



STUDENT/PARENT HANDBOOK

2020-2021

**200 Lake Street
South Plainfield, NJ 07080
Telephone: (908) 754-4620
Fax: (908) 755-0820**

TABLE OF CONTENTS

PRINCIPAL'S WELCOME	6
SOUTH PLAINFIELD PUBLIC SCHOOLS MISSION STATEMENT:	7
ALMA MATER	7
SCHOOL MASCOT – COLORS AND SEAL	7
BOARD OF EDUCATION MEMBERS	8
DISTRICT ADMINISTRATION	8
HIGH SCHOOL ADMINISTRATION	8
SOUTH PLAINFIELD HIGH SCHOOL FACULTY	9
SOUTH PLAINFIELD HIGH SCHOOL STAFF	10
ADMINISTRATIVE OFFICE STAFF	10
SECTION 1	11
<hr/>	
SOUTH PLAINFIELD HIGH SCHOOL PHILOSOPHY OF EDUCATION	11
CHARACTER AND VALUES	11
STUDENT CODE OF CONDUCT	12
STUDENT'S LEGAL RIGHTS AND RESPONSIBILITIES	13
AGE OF MAJORITY – P.L. 81, 1972	14
PARENTAL RESPONSIBILITIES	14
CHAIN OF COMMAND	14
SEXUAL HARASSMENT POLICY	15
AFFIRMATIVE ACTION/SECTION 504 COMPLIANCE/AMERICANS WITH DISABILITIES ACT	16
CHILD ABUSE OR NEGLECT	17
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	17
ANNOUNCEMENT, PUBLICATION AND/OR DISTRIBUTION OF WRITTEN OR PRINTED MATERIALS ON SCHOOL PREMISES	18
POSTING FLYERS	19
VOLUNTEERS	19
SECTION 2 GENERAL INFORMATION	19
<hr/>	
CARE OF SCHOOL PROPERTY	19
LITTERING	19
ISSUE AND RETURN OF TEXTBOOKS AND EQUIPMENT	19
PERSONAL PROPERTY – BOARD OF EDUCATION DISCLAIMER	20
LOST AND FOUND	20
STUDENT IDENTIFICATION CARD	20
STUDENT LOCKERS	21
INFORMATION CENTER	21
BORROWING AND RETURNING MATERIAL	22
OVERDUE AND LOST MATERIAL	22
VISITORS	22
AUDITORIUM PROTOCOL	23
DRIVING PRIVILEGE AND USE OF PARKING LOT	23

EMERGENCY SCHOOL CLOSING/DELAYED OPENING	24
FIRE AND EVACUATION DRILLS	24
HOMEWORK POLICY	25
REQUEST FOR HOMEWORK	25
SUMMER SCHOOL	25
WORKING PAPERS	26
TRANSFERS/WITHDRAWAL FROM SCHOOL	26
PAGING DEVICES AND CELLULAR TELEPHONES	26
OFFICE TELEPHONES	27
SOCIAL EVENTS	27
STUDENT DRESS AND GROOMING PRACTICES	28
ENFORCEMENT	29
CAFETERIA EXPECTATIONS	29
SENIOR PRIVILEGE	30
SECTION 3 IMPORTANT DATES AND TIMES	30
REPORT CARDS	30
TEACHER PARENT CONFERENCES	30
2020 - 2021 SCHEDULED PARENT TEACHER CONFERENCES	31
2020 - 2021 STANDARDIZED TEST INFORMATION	31
YEAR END EXAMINATION DATES	31
AP TESTING (ADVANCED PLACEMENT)	31
ABSENCES FOR RELIGIOUS HOLIDAYS	32
BELL SCHEDULE 2020-2021	34
ASSEMBLY BELL SCHEDULE	35
SECTION 4 ACADEMICS	36
GRADUATION REQUIREMENTS	36
PROMOTION REQUIREMENTS	36
ACADEMIC TRANSCRIPT	37
ACADEMIC INTEGRITY	37
PLAGIARISM/CHEATING	37
COURSE EXPECTATIONS	38
COURSE SELECTION	38
GRADING SYSTEM	39
HS ADD/DROP PROCESS	40
CLASS RANK	42
VALEDICTORIAN/SALUTATORIAN REQUIREMENTS	42
HIGH HONOR ROLL	43
HONOR ROLL	43
ACADEMIC AWARDS	43
GOLD CARD PROGRAM	43
HONOR SOCIETIES	44

PHYSICAL EDUCATION REQUIREMENTS	45
GYM EXCUSES	46
WRITTEN WORK REQUIRED WHEN MEDICALLY EXCUSED	46
DRIVER EDUCATION	47

SECTION 5 ATTENDANCE **48**

SCHOOL ATTENDANCE	48
REQUIRED PROCEDURES IN REGARD TO STUDENT ABSENCE	48
ABSENCE FROM SCHOOL	48
IMPORTANT INFORMATION CONCERNING ABSENCES	49
ARRIVAL AT SCHOOL	50
TARDY POLICY	50
EARLY RELEASE FROM SCHOOL	51
LATENESS TO CLASS	52
HALL PASSES	52
CHANGING CLASSES	53
EARLY RELEASE FROM CLASS	53
MAKE-UP WORK	53
CUTTING CLASS	53
TRUANCY	54
ATTENDANCE POLICY REGULATIONS AND PROCEDURES	55
LIMITS ON STUDENT ABSENCES	55
ATTENDANCE APPEAL PROCEDURE	55
SCHOOL ATTENDANCE INTERVENTIONS	56
LOSS OF COURSE CREDIT	56
NON-CREDIT STATUS: REQUIRED COMPLETION OF COURSES	57
WITHDRAWAL FROM COURSE	57

SECTION 6 SERVICES **57**

SCHOOL COUNSELING DEPARTMENT	57
STUDENT ASSISTANCE COUNSELOR	58
INTERVENTION AND REFERRAL COMMITTEE	58
CONFLICT RESOLUTION PROGRAM	58
TUTORING	58
STUDENT INTERNET ACCEPTABLE USE POLICY	59
HEALTH SERVICES	59
MEDICAL INFORMATION, RULES AND REGULATIONS	59
EMERGENCY CARDS	59
PHYSICAL EXAMINATIONS	59
TEST AND PROGRAMS	59
USE OF MEDICATIONS	59
BATHROOM	60
PARENTS/GUARDIANS VACATION NOTIFICATION	60

SECTION 7: CLUBS, ACTIVITIES AND ATHLETICS	60
<hr/>	
CO-CURRICULAR PROGRAMS	60
S.P.H.S. LEADERSHIP STANDARD	61
STUDENT PUBLICATIONS	61
CO-CURRICULAR ACTIVITIES	62
ATHLETICS - STATE REQUIREMENTS	63
NJSIAA STANDARDS ESTABLISH THAT A STUDENT IS:	63
NOTES TO STUDENT ATHLETES	64
SPORTS PHYSICALS	64
CONDUCT/DISCIPLINE PARTICIPATION IN SPORTS AND EXTRA CURRICULAR ACTIVITIES	64
RANDOM DRUG TESTING (DATE ADOPTED: MARCH 21, 2007)	65
SECTION 8 DISCIPLINE	65
<hr/>	
DISCIPLINARY POLICIES AND PROCEDURES	65
DISCIPLINARY CONSEQUENCES	65
LOSS OF PRIVILEGES	67
DISCIPLINARY INFRACTIONS	67
DISCIPLINARY VIOLATIONS	68
USE OF TOBACCO PRODUCT, E-CIGARETTE, OR VAPORIZER, OR OTHER ELECTRONIC SMOKING DEVICE, OR COMPONENT	69
ISSUES REGARDING BIAS/ RACISM/SEXISM	69
DISCIPLINARY ACTION APPEAL PROCEDURE	70
STUDENTS WHO RECOGNIZE A NEED FOR HELP	72
STUDENTS SUSPECTED OF DRUG OR ALCOHOL ABUSE	72
LOITERING	72
SCHOOL BUSES – TRANSPORTATION	73
NEW JERSEY SCHOOL LAW	74
RIGHT TO SEARCH	74
BULLYING, HARASSMENT, OR INTIMIDATION FILE CODE 5512.01 CYBERBULLYING FILE CODE 5512.02	74
SECTION 9 - SELECTED BOARD OF EDUCATION POLICIES	75
<hr/>	
LIST OF RELIGIOUS HOLIDAYS – CALENDAR FOR 2020-2021	83
2020 – 2021 SCHOOL YEAR OBSERVANCE	84
PESTICIDE LETTER	88
ASBESTOS NOTIFICATION SEPTEMBER 2020	89
SECTION 10: VIRTUAL INSTRUCTION	90
<hr/>	
CODE OF ETHICS	90
VIRTUAL ATTENDANCE	90
RULES	90
EXPECTATIONS AND ETIQUETTE	91

INTEGRITY AGREEMENT	92
TRADITIONAL & VIRTUAL LEARNING	92
ACADEMIC INTEGRITY	92
CONFLICT RESOLUTION	93
ACADEMIC DISCIPLINE	93



SOUTH PLAINFIELD HIGH SCHOOL
200 Lake Street, South Plainfield, NJ, 07080-3509
(908)754-4620 Fax (908)755-0820

Principal's Welcome

Mr. Robert C. Diehl
Interim Principal

Welcome Back!

Our High School Administration has been working to prepare for a great year of learning as we begin the 2020-21 school year. The safety and health of our staff and students are paramount with all our preparations. We look forward to continuing to provide our students with the best possible education and high school experience. Our goal is to instill the value of high scholastic achievement in our students through academic excellence and community involvement.

We invite you and encourage you to be actively involved in school life by participating in co-curricular activities that are offered in the areas of academics, athletics, clubs and student government.

Our handbook is a compilation of expectations and procedures that will help you successfully chart your future as a student here at South Plainfield High School. You are required to read this handbook and to share the information with your parents/guardians. In general, you are expected to:

- Consistently and uniformly follow school rules and policy.
- Display courtesy and respect in the classroom and interactions with all teachers, faculty and fellow students.
- Be punctual and use school time productively.
- Put forth 100% effort in all academic, athletic and co-curricular activities.

I am honored to serve as your principal. I look forward to meeting you and working with you and the entire school community to continue the tradition of excellence. Congratulations on continuing your education and becoming a member of our educational community for the 2020-2021 school year.

Sincerely,

Robert C. Diehl-Interim Principal

SOUTH PLAINFIELD PUBLIC SCHOOLS MISSION STATEMENT:

Students are the focus of the South Plainfield Public Schools. We will provide a dynamic, rigorous, relevant and technology-enriched curriculum, guided by the NJ Student Learning Standards Core Standards. Our mission is to develop life-long learners who are prepared to succeed in a global and diverse society. We are resolved to educate the whole child, instilling the desire within our students to question and to become divergent thinkers who can achieve their fullest potential.

Adopted March 16, 2017

ALMA MATER

Hail to thee, South Plainfield High;
Cheer our guiding light.
Wave the emerald banner high;
The symbol of our might
Hear us, Tigers, when we cry;
Stand for truth and right.
Raise your voices to the sky;
Stand for truth and right.
Raise your voices to the sky;
Cheer the Green and White.
Praise to thee, South Plainfield High;
Loyalty be thine.
May thy mem'ry never die
Though far our paths may wind.
Tigers sever not the tie,
Which our hearts doth bind.
Raise your voices to the sky;
Cheer the Green and White.
Raise your voices to the sky;
Cheer the Green and White.

**Judith Feltham Krieg
Daniel Spisso**

SCHOOL MASCOT – COLORS AND SEAL

The South Plainfield High School Mascot is the Tiger. The school colors are green and white.



