released by notifying their guidance counselor with a written statement.

#### **RELEASE OF STUDENT INFORMATION**

Under the federal "No Child Left Behind Act," public high schools must give the names, addresses, and telephone numbers of students to military recruiters, college/university recruiters, and prospective employers if the recruiters request the information (P.L. 107-110, Section 9528; 10 USC 503). However, students or their parents have the right to instruct the school in writing that this information is not to be released. Please call the guidance office for details.

#### **PERSONAL PROPERTY DISCLAIMER**

The school district will not be responsible for any personal items lost, stolen, or stored in school.

#### **MONROE TOWNSHIP PUBLIC SCHOOLS' STUDENT ACCEPTABLE USE POLICY (AUP)**

##### **Educational Purposes**

Monroe Township Public Schools is providing with students access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st Century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world.

General Unacceptable Behavior while utilizing any portion of the Monroe Township Public Schools electronic network - Behaviors include, but not limited to the following are prohibited:

- Students will not post information that, if acted upon, could cause damage or a danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates district rules.
- Students will not abuse network resources
- Students will not display, access or send offensive messages or pictures. (As defined in section 1460 of Title 18, United States Code and section 2256 of Title 18, United States Code)

The entire AUP document contains the rules and procedures for Acceptable Use for students' use of the Monroe Township Schools electronic network and can be found on the district's web page. The specific pages can be found under "Info for Students and Parents" for resources under the following heading:

Acceptable Use Policy

[http://www.monroetwp.k12.nj.us/Admin\\_MG/technology/AUP/aupmain.htm](http://www.monroetwp.k12.nj.us/Admin_MG/technology/AUP/aupmain.htm)

Internet Safety Plan

[http://www.monroetwp.k12.nj.us/Admin\\_MG/technology/AUP/safetyplan.htm](http://www.monroetwp.k12.nj.us/Admin_MG/technology/AUP/safetyplan.htm)

Copyright / Fair Use Policy

[http://www.monroetwp.k12.nj.us/Admin\\_MG/MediaCenterSites/copyright.htm](http://www.monroetwp.k12.nj.us/Admin_MG/MediaCenterSites/copyright.htm)

### **Cyber-Ethics - Digital Citizenship**

Students should/will demonstrate understand human, cultural, and societal issues relating to technology and practice legal and ethical behavior.

### **Plagiarism and Copyright Infringement**

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'. As Internet plagiarism becomes a more serious issue, students will need to create citations for their sources used either in printed or electronic forms.
- District policies on copyright will govern the use of material accessed and used through the district system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

**Citation:** The act of citing a source. A quoting of an authoritative source for substantiation. A source so cited; a quotation.

MLA Handbook: The guide for writers of research papers. [www.mla.org](http://www.mla.org)

[http://www.library.cornell.edu/newhelp/res\\_strategy/citing/mla.html#citing](http://www.library.cornell.edu/newhelp/res_strategy/citing/mla.html#citing)

### **Cyber-Security - System Security**

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem.
- Students will not attempt to gain unauthorized access to any portion of the Monroe Township Public Schools electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

### **Real-time, Interactive Communication Areas**

- Students may use chat or instant messaging, but only under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the district or individual school.
- With the approval of the building principal and supervisor of technology, students may establish web pages for specific educational objectives. Material presented on the student web pages must be related to educational activities and/or career preparation activities.
- Student web pages must include the following notice: "This is a student web page. Opinions expressed on this page shall not be attributed to the district."
- Material that fails to meet established educational objectives or that is in violation of this policy or student disciplinary code will be removed. Student material will not be removed on the basis of a disagreement with the views expressed by the student.
- Student web pages will be removed at the end of the school year unless special arrangements are made.
- Material placed on student web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on web sites unless formal permission has been obtained.
- All student web pages should have a link back to the home page of the classroom, school or district, as appropriate.

### **Cyber-Safety - Personal Safety**

- Students will not share personal contact information about themselves or other people. Personal contact information includes full name, address, telephone number, social security number, family financial information, school address, or work address.
  - High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
  - Students will not agree to meet with someone they have met online.
  - Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.
  - Students will post only information that is appropriate for the entire public. What is posted on a website today may be harmful in the future.
  - Students should be aware that posting inappropriate photos can lead to damaged reputations and unwanted attention from others. It is important for students to consider the ramifications of posting visual content online by using Web cams, videos, and camera phones. In addition, it can lead to suspension or expulsion from school.
- No 'Take Backs': Remember that once information is posted online and deleted or modified, the original will never be completely deleted. Even if information is deleted from a website, older versions exist on others' computers.

**Other Resources**

i-Safe <http://isafe.org/>

i-SAFE Inc. is the worldwide leader in Internet safety education. Founded in 1998 and endorsed by the U.S. Congress, i-SAFE is a non-profit foundation dedicated to protecting the online experiences of youth everywhere.

National Cyber Security Alliance NCSA : Stay Safe On-line

<http://www.staysafeonline.org/>

Consumer Information Catalog <http://www.pueblo.gsa.gov>