BOARD OF EDUCATION MEMBERS

President	Mr. Douglas Chapman
Vice President	Mr. Thomas Cassio
Mr. Keith Both	Mrs. Debbie Boyle
Mr. Farinella	Mrs. Sharon Miller
Mr. Pio Pennisi	Mr. William Seesselberg
	Mrs. Stephanie Wolak

DISTRICT ADMINISTRATION

Dr. Noreen Lishak	Superintendent of Schools
Mrs. Mary Malyska	Assistant Superintendent
Mr. Alex Benanti	Business Administrator/Board Secretary
Mr. Murat Yazici	Assistant Business Administrator
Mr. Andrew Brandon	Director of Special Services
Mr. Sam Fierra	Director of Guidance
Mrs. Anu Garrison	Director of ESSA/Grants/Mathematics
Mr. Kevin McCann	Director of Athletics
Mr. Michael Estrada	Chief Technology Officer
Mrs. Pamela Ackerman-Garcia	Supervisor of Language Arts/Social Studies/ ESL
Mrs. Shanti Kantha-Murray	Supervisor of Science/Fine Arts/ Visual Arts/Music
Mrs. Joanne Ryan	Supervisor of Special Services
Ms. Lisa Cook	Supervisor of Transportation
Mrs. Annemarie Stoeckel	Supervisor of Ed. Technology/Curriculum
Mr. Thomas Wiggins	Supervisor of Buildings and Grounds

HIGH SCHOOL ADMINISTRATION

Interim Principal	Mr. Robert Diehl
Assistant Principal	Mr. Robert Richkus
Assistant Principal	Mrs. Tamekia Grier-DuPiche
Assistant Principal	Mr. John Foscolo

SOUTH PLAINFIELD HIGH SCHOOL FACULTY

APPLIED TECHNOLOGIES

John Inzani
Erin Piazza
Donna Schneider
Jaclene Santone

BUSINESS EDUCATION

Kelly Butrico
Thomas Conneely
Sue McAndrews
Robert White

ENGLISH

Kayla Bryant-Khanutin
Donna Egan
Anthony Encinas
Andrea Garcia
Tim Jackson
Jessica Kriskowski
John Mazola
Alissa Pecora
Karl Spolarich
Bonnie Vigneri

ESL

Christina DellaSala

FINE ARTS

Kristen Brinkman
William Haughwout
Donna Kregler
Diane Lee

SCHOOL COUNSELING

Mylissa Bauman
Erica Hapstak
Jaime Moran
Kathleen Reilly

LIBRARIAN

Lori Parisi

MATHEMATICS

Sophia Adams
Jared Boykin
Justin Briskin
Paulo Correia
John Greco
Cameron Green
David Knarr
Scott Mangieri
Taryn Decker-Prybella
Donna Tierney
Stephen Wiener

PHYSICAL EDUCATION

Matthew Connell
Dana Curcio
Maria Cutietta
Anthony Guida
Nicholas Panzarella
Willard Schulte
Victoria Uniacke
Tammy Zurka

SCIENCE

Newstein Chang
Kathleen Benton
Christopher Fish
Dorothy Glus
Angela Green
Monika Lehman
Brian Panek
Joseph Perry
Patricia Porzio
Nermin Shehata
Jared Warner
Karen Weiner

SOCIAL STUDIES

Steven Balzer
Christopher Cassio
Timothy Flannery
ToniAnn Fuschetto
William Helmstetter
Bryan Holt
Susan Nydam

Anthony Perfilio
Miten Shah
Phillip Thomas

SPECIAL EDUCATION

Geoffrey Corisdeo
Michele Fugazzi
Diana Joffe
Steve Johnston
Harriet Klett
Kyle McElroy
Sharon McGrath
Susan Osborn
Kelly Primiano
Margaret Phillips
Daniel Salvas
Joseph Szaro
Laura Vaz
Jessica Wilson
Cynthia Wong

SPECIAL SERVICES

Patrick Kozyra
Margaret Mosley

STUDENT ASSISTANCE COUNSELOR

Lisa Campoli

ATHLETIC TRAINER

Edmund Giroux

WORLD LANGUAGES

Jacquelyn Barton
Stephanie Danella
Leonardo Perero
Laura Sosna
John Van Hook
Marla Vandermark
Stephanie White
Johanna Wylde

HEALTH OFFICE

Ardis DeCamp
Carol Ullom

SOUTH PLAINFIELD HIGH SCHOOL STAFF

ADMINISTRATIVE OFFICE STAFF

Mrs. Sharon Scrudato	Main Office
Ms. Andrea Gustafson	Main Office
Mrs. Donna Helgesen	Main Office
Mrs. Karen Bickunas	Main Office/Attendance
Mrs. Marie Benak	Guidance Office
Mrs. Nancy Flannery	Guidance Office
Mrs. Teri Pileggi	Guidance Office
Mrs. Michele Wrublewski	Athletic Office

HEALTH OFFICE

Ms. Ardis DeCamp	CSN/RN
Mrs. Carol Ullom	RN

DUTY AIDES

Mrs. Kim Born
Mrs. Isabel Clark
Mrs. Cathy Dorey
Mrs. Pamela Gnapp
Mrs. Zaida Gonzalez
Mrs. Kristen Orłowski
Mrs. Nanette Shaw

PARAPROFESSIONALS

Mrs. Shirley Affinito
Mrs. Robyn Barlics
Mr. Jimmy Cox
Ms. Michelle Gray
Mrs. Susan Hill
Ms. Kelly Remsing
Mr. Todd Richter
Mrs. Sheri Vitabile

SECTION 1

SOUTH PLAINFIELD HIGH SCHOOL AT A GLANCE

SOUTH PLAINFIELD HIGH SCHOOL PHILOSOPHY OF EDUCATION

The primary responsibility of any educational institution is to meet the needs of the students it serves. As a secondary educational institution, South Plainfield High School recognizes that the school is not simply an academic institution; the school is the representative of all concerned citizens, teachers, administrators, and parents. We are the guardians of the future, responsible for ensuring that our youth enter that future with self-assurance and secure in the knowledge that they have been prepared to meet the challenges that await them. We seek to provide an educational environment which nurtures growth and development and encourages creativity and exploration. We value the youth of our community.

The educational process should provide learning opportunities, a strong academic background for those who wish to continue their education, and the development of technical skills for those who wish to enter the job market. The teachers, administrators, parents, and community accept this vital responsibility of nurturing the youth of our community, knowing them to be the hope for the future. We recognize that if we ourselves fail to achieve the highest possible level of excellence in our own endeavors, we fail to provide our youth with a model worthy of emulation in their own lives. In all these areas, we strive for excellence.

CHARACTER AND VALUES

In appreciation of the freedom afforded in the democratic society in which we live, and in an understanding of the need to build a strong foundation in the development of character and citizenship during the formative years of growth, South Plainfield High School recognizes the importance of the “common core of values” for our society.

The following values and attributes are set forth as positive guidelines for the students of South Plainfield in the hope that they will aspire to embrace these concepts in the development of their character and in their daily lives.

RESPECT FOR NATURAL ENVIRONMENT

- Care for and conservation of all living things
- Care for and conservation of land, air and water
- Conduct recognizing environmental interdependence

RESPECT FOR OTHERS

- Zero tolerance for cultural insensitivity, derogatory remarks, and statements
- Compassion, service to others

- Courtesy, Cooperativeness
- Honesty
- Loyalty
- Moderation
- Recognition and understanding of various Religious traditions
- Tolerance

RESPECT FOR SELF

- Accountability
- Courage
- Diligence, Commitment, Reliability
- Frugality, Thrift
- Knowledge and Learning
- Moral Courage
- Self-esteem, Pride

STUDENT CODE OF CONDUCT

Positive student commitment and behavior are essential to effective learning. Given the support of school personnel, parents and/or guardians and the school's educational staff, all students have the opportunity to demonstrate actions, which contribute to the effectiveness of the school and the worth of their learning. The following Code of Conduct is set forth to ensure that students choose to behave in a manner that will guarantee a valuable, worthwhile high school experience.

Students are expected to be mentally and physically prepared for the process of learning. This entails being:

- Nourished and rested
- Academically motivated
- Free of drugs and alcohol

Students are expected to demonstrate respect for people and property. This entails being:

- Courteous, Respectful and Polite to everyone.
- Respectful and careful of school facilities and property
- Tolerable of the beliefs and opinions of others

Students are expected to use time and other resources well, without the need for constant supervision. This entails:

- Completing all homework, classwork, and exams
- Coming to school with notebooks, textbooks and other needed resources
- Recognizing school is work and academic development is the primary result

Students are expected to share responsibilities when working as members of a group. This entails

- Cooperating, contributing and sharing with peers and other groups

- Volunteering and participating in school and community activities outside of school
- Willingly assuming leadership

Students are expected to be accountable for their own actions, receptive of constructive criticism and disagree when necessary. This entails:

- Accepting rewards and reprimands
- Listening to others' points of view
- Making choices based on reasonable decision-making processes

Students are expected to fulfill behavioral expectations of the school community. This entails:

- Attending school regularly and on time
- Accepting all rules and standards
- Working to improve the school and community

Students are expected to exhibit socially accepted standards for their own behavior. This entails:

- Displaying truth, honesty and good sportsmanship
- Recognizing and respecting other people
- Developing personal standards in the absence of rules

Students are expected to meet the class requirements unique to each setting. This entails:

- Attending all classes regularly
- Knowing and fulfilling all class requirements

Students are expected to communicate appropriately with school personnel as well as with their peers. This entails:

- Learning when and how to listen
- Learning to use verbal and written communication appropriately
- Learning to discuss differences peacefully

STUDENT'S LEGAL RIGHTS AND RESPONSIBILITIES

1. A student has a fundamental right to a free public education and has a corresponding responsibility to join with other members of our school community in respecting the rights and responsibilities of others in our community and in establishing a climate for learning within our school.
2. A student has a right and responsibility to live by the rule of law and to equal protection under that law in school as in the larger society.
3. A student has the responsibility to obey school regulations and the school authorities that enforce them. This responsibility extends to conduct to and from school as well as in the building and school related functions.
4. Your right to assemble and to circulate petitions carries with it the equal responsibility to respect the orderly operation of the school. School administrators have a right to restrict the time, place and manner of such activities and may require advance notice.
5. Your parents are entitled to inspect official school records. School administrators may

determine the time and manner of presentation.

6. A student has the same rights in relation to the police in school as you have out of school. You have the right to be informed of your legal rights, to be protected from coercion and illegal constraint, and to remain silent. You must identify yourself.

AGE OF MAJORITY – P.L. 81, 1972

A student 18 years of age or older must still obey all school rules and regulations. Any rule or practice which is appropriate to the orderly and productive administration of a school community may be applied to all within that community including students who are 18 years of age or older. Whether you are under 18 years of age or older, you are accountable – in terms of grades, disciplinary sanctions, attendance, conduct in school, or otherwise. Furthermore, the administration reserves the right to advise parents of any situation regarding a student, regardless of age, which it deems worthy of parental acknowledgment.

PARENTAL RESPONSIBILITIES

The education of young people is a cooperative effort involving the students, school and parents. Informed parents make fine partners in the educational process. While every effort will be made to keep parents informed, parental initiative to know the child's academic program and status is strongly encouraged.

Parents should regard it as their responsibility to send their children to school in the proper state of health, clean and well groomed, and to provide a proper home environment and adequate time for students to study and to complete homework on a daily basis. Encouraging positive attitudes toward learning, as well as respect for school personnel and other students is another important step that parents can take toward ensuring a child's success.

Throughout the year, parents should work cooperatively with school personnel to maintain and/or improve their student's attitude and behavior, motivate their student in his/her quest for excellence, monitor student achievement through the Genesis Parent Portal and promote involvement in extracurricular activities.

Together, we can support students as they confront new challenges and responsibilities and encourage them to become proud members of the South Plainfield High School community.

CHAIN OF COMMAND

The following chains of command exist for communicating with school staff:

General academic and school issues: The initial contact should be with the child's teacher. If the matter is not satisfactorily resolved, school personnel should be contacted in the following order: the appropriate Assistant Principal, the Building Principal, the Assistant Superintendent and the Superintendent.

Guidance Department issues: The initial contact should be with the child's school counselor. If the matter is not satisfactorily resolved, school personnel should be contacted in the following order: the Director of Guidance, the Building Principal, the Assistant Superintendent, and the Superintendent.

Athletic Department issues: The initial contact should be with the child's coach. If the matter is not satisfactorily resolved, school personnel should be contacted in the following order: the Athletic Director, the Building Principal, the Assistant Superintendent, and the Superintendent.

SEXUAL HARASSMENT POLICY

The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil by an employee of the district or by another pupil.

The sexual harassment of pupils includes all unwelcome sexual advances or suggestions, request for sexual favors, and verbal or physical contacts of a sexual nature whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile or offensive educational environment.

The Superintendent shall direct the instruction of all pupils in their right to be free of sexual harassment and shall encourage pupils to report to the affirmative action officer any incident of sexual harassment.

The South Plainfield School District's Sexual Harassment policy is hyperlinked below.
<https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=5751&search=sexual+harrasment&id=6ee753316f7540a7930a238a3dcaee91>

All grievance data will be kept on file in the office of the Affirmative Action Office.

Equity in Educational Programs

Mrs. Mary Malyska
Roosevelt Administration Building
125 Jackson Avenue
South Plainfield, New Jersey 07080
Phone (908) 754-4620, Ext. 8210

Equity in Employment Practices

Mr. Alex Benanti
Roosevelt Administration Building
125 Jackson Avenue
South Plainfield, New Jersey 07080
Phone 754-4620, Ext. 8260

Section 504 Compliance Officer

Mr. Sam Fierra
South Plainfield High School
200 Lake Street
South Plainfield, New Jersey 07080
Phone (908) 754-4620, Ext. 1630

Public Agency Compliance Officer

Mr. Alex Benanti
Roosevelt Administration Building
125 Jackson Avenue
South Plainfield, NJ 07080
Phone (908) 754-4620, Ext 8260

Affirmative Action Team

Dr. Noreen Lishak, Superintendent of Schools
Mrs. Mary Malyska, Assistant Superintendent
Mr. Alex Benanti, Business Administrator/Board Secretary
Mr. Andrew Brandon, Director of Special Services
Mrs. Tamekia Grier-DuPiche, High School Assistant Principal

Director of Special Services**Special Education Medicaid Initiative Co-Coordinator**

Mr. Andrew Brandon
Roosevelt Administration Building
125 Jackson Avenue
South Plainfield, NJ 07080
(908) 754-4620 Ext. 8240

Director of Guidance

Mr. Sam Fierra
District-Wide Anti-Bullying Coordinator
South Plainfield High School
200 Lake Street
South Plainfield, NJ 07080
(908) 754-4620 Ext. 1630

AFFIRMATIVE ACTION/SECTION 504 COMPLIANCE/AMERICANS WITH DISABILITIES ACT**Section I – The Policies**

The Board of Education of South Plainfield declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs, use of facilities, and practices of its schools regardless of gender, race, color, creed, religion, ancestry, national origin, place of residence, social or economic status, or handicap.

Furthermore, the Board declares it to be the policy of this district to provide safeguards to ensure that all students have equal access to facilities, academic opportunities, vocational/technical programs, scholarships, and co-curricular activities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

CHILD ABUSE OR NEGLECT

The Board of Education believes that the physical and mental wellbeing of all children in its charge must be maintained. School district personnel will cooperate with the New Jersey Division of Child Protection and Permanency, CP&P (formerly DYFS) in identifying, immediately reporting, and in the investigation of all suspected cases of child abuse or neglect. All school employees have received child abuse or neglect in service training. As a result of that training, all school employees who have a reasonable cause to believe that a child has been subjected to abuse or acts of child abuse will report it immediately to CP&P as stipulated in New Jersey Statute 9:6-8.10. In addition, the schools will cooperate with CP&P in the early identification, reporting and investigation of suspected child abuse cases, whether or not corroborative evidence is available. Should you wish to know more about the South Plainfield Board of Education's policy regarding child abuse or neglect, please be advised that copies of Policy #5141.4 are available in the Business Office and all school buildings.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
 - i. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. They should write the School Principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
 - ii. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit

personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

2. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the South Plainfield School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

ANNOUNCEMENT, PUBLICATION AND/OR DISTRIBUTION OF WRITTEN OR PRINTED MATERIALS ON SCHOOL PREMISES

The purpose of this policy is “to seek to accommodate the maximum degree of expression by means consistent with the good order of the school.” (Reference #2 below). To facilitate this, the South Plainfield Board of Education affirms that:

1. Written or printed matter such as newspapers, magazines, articles, brochures, pamphlets, leaflets, handbills, posters, and including labels, buttons, or other media for communicating with students and school personnel may not be distributed, displayed, announced, or posted on school property or school premises, or on any vehicles owned, stored, or parked on school property, if these materials:
 - a. Contain so called “hate” literature; which scurrilously attacks ethnic, religious, and racial groups.
 - b. Include irresponsible and/or offensive statements or portrayals aimed at creating hostility, violence, setting group against group, individual against group, or individual against individual
 - c. contain obscenities, or hard-core pornography.
 - d. Are aimed at inducting students and/or non-students to disrupt the operation of the school, or to absent themselves from scheduled classes or authorized school activities.
 - e. Are unreasonably critical of teachers, principal, administrators, and advisors
 - f. Contain “fighting words” – such insults which by their very utterance tend to incite a breach of the peace.
 - g. Are in conflict with N.J.S.A. 18A: 42-4, which regulates the distribution of materials in school concerning general, municipal, or school elections.
2. Permission to distribute materials must be requested of the building principal at least two school days prior to its distribution. Approval or disapproval will be given by the second

- school day.
3. Upon receipt of such approval, students will be free to distribute the materials before school, after school, and at the interval between classes.
 4. The distribution cannot take place in the actual class areas themselves, including gym classes, study halls, and the Information Center. This is not an attempt to limit expression or pre-censor controversial or unpopular (to the administration) ideas. These guidelines are deemed necessary to preserve the good order of the school.

POSTING FLYERS

All flyers or postings must be approved by the administration and posted only on bulletin boards and exposed brick walls in the school.

VOLUNTEERS

All volunteers, in athletic or co-curricular activities, must be fingerprinted and be approved by the Board of Education before he/she may have any contact or involvement with students.

SECTION 2 GENERAL INFORMATION

CARE OF SCHOOL PROPERTY

The Board believes that the school should help students to learn to respect property and develop feelings of pride in community institutions. The Board charges each student in this district with the responsibility for the proper care of school property and supplies and equipment entrusted to his/her use. If financial liability is not paid in full, diplomas, report cards, transcripts and transfer information will be withheld. Also, class activity privileges (prom, class trips, commencement ceremony, etc.) and participation in athletics and co-curricular activities will be denied until **all** financial obligations are fulfilled.

In accordance with law, students who cause damage to school property shall be subject to disciplinary measures, and their parents/guardians shall be financially liable for such damage. Students over 18 years of age are personally liable. The school also reserves the right to pursue legal recourse against any student or individual who causes damage to school property.

LITTERING

Students responsible for inappropriately disposing of trash and other materials on school grounds or in the school itself will be subject to disciplinary measures, which may result in the suspension of privileges or a monetary fine.

ISSUE AND RETURN OF TEXTBOOKS AND EQUIPMENT

When students are issued textbooks or equipment for use outside of school, a card will be completed including the identification number and condition of the book or equipment. Students must write their names in textbooks. Textbooks and other equipment must be returned in the same condition as when they were issued. **Students must personally return all textbooks to their teachers. The student's possession of the original card is their proof of return of the textbook. Students are held accountable for all textbooks and equipment entrusted to their care, and they will reimburse the school for any textbook or equipment which is damaged, lost or not otherwise returned including materials borrowed from the Information Center.**

Charges for lost materials should be paid in full by the end of the school year. Diplomas, student schedules, and transfer information will be withheld and class activity privileges and participation in athletics and co-curricular activities (prom, field trips, extra-curricular activities, sports, events, etc.) will be denied until **all** (past and present) materials are returned or paid.

PERSONAL PROPERTY – BOARD OF EDUCATION DISCLAIMER

The Board of Education is not responsible for the loss, damage, or theft of any personal property, including; automobiles, cell phones, laptops, tablets, purses, wallets, jewelry and money, while possessed, stored, or parked on school property.

LOST AND FOUND

All items found in school or on school property are to be promptly turned into the main office. Inquiries about lost articles are also made in the main office. In the event that lost articles are not claimed by June 30 of the current school year, they will be donated to a charitable organization.

STUDENT IDENTIFICATION CARD

All students must have their South Plainfield High School issued ID in their possession and visible **AT ALL TIMES** when in the building or on school premises.

A student that loses or damages their ID will be sent to the Main Office. The student will be issued a temporary ID until a new ID is printed. Any ID (student or temporary) that is lost or damaged must be replaced at the expense of the student for \$5.00. If a student breaks or loses a school issued lanyard the student can purchase a new lanyard for \$1.00. All lanyards must be breakaway for safety purposes. ***NO EXCEPTIONS.***

Students who forget or lose the ID, ***MUST*** report to the Main Office prior to the start of Homeroom to receive a Temporary or New ID. Failure to have an ID the student will receive a consequence. Repeat offenders are subject to progressive consequences.

Reason why a student will be given a consequence include:

1. Wearing another students ID.
2. Not having an ID in your possession.
3. Not having a current school ID
4. Allowing someone else to use your ID
5. Not having your ID visible
6. Failure to display your Temporary ID
7. Using an expired student ID

Any student choosing not to follow the safety protocols, such as wearing Student ID, facial masks, etc., will not be able to continue attending in person instruction. This is for the safety of the individual student and the school community as a whole.

A Students will be issued an ID card in grades 9 – 12. All students must display their ID card at all times and produce it upon request by school staff, administration, and other authorized personnel. Replacement cards will cost \$5.00.

STUDENT LOCKERS

Students will be assigned a hall locker for use throughout their four years at South Plainfield High School. Students are permitted to use only their assigned locker and are responsible for securing their possessions. The student assigned to a locker will have access to the combination. If any problems, including theft, should arise throughout the school year involving hall lockers, students should immediately notify the Main Office and complete an Incident Report Form. The appropriate school personnel will be contacted and, if necessary, law enforcement officials.

The school is not responsible for the loss of items in school lockers. Students will be held financially responsible for the damage or the defacing of assigned lockers. Lockers should be kept clean and orderly with the door locked at all times.

Students are required to empty their lockers at the end of each school year. Students who withdraw from school early must empty their lockers before their departure. After the close of each school year, lockers will be emptied and cleaned. The school will not assume any responsibility for personal property left in lockers.

Please remember that lockers are the property of the Board of Education. As such, students have no expectation of privacy with regard to the contents of their lockers or any other storage facilities which have been provided for student use. Lockers and storage facilities may be searched at any time, with or without cause.

In addition, the South Plainfield School District reserves the right to use the South Plainfield Police Departments K-9 unit for the purposes of detecting illegal and controlled dangerous substances in the high school or any other reason as determined by administration.

INFORMATION CENTER

The Information Center provides a wide range of services to students and staff, including an online catalog (OPAC), Microsoft Office, and Internet access available on networked computer workstations. The Internet provides access to Jersey Cat, New Jersey State Library's interlibrary loan service for participating academic, public, and school libraries. Students and staff may request books and journal articles that are delivered to the High School Information Center. Through our membership with LibraryLinkNJ, The New Jersey Library Cooperative, and the NJ State Library, school and remote access is provided to online databases such as EBSCO, and GALE. District membership to Learn 360 provides access to digital video and media for classroom use. Information Center resources are available online at <http://sphsinfo.org>.

Information Center hours are 8:00AM to 2:50 PM, with an earlier closing for scheduled meetings. Students who are not coming to the Information Center with a class must present a completed pass and sign in at the circulation desk immediately upon arrival.

BORROWING AND RETURNING MATERIAL

The Information Center provides books and periodicals for student and faculty loan. Books from the regular collection and back issues of magazines may be borrowed for two weeks and are renewable. Reserve materials may be borrowed overnight, and in some cases, cannot be renewed.

Student ID cards are used for borrowing items.

Many resources are also available online such as eBooks and periodicals through EBSCO.

A book return slot is located in the front of the circulation desk for the return of all materials.

OVERDUE AND LOST MATERIAL

Overdue notices are sent to the student through his/her homeroom teacher. If the material is not returned, the parent/guardian will be contacted. If the material continues to be overdue, the student schedule and class activity privileges (prom, field trips, extra-curricular activities, sports, and events) will be withheld; for graduating seniors, the diploma will be withheld, transcripts withheld, and all transfer information will be held. Borrowing privileges are denied when an overdue obligation exists, and participation in school-related events may be denied. No fines are charged for overdue materials, but the replacement cost of the lost material must be paid.

The charge for a lost book, DVD or CD is the current full price of the item. Lost magazines and pamphlets are \$4.00 each.

VISITORS

With the exception of presently enrolled students and South Plainfield High School staff, all

visitors, including parents/guardians, are requested to enter the High School through Exit #1 (Circle Side) and present their ID to the Main Office staff before they will be permitted to enter the building to sign in and receive a “**Visitor’s Pass**”. All visitors to the school will be escorted to their disclosed location by a SPHS staff member. Students from other high schools, relatives and friends of South Plainfield High School students are **NOT PERMITTED** to visit South Plainfield High School when school is in session without the direct approval of the building principal. Visitor must have appropriate photo ID to enter the building.

AUDITORIUM PROTOCOL

The protocol below will be used at all South Plainfield High School functions. All audience members are expected to:

1. Sit as close to the front as possible when entering the auditorium or sit in assigned seats
2. Remove all headgear
3. Remain in your seat at all times
4. Remember that feet are not permitted on chairs
5. Refrain from talking
6. Remember that no electronic devices are allowed (iPods, cell phones, earbuds, etc.) and should not be visible or in use
7. Refrain from chewing gum, eating, or drinking
8. Focus attention on the performers/speakers
9. Remember that the only appropriate response is an applause; yelling or calling out is considered inappropriate behavior and results in removal from the activity.

DRIVING PRIVILEGE AND USE OF PARKING LOT

Driving to school is a privilege. Permission to drive to school will be granted to students in good standing and on adherence to the following rules and regulations:

1. The car must be registered with the Main office of the high school. Registration forms and parking tags may be obtained free of charge. Unregistered cars will be ticketed and/or towed away at the owner’s expense. A \$5.00 fee will be charged to replace any parking tag. A random drug testing form must be submitted. (BOE Policy #5536)
2. Parking tags must be hung from the rearview mirror.
3. A speed limit of 15 miles per hour in the school parking lot must be observed.
4. Student vehicles must be parked in the student parking area only. Students should not park in areas assigned for faculty, staff and visitors.
5. The student obtaining the parking permit assumes all responsibility for the car that bears the parking tag.
6. The following violations may lead to suspension of student’s driving privileges to school:
7. Parking in areas other than designated for student parking.
8. Returning to car from the building without permission or leaving the school grounds with such vehicle without permission.
9. Presence in parking lot during school hours without permission.
10. Speeding and reckless driving.

11. Driving permits may be revoked by administration at any time for students with disciplinary infractions.

Drivers are reminded that pedestrians and bicyclists have the right of way.

Vehicles illegally parked on school property may be towed away at the owner's expense. The student associated with such a vehicle will be subject to disciplinary action including, but not limited to, removal of driving privileges.

EMERGENCY SCHOOL CLOSING/DELAYED OPENING

Notice of School Closings or Delayed Openings will be broadcast over Radio Station WCTC – 1450 AM, FOX 5, WABC (77 AM). 101.5, News 12 New Jersey, as well as posted on the South Plainfield Public School Website at: www.spboe.org.

FIRE AND EVACUATION DRILLS

Fire drills are necessary for the safety of students and staff. All building occupants should know the specific direction for reaching a point of safety from any assigned area. Directions for fire drills are posted in each room.

General rules to follow are:

- Students must follow designated exit instructions by walking to the appropriate exit and meeting at the predetermined assigned location for that classroom. **All students must refrain from running and talking** and **MUST** stay with their assigned teacher for purpose of taking attendance.
- When instructed to do so, all students will return to assigned classrooms in an orderly fashion.
- Failure to follow above instructions may result in disciplinary action.

To be effective, lockdown procedures must be practiced. Our high school community will practice lockdown procedures on a regular basis to familiarize all involved with the process.

When a lockdown drill is announced, all students must abide by the following directions:

IN CLASSROOM

- An announcement will be made that the building is being locked down.
- Report to assigned lock down location previously determined by the teacher.
- Remain silent until the teacher confirms the lock down has concluded.

IN BUILDING/OUT OF CLASSROOMS

- Students who are outside of the classroom will go to the nearest classroom/office that can

be secured.

- Report to a location away from plain view of the entrance
- Remain silent until a staff member present confirms the lock down has concluded
- If no staff member is present, student should remain locked down until a staff member physically opens the door and informs the student that the lock down is complete.
-

OUTSIDE OF THE BUILDING

Students who are outside the building will report to one of the evacuation sites designated in the evacuation plan.

HOMEWORK POLICY

The South Plainfield Board of Education recognizes the need for students to actively pursue homework as a further extension of their classroom activity. The Board, therefore, directs that homework shall be assigned in kindergarten through twelfth grade.

Homework should stimulate the intellectual development of the student and create and broaden desirable interests and habits. It should be an outgrowth and extension of meaningful classroom activities and help the pupil to learn how to study. Homework should never be assigned for punitive reasons.

The teacher should provide help in developing good study skills, provide for individual differences and abilities, and make certain that homework assignments are purposeful, clear, and have real meaning for the pupil. Homework should be explained in class to enable pupils to ask questions and to receive any initial assistance needed.

The student should assume a willing responsibility for completion of homework and should make certain that he/she understands the purpose and requirements. The student should use study time properly and efficiently.

***The homework requirements may differ with each course and teacher. Students/parents should check with the teacher of each course being taken to determine the homework requirements for that course.**

REQUEST FOR HOMEWORK

In case of extended illness of five days or more, assignments may be requested through the School Counseling Office. Please allow two days for materials to be compiled.

SUMMER SCHOOL

Students are encouraged to work to the highest level of their ability in all courses undertaken throughout the regular school year. Should circumstances require attendance in summer school,

the following will apply:

- Students who withdraw from class with a grade of “WF” or “WP” are not eligible to enroll in a summer school program in that subject.
- Recording of summer school grades and course credit:
 - The summer school course and final grade issued in the summer school course will be indicated as such on the student’s transcript. Both grades will be posted on the student’s transcript and be factored into his/her G.P.A. Attendance in summer school is based on availability.

WORKING PAPERS

Those students under 18 years of age who have been promised employment must possess working papers as issued by the State of New Jersey. Working papers may be picked up in the high school’s Guidance Office between 8:00 AM and 3:30 PM. Monday through Friday. Please phone (908) 754-4620, Ext. 1632 to determine summer hours and pick up location.

The Board of Education believes it is the responsibility of parents to judge the potential detriment of part-time work on the academic progress of their children. Parents should be aware of the following:

Minors under sixteen years of age may not be employed

- Before 7AM or after 7PM;
- For more than 3 hours on a school day nor more than 18 hours in a school week;
- For more than 8 hours on a non-school day nor more than 40 hours in a non-school week nor more than 6 consecutive days.

Minors 16-18 years of age may be employed

- Not more than eight (8) hours a day;
- Not more than forty (40) hours a week;
- No more than 6 consecutive days;
- Not before 6AM or after 11PM;
- Not more than five (5) hours continuously without a 30-minute lunch period.

TRANSFERS/WITHDRAWAL FROM SCHOOL

Students transferring from another school must submit from that school an unofficial transcript that indicates the number of credits earned and the courses in which those credits have been completed. In cases where courses from the other school are not offered in the South Plainfield High School curriculum, credits earned will be evaluated. An official transcript must be received from the sending school to evaluate official records.

Students leaving South Plainfield and transferring to another district must officially sign out. All text must be returned, an Exit Form signed by all teachers and school officials, and Board of Education approved fees paid before transfer information is released to the receiving school. A parent/guardian signature is required before a student is issued transfer/withdrawal papers. This process is handled in the School Counseling Department.

PAGING DEVICES AND CELLULAR TELEPHONES

Pupils are not permitted to bring or possess a remotely activating **paging device** on any school district property at any time regardless of whether school is in session or other persons are present.

A pupil who is an active member in good standing of a volunteer fire company, first aid, ambulance or rescue squad may bring or possess a remotely activated paging device on school property, **only if the pupil is required to respond to an emergency and the pupil provides a statement to the superintendent (and/or the building principal or designee) from the chief executive officer of the volunteer fire company, first aid, ambulance or rescue squad authorizing the possession of the device by the pupil at all times and that the pupil is required to respond to an emergency.** If membership is relinquished, pupil must tell the superintendent (and/or the building principal or designee).

Cellular telephones must be turned off while the pupil is in his or her classroom. Pupils are not permitted to use cellular telephones while class is in session, unless given permission otherwise. If cellular phones are carried, they must be concealed in the student's pocket, backpack, or locker. **Pupils may only turn on their cellular phone and use for messaging purposes only while in their assigned lunch, in the hallways between classes, and after school has concluded for the day.**

Students may use their phones to listen to music during lunch while physically in their cafeteria or if given permission by their classroom teacher. **Students are not permitted to use headphones or ear buds in the hallways.**

Cellular telephones that are turned on in violation of this policy will be confiscated by the staff member witnessing the violation and the pupil's parent may be required to come into the school and retrieve the cell phone. If parents cannot retrieve the cell phone on the day in which they were notified the cell phone will be placed in the school safe.

Cellular phones that are visible, ring, or vibrate during any teacher, district, or state testing will be confiscated and turned over to the building principal (or designee); the pupil and parent will be informed that there will be a grade of "0" for that test, quiz, or exam.

OFFICE TELEPHONES

Office telephones are available for staff use and emergency student use **only**.

SOCIAL EVENTS

Pep rallies, assemblies, dances, field trips, etc. are provided to enhance school spirit and to allow for social interaction of students. It is the school's desire to provide these activities depending upon available resources. Their continuation depends on everyone's cooperation. **Students suspended from school are excluded from school-sponsored activities and are prohibited on Board of Education property for the term of their suspension and will not be refunded any monies associated with the event.** Students should be advised that all school rules are in effect during field trips and any other school-sponsored activities, including athletic events, even if the event is not held on school property.

STUDENT DRESS AND GROOMING PRACTICES

The following student dress and grooming practices have been developed as a guideline to establish an educational environment, which is conducive to learning, self-respect, professionalism and a sense of responsibility. The dress code sets forth basic requirement for good grooming in grades 9-12.

1. Students are NOT to wear head covering in the building, e.g., hats, scarves, bandanas, sweat bands, wave caps, hoods, or other such items unless it relates to a religious practice. Students with medical reasons must obtain a note from the school nurse.
2. Shoes or sandals must be worn at all times on school grounds and in school buildings. Because of the layout of our school, students are cautioned about wearing shoes, which may pose a safety hazard; i.e., flip-flops or stiletto heels. Work safe shoes may be required in all technical areas.
3. Absolutely no wearing low cut blouses, t-shirts or tops which displays excessive nudity, such as cleavage, stomach, bellybutton, skin below/above the waist, undergarments, see-through blouses, halters, bare midriffs, spaghetti-straps, tank tops, and sleeveless undergarments, including muscle or basketball shirts and blouses tied at the midriff without a t-shirt underneath and shoulders must be covered.
4. Shorts and skirts must be at the knee or longer with comfortable/loose standard fit (i.e. include bermuda shorts, capri pants, long skirts, culottes, gauchos, etc.). Outfits are to be tailored in such a manner to not overexpose the body while standing, sitting or participating in routine school activities (e.g. raising the hand, bending or sitting).
5. No student shall be allowed to wear clothing or other apparel, which can be used as a weapon. These include chains (attached to wallets and studded neck and wrist bands), tinted glasses or sunglasses (except if they have prescription lenses) and goggles.
6. Pants worn below the hips exposing undergarments are not acceptable. No torn, ripped, slashed, or sagging pants, shorts, skirts, tops, of clothing are permitted.
7. Articles of clothing and/or buttons, etc., which have indecent, provocative, offensive, inflammatory, or profane language, writing, pictures, or slogans are not acceptable. Any clothing promoting or depicting alcohol use/abuse, substance use/abuse, or weapons is inappropriate.
8. Wearing of multiple fingered or oversized rings is not acceptable.
9. Gang-like attire is not permitted.
10. No pajamas or beach attire are to be worn at any time anywhere in the building. This includes "lounging" pants.

11. “No” slippers are to be worn at any time.
12. “No” underwear can be worn as outerwear. Undergarments must be not exposed.
13. **All school issued uniforms**, i.e. jerseys with t-shirt underneath; skirts and shorts must be worn with capri-length or full-length leggings and must adhere to the above- mentioned guidelines for the dress code.
14. Pupils 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. Pupils unwilling to comply with this requirement will disqualify themselves from participation.
15. Pupils will not be permitted to attend any school-related functions, such as a field trips, school dances, athletic events, or after-school activities, unless they are attired and groomed in accordance with this dress code or with the reasonable expectations of the staff member in charge of the activity when appropriate.

The above-mentioned guidelines apply everyday school day, and school sponsored activities.
In the event that a student would request an exception to the dress code or has any questions, please arrange to meet with an administrator prior.

Masks

All students will be required to wear a mask while they are in school. The South Plainfield School District will provide a reusable solid green mask for each of the students on their first day of in person learning. Students may wear their own mask, but it must be a solid color or have South Plainfield logo on it. All students are expected to wear masks and follow the social distancing protocols in the classrooms and hallways.

Any student choosing not to follow the safety protocols, such as wearing Student ID, facial masks, etc., will not be able to continue attending in person instruction. This is for the safety of the individual student and the school community as a whole.

Enforcement

1. Teaching staff members can address any student perceived to be in violation of the dress code or report the perceived violation of the dress code to an administrator who will interpret and apply the code.
2. If a violation is determined, the student will be given an opportunity to change the violated apparel or be issued a disciplinary consequence.
3. The student in violation of the dress code will be issued a disciplinary consequence ranging from a detention to ISS.

CAFETERIA EXPECTATIONS

The cafeteria is maintained for the convenience of the students. Hot and cold lunches are available, or students may bring their own lunch. In order to maintain a pleasant and orderly lunchroom, students are expected to cooperate in helping to keep the cafeteria clear at all times and to abide by the following regulations:

1. Students are expected to practice proper manners at all times.
2. Students are expected to treat all members of the cafeteria staff with respect.
3. Students are expected adhere to Social Distancing Guidelines provided by the school where applicable.
4. Students are expected to deposit all refuse from lunch in the proper receptacles.
5. Students are expected to wait their turn on lunch lines. Students are expected to arrive on time to the cafeteria.
6. Students are expected to remain in the cafeteria. They are not permitted in the halls or outside the school building.
7. For administrative purposes, students may be assigned seating. In addition, students may be re-assigned throughout the year.

Students are expected to follow all the cafeteria policies and procedures. Any student who does not comply or cooperate with the cafeteria expectations will be subject to disciplinary actions.

SENIOR PRIVILEGE

ONLY STUDENTS WITH SENIOR STATUS MAY LEAVE SCHOOL GROUNDS DURING THEIR SCHEDULED LUNCH. SENIORS LEAVING FOR LUNCH MUST FOLLOW THE PRINTED GUIDELINES REGARDING THE OFF-CAMPUS SENIOR LUNCH PRIVILEGE. ANY SENIOR WHO DOES NOT COOPERATE WITH THE SENIOR OFF-CAMPUS LUNCH GUIDELINES WILL BE IN VIOLATION OF EXISTING SCHOOL POLICIES AND WILL PLACE HIS/HER OFF CAMPUS-LUNCH PRIVILEGE IN JEOPARDY.

Senior status requires students to have a minimum of 85 credits. Leaving the building for lunch is a senior privilege and may be revoked by administration if a student:

1. Has discipline problems
2. Is repeatedly late upon returning to school after his/her designated lunch period
3. Is charged with littering on school grounds
4. Is charged with reckless driving on school grounds or is not in compliance with S.P.H.S. driving privilege regulations.
5. Exits or enters the building through a non-authorized doorway other than Exit #10(Lane Street).
6. Opens a non-authorized doorway for their peers to enter the building.

SECTION 3 IMPORTANT DATES AND TIMES

REPORT CARDS

QUARTER REPORTS

1st Quarter September 2th to November 9th

2nd Quarter November 10th to January 25th

3rd Quarter January 26th to April 12rd

4th Quarter April 13th to June 18^t

Report Cards will be posted to the Parent Portal as soon as possible after the close of each quarter. A reminder to parents will be emailed to notify them when the grades have been posted.

TEACHER PARENT CONFERENCES

Parents or guardians are encouraged to call or contact teachers via e-mail to arrange conferences. Check district website for staff listing.

2020 - 2021 SCHEDULED PARENT TEACHER CONFERENCES

Back-to-School Night	Monday, September 14, 2020 6:00 PM (Senior Parent Meeting at 5:00 PM; Q&A at 5:30 PM)
Parent Teacher Conferences	Thursday, November 12, 2020*

*Conferences are to be scheduled via the Genesis Parent Portal

2020 - 2021 STANDARDIZED TEST INFORMATION

NJSLA – English and Mathematics Assessments (NJSLA ELA & Math)	Dates TBD
NJSLA – Science Assessment (NJSLA-S)	Dates TBD

**BEGINNING WITH THE 2016-2017 SCHOOL YEAR MID-TERM EXAMINATIONS
WILL NOT BE ADMINISTERED**

YEAR END EXAMINATION DATES

June 14th, 15th, 16th, 17th, 2021

***two days of exam review – June 10th & June 11th**

PSAT

October 14, 2020

SAT

August 29, 2020, September 26, 2020, October 3, 2020, November 7, 2020,

December 5, 2020, March 13, 2021, May 8, 2021, June 5, 2021

ACT

September 12, 2020, September 13, 2020, September 19, 2020, October 10, 2020, October 17, 2020, October 24, 2020, October 25, 2020, December 12, 2020, February 6, 2021, April 17, 2021, June 12, 2021, July 17, 2021

REMINDER: College Boards and ACT tests are administered at other locations throughout the year. Interested students should check in the School Counseling Office for dates and locations. Information about College Board help sessions is also available in the School Counseling Office.

AP TESTING (ADVANCED PLACEMENT)

Week # 1

May 3, 2021 – May 7, 2021

Week # 2

May 10, 2021 – May 14, 2021

Check <https://apcentral.collegeboard.org/courses/exam-dates-and-fees> for more information

ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)

December 6, 2019

ABSENCES FOR RELIGIOUS HOLIDAYS

According to the terms of Chapter 322, P.L. 1951, regarding pupil absence from school because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education, is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law. The law provides that:

- Any pupil absent from school because of a religious holiday may not be deprived of any

- award or of eligibility or opportunity to compete for any award because of such absence.
- Pupils who miss a test or examination because of absence on a religious holiday must be given the right to take an alternate test or examination.
 - To be entitled to the privileges set forth above, the pupil must present a written excuse signed by a parent or person standing in place of a parent.
 - Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence.
 - Such absence must NOT be recorded on any transcript or application or employment form or on any similar form.
 - The Commissioner, with the approval of the State Board of Education, is required:
 - To prescribe such rules and regulations as may be necessary to carry out the purposes of this act.
 - To prepare a list of religious holidays on which it shall be mandatory to excuse a pupil. The list, however, is to be a minimum list. Boards of Education, at their discretion, may add other days to the list for the schools of their districts.

The Board of Education has the right to add any bona fide religious holidays to the list for its own schools. Some parents might ask for an excused absence for their child on every day listed as a religious holiday for members of their faith, while others might request an excuse for only part of some of the days listed. Please note that there are times when the religious holidays of more than one faith will fall on the same day.

NOTE: Staff members should remain aware of the occurrence of excused religious holidays and should not schedule major examinations or special events (e.g., field trips, special presentations) on those days. Students who are customarily absent from school in observance of religious holidays should not be placed in the position of having to choose between following the family's religious customs and attendance at school for a scheduled examination or special event. Refer to the following website for a list of religious holidays for the school year
<https://www.nj.gov/education/docs/holidays1920.pdf>

BELL SCHEDULE 2020-2021

SCHEDULE A		SCHEDULE B		SCHEDULE C	
OPENING BELL 7:55 AM WARNING BELL 8:00 AM		OPENING BELL 7:55 AM WARNING BELL 8:00 AM		OPENING BELL 7:55 AM WARNING BELL 8:00 AM	
AM PD	7:11-7:55	AM PD	7:11-7:55	AM PD	7:11-7:55
*Pd. 1	8:05 - 9:01	*Pd. 1	8:05 - 9:01	*Pd. 1	8:05 - 9:01
Pd. 2	9:05 - 9:49	Pd. 2	9:05 - 9:49	Pd. 2	9:05 - 9:49
Pd. 3	9:53 - 10:37	Pd. 3	9:53 -10:37	Pd. 3	9:53-10:37
Pd. 4	Lunch 10:41- 11:08	Pd. 4/5	10:41 -11:25	Pd. 4/5	10:41-11:25
Pd. 5/6	11:12 - 11:56	Pd. 6	Lunch 11:29-11:56	Pd. 6/7	11:29-12:13
Pd. 7/8	12:00 - 12:44	Pd. 7/8	12:00 -12:44	Pd. 8	Lunch 12:17-12:44
Pd. 9	12:48 - 1:32	Pd. 9	12:48 - 1:32	Pd. 9	12:48 - 1:32
Pd. 10	1:36 – 2:20	Pd. 10	1:36 – 2:20	Pd. 10	1:36 – 2:20

- Period 1 is 12 minutes longer for morning announcement.
- Students are to be in their assigned areas at the beginning signal.
- **Notice of school closing or delayed opening will be broadcast on radio stations WCTC (1450), FOX 5, WABC (77 AM), News 12 New Jersey and 101.5 FM. Information is also updated on the District Website at: www.spboe.org**
- Eight-minute warning signal will sound in areas needing clean-up.
- In the event the signal does not sound at the end of a period, students will not be dismissed until notified by the Main Office.
- **LUNCH: SENIORS ONLY** (with appropriate credit count) are permitted to leave the building during their lunch period.

<u>Delayed Opening</u>			
*period 3 will be @ the end of day			
NO AM PERIOD			
Period 1	9:35-10:04	Staff Due by:	9:15 am
Period 2	10:08-10:37	Doors open @:	9:25 am
Period 4 thru 7/8:	Regular Schedule	Warning bell @:	9:30 am
Period 9	12:48-1:16	Class begins @:	9:35 am
Period 10	1:20-1:48		
Period 3	1:52-2:20		

**EARLY DISMISSAL
BELL SCHEDULE
LUNCH WILL BE SERVED**

SCHEDULE A	SCHEDULE B	SCHEDULE C
OPENING BELL 7:55 AM WARNING BELL 8:00 AM	OPENING BELL 7:55 AM WARNING BELL 8:00 AM	OPENING BELL 7:55 AM WARNING BELL 8:00 AM
AM PD 7:11-7:55 *Pd. 1 8:05 - 8:36 Pd. 2 8:39 - 9:10 Pd. 3 9:13 - 9:44 Pd. 4 Lunch 9:47-10:08 Pd. 5/6 10:11 - 10:45 Pd. 7/8 10:48 - 11:20 Pd. 9 11:23 - 11:54 Pd. 10 11:57 - 12:35	AM PD 7:11-7:55 *Pd. 1 8:05 - 8:36 Pd. 2 8:39 - 9:10 Pd. 3 9:13 - 9:44 Pd. 4/5 9:47-10:21 Pd. 6 Lunch 10:24-10:45 Pd. 7/8 10:48-11:20 Pd. 9 11:23 - 11:54 Pd. 10 11:57 - 12:35	AM PD 7:11-7:55 *Pd. 1 8:05 - 8:36 Pd. 2 8:39 - 9:10 Pd. 3 9:13-9:44 Pd. 4/5 9:47-10:21 Pd. 6/7 10:24-10:56 Pd. 8 Lunch 10:59-11:20 Pd. 9 11:23 - 11:54 Pd. 10 11:57 - 12:35

ASSEMBLY BELL SCHEDULE

LUNCH WILL BE SERVED

SCHEDULE A	SCHEDULE B	SCHEDULE C
OPENING BELL 7:55 AM WARNING BELL 8:00 AM	OPENING BELL 7:55 AM WARNING BELL 8:00 AM	OPENING BELL 7:55 AM WARNING BELL 8:00 AM
AM PD 7:11-7:55 *Pd. 1 8:05 - 8:55 Pd. 2 8:59 - 9:34 Pd. 3 9:38 - 10:13 Pd. 4 Lunch 10:17 - 10:44 Pd. 5/6 10:48 - 11:23 Pd. 7/8 11:27 - 12:02 Pd. 9 12:06 - 12:41 Pd. 10 12:45 - 1:10 Assembly 1:10-2:20	AM PD 7:11-7:55 *Pd. 1 8:05 - 8:55 Pd. 2 8:59 - 9:34 Pd. 3 9:38 - 10:13 Pd. 4/5 10:17 - 10:52 Pd. 6 Lunch 10:56-11:23 Pd. 7/8 11:27 - 12:02 Pd. 9 12:06 - 12:41 Pd. 10 12:45 - 1:10 Assembly 1:10 - 2:20	AM PD 7:11-7:55 *Pd. 1 8:05 - 8:55 Pd. 2 8:59 - 9:34 Pd. 3 9:38-10:13 Pd. 4/5 10:17-10:52 Pd. 6/7 10:56 - 11:31 Pd. 8 Lunch 11:35 - 12:02 Pd. 9 12:06 - 12:41 Pd. 10 12:45 - 1:10 Assembly 1:10 - 2:20

*All periods are 35 minutes except 10th period which is 25 minutes.
Lunch is 27 minutes*

Announcements will be made to call students down to the assembly at the end of Period 10.
Students should bring their belongings with them as they will be dismissed from the assembly.

SECTION 4 ACADEMICS

GRADUATION REQUIREMENTS

Diplomas will be granted only to pupils who have completed the requirements for graduation established in the curriculum and approved by the South Plainfield Board of Education. Those requirements shall include:

- The successful completion of 120 credits representing a program of studies assigned to grade nine through twelve which must include the following:
 1. Four years of English
 2. Three years of social studies, including two years of United States history and one year of world/cultural studies (satisfaction of N.J.S.A. 18A:35-1 and 2)
 3. Three years of mathematics, including Algebra 1; Geometry; and a third year of math that builds upon these two courses.
 4. Three years of lab science, including biology; a choice among chemistry, physics or environmental science; and a third inquiry-based lab or technical science
 5. One year of world language
 6. Physical Education for each year of enrollment in school
 7. Two one-half quarters of health and safety, one quarter of ninth grade health and one quarter of driver education theory
 8. One year each of a fine art, a 21st Century practical art, and a personal finance/financial literacy course
 9. Infusion of career education throughout the four-year program of study.
 10. Infusion of technological literacy throughout the four-year program study
- It is recommended that a minimum of thirty (30) credits be earned for each high school year;
- Meeting the State Testing requirement;
- Satisfactory compliance with the attendance policy as adopted by the board;
- All fines, lunch money, uniforms, and any school property must be paid in full or handed in to South Plainfield High School. Seniors must fulfill all obligations prior to graduation practice. Grades 9-11 must fulfill their obligations before schedules are released.

All graduates shall receive the same diploma, regardless of their choice of program or subjects.

PROMOTION REQUIREMENTS

Promotion and student classification from one grade to the next depends on a specified accumulation of credits and courses. A pupil must have at least a grade of D (65-69) to receive credit for a course. In order to qualify for grade placement, the following credits must have been earned:

- **Grade 10: 30 credits**, including the successful completion of one year of English and one year of physical education/health, are required for placement in grade 10
- **Grade 11: 60 credits**, including the successful completion of two years of English and two years of physical education/health, are required for placement in grade 11

- **Grade 12: 85 credits**, including the successful completion of three years of English and three years of physical education/health, are required for placement in grade 12

ACADEMIC TRANSCRIPT

A pupil's academic transcript will include, but not be limited to, the "pupil's name, date of birth, address, telephone number, grades, attendance record, classes attended, grade level completed, year completed, names(s) of parent(s) or guardian(s) (N.J.A.C. 6:3-28 (c), as well as grade average, entry, withdrawal, and graduation dates.

The transcript will include all courses and grades completed and/or attempted by a student since entering high school. The following will also be included on the transcript:

- The standardized test results for ACT and SAT.
- Transcripts may not be released until all financial obligations are paid in full (i.e. book fines, library fines, cafeteria monies, uniform return or monies).

ACADEMIC INTEGRITY

The South Plainfield High School community believes that academic integrity is essential to upholding a climate of honesty and fairness. It is paramount that we all maintain the highest standards of integrity and honesty for the creation of a fair and safe learning environment that supports intellectual growth and protects the credibility of our educational institution. Cheating and failing to adhere to our ethical standards undermines the integrity of the school community and the credibility of the individual student. As such, the entire South Plainfield High School community believes that academic integrity is the framework for upholding an academic environment based upon a foundation of honesty and fairness.

PLAGIARISM/CHEATING

Plagiarism consists of presenting the expressed thoughts, ideas, and writings of another person or source of one's own. Students should be aware that plagiarizing does not only include *copying verbatim* the words of an author or written source without proper documentation. It also involves *paraphrasing* the opinions and statements of others without giving due credit to the source(s). Although instances of plagiarism most often occur in the writing of reports, articles, and research papers, using the ideas and words of another as one's own in speech (oral communication) is similarly dishonest. Teachers in the various academic disciplines will discuss the issue of plagiarism and the possible penalties for same with their class at the beginning of the school year.

We feel strongly that honesty and integrity are valuable qualities for all individuals. Plagiarism and cheating are forms of dishonesty and reveal a lack of integrity in the character of an individual. Therefore, we have established the following consequences for those who are involved in plagiarism or cheating on tests, homework assignments, projects, compositions, and the like.

Plagiarism is considered a form of stealing as well as of cheating; therefore, plagiarism is an unlawful act requiring disciplinary action. The penalty for plagiarism is a grade of zero on the particular assignment and the reporting of the incident to school administrator, the student's school counselor, and parents or guardians. A parental conference with school officials may also be required. Further penalties may also be enforced based on the situation.

Second and third offenses may result in additional consequences, such as denial of admittance, suspension or removal from any academic organization or extra-curricular activity.

COURSE EXPECTATIONS

Expectations and appropriate proficiency levels have been developed for all courses. A passing grade in a course is generally dependent upon:

1. Attendance in class;
2. Class participation;
3. Satisfactory completion of assignments according to given timelines;
4. Satisfactory completion of reports and projects as assigned;
5. Satisfactory test and exam grades.

More detailed information on proficiency levels for each course is available in the appropriate assistant principal's office.

The New Jersey Student Learning Standards require all students to "write a research paper that synthesizes and cites data." At South Plainfield High School, this requirement is fulfilled in English 4 classes.

COURSE SELECTION

The pre-scheduling process occurs each winter (usually January through May) for the following school year. Desired elective course selections/requests are not guaranteed and are based on availability. Students are provided with worksheets and tools ahead of time, so that they are ready to select/request their elective courses *online* during the assigned times in school. Parents are responsible for reviewing their student's course selections/requests via the parent portal on Genesis during designated times (dates provided during scheduling process). Course requests/selections and core course recommendations will be viewable online only. If a student wishes to take a course they were not recommended for (ex: Honors instead of Academic level), the student needs to see their counselor to request a "Consideration for Level Change" form (also available online on the SPHS Guidance Website). It is imperative that students make sure that the courses listed online (prior to the deadline -- usually during the first week of May) accurately reflect final choices. The course requests/selections listed after the deadline date are considered final and cannot be changed. Availability of elective courses cannot be guaranteed as they are based on class enrollments, frequency of offering, and fulfillment of student required courses/scheduling constraints. It is imperative that students and parents become familiar with the Program of Studies to make the best-informed course selections / requests.

No changes will be made to a student’s schedule with the exception of the following:

1. Student was placed in the inappropriate course level
2. Student was placed in the wrong course due to a clerical error
3. Student is scheduled to retake a course with the same teacher

Students who are interested in “On-Line Courses” should discuss the possibilities with their Counselor. All or any “On-Line Courses” **must** receive prior approval from the Director of School Counseling and the High School Administration. **Courses that are taken without prior approval will not be accepted.**

Note: Course Selection changes may be requested, but not guaranteed, up until the posted deadline date--- usually the first week of May. Any changes to student Course Selection requests cannot be honored at any time after this date.

GRADING SYSTEM

Students shall be graded on the basis of their achievement in the program(s) approved by the board. All factors pertinent to achievement shall be considered when assigning grades.

- The numerical grading value will be the grade on the report card. The grading scale for report card grades shall be as follows:

<u>Letter Grade Equivalent</u>	<u>Proficiency Rank</u>	<u>Numerical Grade Value</u>
A+		97-100
A	Outstanding	93-96
A-		90-92
B+		87-89
B	Good	83-86
B-		80-82
C+		77-79
C	Satisfactory	73-76
C-		70-72
D	Poor	65-69
F	Unsatisfactory	0-64

- To pass a course a student must have a final grade average of “D” (65-69) or better for the year and meet the requirements of the attendance policy. Calculations are based on the four quarters plus a final exam.
Each Quarter – 22.5%
Final Exam – 10%

- Letter Grade Indicators

I	Incomplete
WF	Withdrew Failing
WP	Withdrew Passing
S	Satisfactory*
U	Unsatisfactory*

*Grade reporting for Learning Skills and ESL students during first year in South Plainfield schools only.
- Final Exam

Exams are an important aspect of the educational program and provide an overview of the student's level of mastery of the subject matter.

 1. Every student grades 9 through 12 must take the final examination. The exam will count as one-tenth of the final grade.
 2. Students will be exempt from taking the final examination at the end of the year provided:
 - a. They received a grade of 90 or higher(A) in all four quarters, and
 - b. Final exam grades for all exempt students will be computed as an average of the student's previous four quarter grades.
 3. Students who are exempt from taking a final examination do not need to attend that particular exam. Any student who is exempt and does not attend the final should have a parent/guardian call that student out of school pursuant to regular absence procedures.
 4. Students must be present at exam time. If student is not present for exam, the student will receive a "0" (zero). If student has extenuating circumstances for missing the exam, the student has 5 school days to bring in documentation that will allow student to make up exam.

HS ADD/DROP PROCESS

In an effort to eliminate confusion and conform to the procedures of other successful school systems it has been determined that a timeline and schedule window be established for the purpose of allowing students to drop a class, change a level and be informed of the procedures. Based on our research, the following appears to be the fairest process, providing the staff and students with a clear process.

Schedule changes will only occur for valid reasons such as the correction of a scheduling error, addition of credits required by seniors for graduation, an adjustment for summer school completion and addition of a required course. Student/Parent requests for a teacher change based merely on teacher personality or preferred teaching styles will not be honored. South Plainfield High School has an obligation to ensure equity in placement for all students based on their course needs.

The first step is a student must make an appointment with their school counselor if a student is considering dropping a course. A student requesting to drop a course from their schedule must submit a "*Scheduling Change Form*" to their counselor. The form must be completed fully. This

includes the reason for requesting the change must be stated. The student will be responsible, not the counselor, nor the teachers, to acquire all of the signatures necessary to process a level change, including a parent/guardian, counselor, teacher and department chairperson/supervisor.

A student may drop a full-year course prior to the end of the first marking period, or prior to the end of the third marking period for a second semester course. If a student drops a course during the first or second schedule change window, no notation will be recorded on the permanent record. Dropping a course during the third schedule change window will result in a grade of “WP” or “WF” on the student’s permanent record. Refer to the following chart for specific dates for this school year.

Dates	Changes Permitted	Transcript Notation	Grade Calculation for 1 st Marking Period
<p>9-7-20 To 9-18-20</p>	<p>Change in Level Drop down only (No Moving Up) Or Drop Course Completely Electives can be changed <i>per availability</i></p>	<p>None</p>	<ul style="list-style-type: none"> Grade = 100% from new course; Student must make up all missing work in new course, including summer assignments, by determined date. If Class dropped completely (without a level change)---no grade.
<p>10-5-20 To 10-16-20</p>	<p>Change in Level Drop down only (No Moving Up) Or Drop Course Completely No more Elective changes</p>	<p>None</p>	<ul style="list-style-type: none"> Grade = 50% from original course and 50% from new course: This means that all grades from the previous course will be averaged together with all grades from the new course. For new class--Student is not responsible for any previous work. If Class dropped completely (without a level change)---no grade.
<p>11-9-20 To 11-20-20 (End of MP#1)</p>	<p>Change in Level Drop down only (No Moving Up) Or Drop Course Completely No more Elective changes</p>	<p>None or “WP” or “WF”</p>	<ul style="list-style-type: none"> Grade = 100% from original course (no modifications due to change in level down at end of marking period—no transcript notation). If Class dropped completely (without a level change)---student receives a grade of “WP” or “WF”.

Students may not drop a course for a study hall when:

1. The course student wants to drop is a core academic necessary for graduation.
2. The drop would place them in a second study hall.
3. The drop would place them into a situation which may hinder requirements set forth in the credit guidelines for each grade level or for graduation purposes.

CLASS RANK

Class rank is based upon the student's total academic performance while attending high school. A weighted system is used for computing class rank. Class rank shall be determined on the basis of the scaled values earned in all subjects, grades 9-12.

VALEDICTORIAN/SALUTATORIAN REQUIREMENTS

The Board recognizes and appreciates the sacrifices made by its top students during their time at South Plainfield High School. It is felt that those students who spend their entire academic career at South Plainfield High School should be considered for the honor of being Valedictorian or Salutatorian of their graduating class. Therefore, to be eligible for these positions, a student must have four (4) consecutive years at South Plainfield High School.

Valedictorian and Salutatorian will be determined upon completion of the 3rd Marking Period of their Senior Year. The student who has the highest average after the 3rd Marking Period of their Senior Year is the Valedictorian; the student with the second highest average after the 3rd marking Period of their Senior Year is the Salutatorian.

The weighted grade algorithm is as follows: Advanced placement classes adds 1.5 to the earned grade, honors classes add 1.0 to the earned grade.

Examples: Student A earns an 85 in class, which equals $85 = 3.0$

Student B earns an 85 in an Honors class, which equals $85 = 3.0 + 1.0 = 4.0$

Student C earns an 85 in an AP class, which equals $85 = 3.0 + 1.5 = 4.5$

Class rank shall be computed at the end of the second, fourth, sixth and eighth semesters. Total quality points earned shall determine class rank and quality points shall be assigned as follows:

<u>Numerical Value</u>	<u>Scaled Value</u>	<u>Alpha Value</u>
93-100	4.00	A
90-92	3.67	A-
87-89	3.33	B+
83-86	3.00	B
80-82	2.67	B-
77-79	2.33	C+
73-76	2.00	C
70-72	1.67	C-
65-69	1.00	D
0-64	0.00	F

HIGH HONOR ROLL

The South Plainfield High School High Honor Roll recognizes the academic achievement of students who meet all of the following criteria:

1. The student achieves a computed average of 4.0 or higher based on the computed average of all courses taken, as outlined in class rank.
2. The student must earn a grade of “B” or higher in all courses taken. A grade of **C, D or F** in any course will exclude the student from high honor roll consideration.
3. The student has not withdrawn from any course with a “WF”. A grade of “WF” in any course will exclude the student from high honor roll consideration.

HONOR ROLL

The South Plainfield High School Honor Roll recognizes the academic achievement of students who meet all of the following criteria:

1. The student achieves a computed average of 3.0 or higher based on the computed average of all courses taken, as outlined in class rank.
2. The student must earn a grade of “C” or higher in all courses taken. A “D” or “F” in any course will exclude the student from honor roll consideration.
3. The student has not withdrawn from any course with a “WF”. A grade of “WF” in any course will exclude the student from honor roll consideration.

ACADEMIC AWARDS

South Plainfield High School honors the outstanding academic achievement of students by awarding an Academic Letter, Lamp of Learning Pin, and/or an Academic Plaque. To qualify for these honors, students must achieve the following standards of excellence:

AN ACADEMIC LETTER is presented to students who have been on the honor roll 3 out of 4 quarters throughout their first 3 years of high school, as well as 2 out of 3 quarters in their senior year

A LAMP OF LEARNING PIN is presented to students in the second and third year in which they have been on the honor roll three out of four quarters in one academic year.

AN ACADEMIC PLAQUE is presented to seniors who have been on the honor roll 3 out of four quarters for their first 3 years of high school, as well as 2 out of 3 quarters in their senior year

GOLD CARD PROGRAM

The **GOLD CARD** is an incentive program to reward students who demonstrate a commitment to academic success and extra-curricular participation. These incentives may include discounts at many local businesses, free admission to school events, and the Gold Card Picnic. Gold cards are distributed at the end of each quarter. Students who receive a Gold Card for the 1st, 2nd or 3rd quarter may be eligible to attend the Gold Card Picnic held at the end of the school year.

To qualify for a Gold Card, students must meet the following criteria:

1. 3.00 Grade Point Average for the marking period;
2. Be involved in two extra or co-curricular activities for the marking period;
3. Have no ISS or OSS for the marking period;
4. Can have no more than 2 Office Detentions for the marking period;
5. Have no outstanding book fines, library fines, equipment owed;
6. Receiving “D”, “F”, “NC” in any course for the marking will exclude the student from a gold card.

Achieving a Gold Card for any marking period could entitle a student to the Gold Card Picnic except when:

1. They received an “F” in any course for any marking period.
2. They have an “INC” for any course at the time of the Gold Card Picnic.
3. They have received either an ISS or OSS at any time throughout the school year.
4. They did not maintain a 3.0 Grade Point Average for the current school year

HONOR SOCIETIES

SPHS offers the opportunity for students to earn induction into various honor societies based on various criteria, including GPA, extracurricular activities and other criteria set forth by the individual honor society. Students can obtain information on the various honor societies through the appropriate assigned advisors.

NATIONAL HONOR SOCIETY

The National Honor Society has set forth standards of achievement and procedures to select those students of South Plainfield High School who best represent the qualities of scholarship, character, leadership, and service.

- **Criteria**
Students are to be selected for membership in the National Honor Society on the basis of the four criteria of scholarship, character, leadership, and service. The following definitions and selection criteria will be used as the basis of election.
 - A. Scholarship is a distinguishing feature or trait to an individual, which is indicated by academic achievement. Students must have a minimum cumulative grade point average as determined by the NHS advisors for grades 9 through 12 to be eligible as per the National Honor Society Handbook. (GPA based on 4.00 Point Scale)
 - B. Character is a distinguishing feature or trait of an individual, which is indicative of mature, responsible behavior. Character is demonstrated by:
 - a. Honesty
 - b. Responsibility for completion of obligations
 - c. Considerate behavior towards others
 - d. Appropriate conduct without major or repeated disciplinary infractions

- e. Regular school attendance without excessive or unwarranted absence or tardiness
- f. A student must achieve an average of 4 or above, based on the 1 through 5 rating system with the established criteria as listed.
- C. Leadership is a distinguishing feature or trait of an individual that is demonstrated by the ability to influence others toward positive goals. Leadership is demonstrated by:
 - a. Holding a school or community position of responsibility, school office or committee chairmanship and efficiently performing the duties and influencing others by promoting constructive activities within the classroom, the school and the community.
- D. Each candidate will compile a data sheet listing evidence of leadership in school and in the community.
- E. Service is demonstrated by one's substantial involvement in school and community clubs or activities.

Each candidate will be given a form to complete on which he/she will detail his/her activities in grades 9 through 11. From this activity list, an evaluation form will be submitted to all faculty members who advise, coach or direct special activities for judging and comments. Any student who deliberately falsifies any material on his/her activity sheet will be disqualified. These data sheets will be compiled by the advisors for submission to the faculty council.

- Faculty Council
 - A. The faculty council shall consist of five voting faculty members appointed annually by the principal. No principal may be included on the faculty council. The chapter advisor shall be ex-officio, non-voting, sixth and seventh members of the faculty council.
 - B. All data concerning student's scholarship, leadership, service, and character will be submitted to the faculty council. The council will select new members and will be responsible for dismissing, when necessary, any member who cannot uphold the requirements for membership. The council will act in a screening capacity.
 - C. Membership on the council should reflect a cross section of academics and extracurricular activities.

PHYSICAL EDUCATION REQUIREMENTS

Physical education and health are required subjects in the State of New Jersey and all students must successfully complete four years in order to graduate. The Physical Education Program provides two days of cardiovascular conditioning and three days of selected sports and activities each week. Students must actively participate in physical education every day in order to be successful. The following guidelines will assist students in this endeavor:

1. Students must change from school clothes to appropriate clothes for Physical Education.

They may wear shorts, sweatpants, sweatshirt, T shirt, and sneakers. The T shirt must hang over the waist. Students are NOT permitted to wear Sleeveless shirts, tank tops, jeans, or shorts deemed inappropriate for class.

2. If a student does not dress for class, or is not dressed appropriately, they will receive an unprepared for the day, each unprepared a student receives will result in 10 points taken off his final grade. Any student who accumulates four, or more, unprepared in a Marking Period, will fail Physical education that Marking Period. If a student accumulates 12, or more, unprepared for the year, they will fail Physical Education for the year. EXAMPLE, A student with a grade of 90 who has been unprepared 2 times, his/her Final grade would be a 70, 10 points off for each unprepared.
3. The Physical Education program consists of 6, 4 and ½ week cycles (approximately 20 to 24 days). Their Physical Education grade will be based on 3 Marking Periods, the other M.P. students will participate in Health class. Grade 10 will have Driver's Education, and grade 11 will have First Aid/CPR, and upon completion, will receive a CPR cert card. Health and Physical Education are separate grades and are not averaged together.
4. Each student is assigned a locker beginning freshman year and are expected to use that locker until they graduate or leave the district. Students must supply their own locks. Combination locks work best because there are no keys to lose or misplace.
5. Students are not allowed to share lockers or change their locker without permission.
6. Use of aerosol sprays is prohibited in the locker rooms and will be taken if discovered.
7. Phones, ear buds, or any other electronic devices are not allowed in the gym during class. NO warnings will be issued for the use of such equipment, and the student using it will be given a "0" for participation that day

GYM EXCUSES

A student with a doctor's note must first have the physical education teacher initial the note and then bring it to the health office. Do not leave the note with the physical education teacher.

A written note from a doctor is required to excuse a student from physical education classes. The doctor may recommend activities in which the student can participate. Every effort will be made to fulfill the doctor's recommendation. Notes must be received prior to or during the period of time that the student is excused. If the doctor's note reads "until further notice," an additional note will be needed for re-entry into class activity, and the note will be needed to validate an extended excuse.

The medical note should include the reason the student is out of gym. "Personal" will be accepted for certain reasons. Notes from chiropractors MUST state the problem.

WRITTEN WORK REQUIRED WHEN MEDICALLY EXCUSED

Students who are medically excused from physical education for more than five consecutive school days are required to complete written work in order to gain credit. All written work will be evaluated, and students will earn a grade for each week that they are medically excused. Students who fail to complete the weekly written assignment will receive an "F" in physical

education for that time period. One written assignment is required for each five school days that a student is medically excused. All grades earned while a student is medically excused will be included in determining the quarter grade in physical education.

DRIVER EDUCATION

South Plainfield High School provides driver education theory for one quarter to all sophomores. “Behind the Wheel Training” may be arranged through the Adult Education Program. For further information, contact (908) 754-4620 Ext. 8271.

SECTION 5 ATTENDANCE

SCHOOL ATTENDANCE

School attendance is a basic responsibility of the student and his/her parent/guardian(s). While absences are excused and unexcused for verification purposes, it does not exempt the student from academic and/or behavioral consequences. Students are required to be in school every day school is in session.

Regular attendance is fundamental to the academic achievement of students in high schools. South Plainfield High School places a high value on student attendance and requires high standards for its students. Attendance is required of all students enrolled during the days and hours that the high school is in session. It is expected that each student is in full attendance in all classes and reports to all classes on time.

REQUIRED PROCEDURES IN REGARD TO STUDENT ABSENCE

1. If a student is absent from school, the parent or guardian is expected to call the secretary in the attendance office (Ext. 1602). If the student's absence is likely to be prolonged, the school's nurse should be notified of this fact.
2. The school will require notes of verification from a medical physician following any and all absences due to illness including occasions when students are sent home from school by the nurse. **Notes must be received on the day the student returns to school.** The note must contain the reason for the absence, the date(s) of absence, and the signature of the medical physician. Doctors notes will not be accepted more than 2 days after the student's return to school
3. The student is responsible for submitting the note of verification to the attendance office on the day that he/she returns to school. All notes will be examined by the appropriate administrator during an attendance appeal if necessary. Every two days late will be counted as one day absent and will also be calculated as a chargeable absence for overall attendance.
4. Hybrid Schedule – If a student is signed up for in person instruction during a hybrid learning environment, a **PARENT/GUARDIANS** may indicate that their child will be virtual instead of in person for no more than two days per marking period. **PARENTS/GUARDIANS** must notify the main office **PRIOR** to the start of the school day in which they will be virtual instead of in person.

ABSENCE FROM SCHOOL

All student absences are recorded as either **CHARGEABLE** or **EXEMPT**. **ALL** absences, except those that are **exempt** as set forth below, are classified as “**chargeable**” absences from class. These chargeable absences are applied towards the maximum number of chargeable absences that a student may have for a course.

A student may not exceed a total of **EIGHTEEN (18)** chargeable absences for a full-year course, **nine (9)** chargeable absences for a semester course, or **four (4)** chargeable absences for a marking period course.

Exempt Absences (Absences that do NOT count towards the 18-day limit)

Absences that are exempt (not chargeable) based on the Attendance Policy include the following:

1. Suspension from school;
2. Field Trips which are either out of school or in-house field trips as approved by the administration;
3. Post-Secondary School Visits – students are allowed two (2) days in the eleventh (11th) grade and two (2) days in the twelfth (12th) grade for post-secondary school visits. Written verification from the institution is required. The verification must include the dates of visits and must be signed by the appropriate school official;
4. Personal Observance of Recognized Religious Holiday(s) as published by the New Jersey Department of Education;
5. Death in the immediate family which includes a parent or guardian, sibling, grandparent, or other family members at the discretion of administration, up to three (3) days;
6. Home Instruction;
7. Administrative excuse with required documentation, which includes, but is not limited to, the following:
 - a. Chronic illness with written verification from a physician, which should be registered in the nurse's office (with a copy to the attendance office) by September 15th of the academic year or within three weeks of the diagnosis. In the event that verification of a chronic illness is not provided within the time limits set forth above, it must be provided promptly after the first absence caused by the chronic illness;
 - b. Court appearance with written documentation from the court;
 - c. Driver's test with appointment card presented to the administration;
 - d. Required college orientation. Written verification from the institution is required. The verification must include the dates of visits and must be signed by the appropriate school official.

Chargeable Absences (Absences that DO count towards the 18-day limit):

1. **All non-exempt absences are considered CHARGEABLE, including** absences due to illness with doctor's note, notes, phone calls or emails from parent/guardian for illness or other absence.
2. Every two days late will be counted as one day absent and will be calculated as a chargeable absence for overall attendance.

IMPORTANT INFORMATION CONCERNING ABSENCES

1. If an absence other than illness (state-approved religious holiday, family emergency, etc.) is anticipated, proper documentation should be submitted to the Attendance Office prior to the anticipated absence.

2. **Students must be present a minimum of four (4) hours of instructional time** (not including lunch) **to participate in any co-curricular activities**, including athletics and evening events, on that day. A student wishing to participate in weekend and/or recess events must be in school on Friday, or the last day prior to the recess, unless prior approval is provided by administration or their designee.
3. Students are responsible for consulting with their teachers to make up the work missed during an absence.
4. **PROM TIME:** Students are expected to attend classes whenever school is open, including the days preceding and following proms. Prom will not serve as a valid excuse to miss school, and **NO ATTENDANCE WAIVERS will be granted for students missing school due to plans before or after prom. The South Plainfield schools do not sponsor and are not responsible for any event before or after prom.**

ARRIVAL AT SCHOOL

The official start of each school day is 8:05 AM. All students are required to be in their assigned homeroom for attendance, other school-related matters and instruction. Any student arriving after 8:05 AM must scan in at the kiosk scanner. Failure to do so will result in the appropriate disciplinary action. Students arriving late to school will automatically be assigned a central office (PM) detention for that afternoon or the following day.

Students arriving to school prior to 7:55AM are required to:

- Have a teacher pass verifying their need to report to a specific teacher and/or classroom; or
- Remain outside of the building at exits 1 and 10 until the entry bell is sounded. On days when inclement weather exists, students are permitted to wait in the vestibules at entrances 1 or 10. Students with 7:11 AM classes must enter the building through the center doors on the parking lot side (exit 10). Unauthorized presence in the building is strictly prohibited and is subject to suspension and or other disciplinary action.

TARDY POLICY

The orderly conduct of class activity is predicated upon the prompt and precise beginning of each class period. Lateness (tardy) to class hinders the proper conduct of such activity, imposes a distraction which leads to loss of instructional time for other students, and represents school time loss for the student.

Rules and procedures governing student lateness to school (tardiness) include:

- On the day of a late arrival to school, the student must present to the Main Office a note signed by the parent/guardian explaining the reason for the tardiness along with any required verification of appointment or required court appearance.
- Students receiving a “lateness to school” slip will automatically be assigned an office detention to be served on the day of his/her late arrival to school or the day after.
- Every two (2) lates to first period one will equal one (1) day absent from a student’s

period one class. (Ex. Ten (10) lates equal five absences; twenty lates equal ten absences; thirty lates equal fifteen absences from class). These absences will count as Chargeable Absences toward the 18-day limit).

- All extenuating circumstances should be reported to the main office immediately.
- Students who participate in extracurricular activities must arrive to school no later than 10:00 A.M. to be eligible for participation that day. Any student who arrives to school after 10:00 A.M. will not be able to participate in the scheduled event on the day the student is tardy.

EARLY RELEASE FROM SCHOOL

The school recognizes the following situations, which create a legitimate need for release time from school during normal school hours:

- Verified appointment with a physician/dentist that cannot be scheduled during non-school hours.
- Driver's test with verification of appointment
- Death in the family
- Family emergency
- Interview for employment or college entrance (but not for a college visitation)
- Required court appearance/legal obligation with verification
- Religious holidays on the list issued by the State Board of Education
- Other reasons approved by the building principal or designee

Note: In all cases of early release, students must have their parents come into the Main Office to pick up their child. Parents/guardians may be required to present ID when signing students out. These requirements are subject to the discretion of high school administration. More than four

sign-outs per year are viewed as excessive. These issues will be addressed by the appropriate administrator with the student and his/her parent/guardian.

With the exception of release times from school for a State-approved religious holiday or for a verifiable, required court/legal appearance, all other reasons for an early release from school are Chargeable Absences from the class periods missed.

Procedures governing approved release of students during school time:

- In cases of a request for release time during school hours, a note from home is necessary. The note from the parent **must** be presented to the attendance secretary before school starts. The note must be verified in person or by telephone before the student will be allowed to leave. A telephone number where a parent may be reached must be provided on the note.
- The building nurse **must** first clear students leaving school early because of illness. The nurse or school administrator prior to the release of the student must make contact with the parent/guardian from the school.
- Permission to leave school early in cases of emergency must be obtained from an administrator. He/she will verify the circumstances of the emergency and the arrangements for the release of the student.

- All students leaving school early will be dismissed from the Main Office and their parents must come into the Main Office to pick them up. However, the requirement of the parent to come into the building is subject to the discretion of the administration.

LATENESS TO CLASS

- Students who are late (tardy) to class because they have been detained by another teacher or an administrator will be given a completed and signed pass. With such an authorized late pass, the student will not be marked late (tardy) to class.
- First and second occurrences of unauthorized lateness (tardiness) to any class will result in teacher detention.
- A third or more unauthorized lateness (tardiness) will result in a teacher detention and the teacher's submittal of a disciplinary referral and notice and hearing with administration.

HALL PASSES

Any student in the corridors during class periods must be in possession of a hall pass issued to that student only and signed by the classroom teacher.

The teacher to whose area the student is scheduled is the teacher with the authority to grant or deny the pass privilege. Passes from the Main Office, School Counseling Office, Attendance Office or Nurse's Office will be honored, except if students are being tested or for other good cause. If a student is called to an office over the PA, the teacher will immediately issue a hall pass unless a delay is necessary due to reasonable cause.

Teachers do not have the authority to excuse a student who is scheduled to be in attendance in another class or to issue passes permitting a student to attend another class without the prior approval of the student's scheduled teacher.

All students are scheduled to be in an assigned area every period of the school day. Any student not present in an assigned class must, therefore, have a pass.

If it is necessary for a student to leave a classroom for any reason, the student **must** secure a hall pass from the teacher before leaving.

- A student desiring to go to a classroom from study hall must present a prearranged pass to the study hall teacher. The pass will not be initiated by the study hall teacher. The teacher issuing the pass is responsible for the student's attendance for that period.
- No teacher has the authority to keep a student out of another teacher's class. If a request is made by a teacher, the class teacher to whom the student is assigned has the right to deny the request.
- A hall pass is a "one time only" pass. Passes are not to be written for the month or the week, etc.
- No student should be allowed to remain in a class area if not assigned to that class without a pass from the teacher to which the student is assigned.
- When issuing a hall pass, place only one student's name on a pass. Fill out the pass completely. Be sure to put the time on the pass that the student is leaving the area.
- Students must show their hall pass to any school authority who may ask for it while out of the classroom.

CHANGING CLASSES

Students will be allowed four minutes to change classes. This is sufficient time for a student to get to any part of the school building. During the changing of classes, students are expected to walk and to be courteous not only to staff members but also to other students. Students are asked to please keep to the right at all times and are reminded that running is not permitted. When arriving at the next period class, students should enter promptly. Congregating around the door of the room slows traffic in the halls and makes it difficult for students having long distances between classes to be on time. Students who arrive after the late bell, who are not in possession of a pass, are tardy.

EARLY RELEASE FROM CLASS

A student on crutches or with any injury, which impedes his/her ability to move with the general student population, will have access to the elevator and/or early release from each class. The school nurse is responsible for approving these criteria.

MAKE-UP WORK

Students are provided an opportunity to complete assignments missed because of their absences and approved release time, as detailed above. However, a student can only fully and completely experience the learning activity by attending class.

Rules governing make-up work include:

- The time allowed to make up work missed is equal to the amount of time a student is absent. However, the make-up period is not to exceed more than ten (10) school days or extend more than ten (10) school days after the end of a quarter without the permission of an administrator. Responsibility to make up work rests with the student and not the classroom teacher.
- Students may complete assignments for time missed because of actions initiated by the authorities of the school (i.e.; suspension, exclusion, etc.) within the time period stipulated above.
- This provision relates to absences/release time from school and not to loss of course credit situations.

CUTTING CLASS

A student who is physically present in school or on school grounds at any time of the day (regardless of attendance sign-in) and who has missed 22 minutes or more of a class without approval from the assigned teacher shall be deemed as cutting that class.

- An unauthorized absence from class will result in a grade of zero in all classes missed. Work cannot be made up. In addition, the following will occur:
 - **First cut:** Teacher/student contact; student/counselor contact; administrator/parent contact; warning letter; required ISS.

- **Second cut:** Teacher/student contact; student/counselor contact; administrator/parent contact; warning letter; required ISS.
- **Third cut:** Teacher/student contact; parent contact; result in loss of credit for course; mandatory attendance appeal; required ISS. Students removed from classes **MAY NOT** make up those courses in any summer school.
- Any student dropped from a course because of a third cut during the last eighteen (18) days of the class will be allowed to attend an approved summer school in order to obtain full credit for that course. A student removed prior to the last eighteen (18) days of the class only has the option of repeating the course in the following school year, unless approved by the building principal or his/her designee.
- Students who leave school during their lunch period and do not return to class(es) will be considered as cutting those classes missed, unless the school is properly notified by an immediate telephone call from the parent/guardian requesting that the student be recorded as absent for the classes he or she does not attend. This absence will be included in the eighteen (18) absence limit, and a signed note from the parent explaining the reason for the absence must be submitted by the student on the day of return.

TRUANCY

Any student absent from school without the knowledge and consent of a parent/guardian or present in a public place or on the public street unaccompanied by a parent/guardian during school hours will be considered truant. Any student who is marked truant will be considered to have cut periods 1 through 10.

Procedures for dealing with truant students:

1st and 2nd offense

- Phone and written notification to parent by the attendance officer and/or building administrator
- Counseling by school counselor
- Assignment of ISS

3rd offense

- Phone and written notification to parent by school principal or his/her designee of loss of course credit
- Loss of credit for class(es) and a mandatory appeal filed. Students removed from class(es) **MAY NOT** make up these courses in any summer school unless approved by the building principal or his/her designee.
- Assignment of ISS.

Repeated truancy may result in charges of truancy being brought before the local court if the student is under the age of sixteen (16). If the student is sixteen (16) or over the age of sixteen (16) and continues a practice of truancy, he/she may be removed from school rolls.

ATTENDANCE POLICY REGULATIONS AND PROCEDURES

LIMITS ON STUDENT ABSENCES

Although it is understood that reasons do exist for absences, even when excessive, they will interfere with the student's success in school. Therefore, S.P.H.S. has placed a limit on student absences in order for successful completion of course work to take place. **Non-Exempt (Chargeable) absences exceeding EIGHTEEN (18) class periods will result in loss of credit for the course.** All absences are considered unexcused, even with documentation. A school administrator will hear the appeal for absences beyond eighteen days.

ATTENDANCE APPEAL PROCEDURE

1. A written petition must be presented to the appropriate assistant principal by the student or parent/guardian no later than **Ten (10)** school days after receipt of notification of non-credit status or notification of maximum tardies. Upon issuance of such notices, the student's counselor shall advise the student of his/her appeal rights noting the date limitations and time. The counselor will serve as the advisor to the student throughout the appeal process.
 - a. Appeal petitions are located in the Guidance Office.
 - b. It is the student's responsibility to obtain copies of all absences on file in the Main Office.
2. Students should complete the "Request for Copies of Absences form" and submit it to the Main Office. The assistant principal will review the petition with the school counselor and student. The petition may be upheld or denied depending upon the circumstances. An appeal request may be denied conditionally; i.e., Student behavior/attendance contract, parental agreement, etc. Notification of the appeal status will be sent to the parent, to the school counselor, the attendance secretary, and the principal.
3. If the parent/guardian desires to appeal the decision of the assistant principal, he/she may make an appointment with the building principal for further consideration writing within seven (7) days of receipt of the decision from the assistant principal.
4. Appeals to the superintendent relating to the decision of the principal must be made in writing within seven (7) days of receipt of the decision from the principal. The superintendent of schools will respond to the written appeal within seven (7) school days.
5. Appeals to the Board of Education relating to the decision of the superintendent of schools must be made in writing within ten (10) school days of receipt of the Superintendent's decision. The Board of Education will respond within ten (10) days or as soon thereafter as possible, except in cases involving graduation requirements when an emergency session will be called.
6. Board of Education decisions may be appealed to the Commissioners of Education.
7. Appeals which develop during the last quarter and which involve graduation requirements may be appealed directly to the school principal, who will respond in

sufficient time to allow for further appeal to the Superintendent and the Board prior to graduation day.

SCHOOL ATTENDANCE INTERVENTIONS

Counseling in cases of excessive absences, cutting class, and/or truancy shall be provided to the student by various school personnel, including administrators, teachers, school counselors, student assistance counselors, athletic director, athletic coaches, and activity advisors. The need for regular and consistent attendance shall be a topic discussed with all students at their first assembly program each school year and with their assigned school counselor.

Further, all student performance contracts for participation in extra/co-curricular activities, including athletic teams, shall require regular and consistent attendance. Parental contact concerning student absences will be sent by the Attendance Office upon accumulation of the following number of absences:

- **4th absence**
- **9th absence**
- **15th absence**
- **18th absence**
- **19th absence**

A letter from the school's attendance office will be mailed home to parents/guardian(s) on the specific absences noted above.

LOSS OF COURSE CREDIT

Students will not receive the assigned credit for an enrolled course and must file an attendance appeal if they amass unexcused/unauthorized absences as follows:

- Nineteen (19) school days of a school year course
- Ten (10) school days of a semester course
- Fourteen (14) meetings of a physical education class
- Five (5) meetings of a grade 9, 10, 11 or 12 health education class
- Three (3) acts of cutting any one particular class
- Three (3) acts of truancy for the whole or part of the school day
- Exceptions may be made by administrative discretion.

NON-CREDIT STATUS: REQUIRED COMPLETION OF COURSES

The school maintains a consistent obligation to require students to be present in school in order that they may be taught. The non-credit status is a temporary condition predicated upon the attendance performance of the student.

Student attendance is a definite part of each course requirement. Students missing nineteen (19), but no more than thirty (30) school days, and who remain in class throughout the regular school year, may complete the course requirements in an approved, accredited summer school.

In order to gain credit for the course, the student must do one of the following:

- Repeat the course during a subsequent school year.
- Repeat the course at an accredited summer school. The student pays the tuition fees, if required.

WITHDRAWAL FROM COURSE

Students with non-credit status who subsequently withdraw from class will have a “Withdrawal Passing” (WP) or “Withdrawal Failure” (WF) recorded on their permanent records. Subjects from which a student has withdrawn cannot be made up in a remedial summer school program, unless approved by the building principal or his/her designee.

SECTION 6 SERVICES

SCHOOL COUNSELING DEPARTMENT

Services provided for students are connected to a comprehensive counseling model that focuses on the needs of students in three areas of development: academic, career, and personal/social. These areas are inter-related and cannot be addressed in isolation. Comprehensive, developmental counseling services are designed for all students.

High School counselors provide direct counseling services to students individually and in small group settings; support services to parents; provide consultation services to teachers; facilitate referrals to community support services; advise students on academic planning; provide career guidance to students; provide career information to parents; maintain an up-to-date library of career and post-secondary school information; and network with post-secondary schools.

High school years are full of excitement, frustration, disappointment, and hope. It is a time students begin to discover what the future holds for them. With a comprehensive developmental counseling program, students can receive accurate information, concrete experiences, and successful planning to take the steps necessary to become a productive and contributing member

of society. Together, professional school counselors, parents, and the community can provide the most effective support for young people.

In addition, the School Counseling Office maintains a permanent record for each student. These records are confidential. Parents/guardians have the right to review these records upon request.

Appointments may be made by calling 754-4620, Ext. 1632 or by coming to the Guidance Office and requesting a counseling appointment. Every attempt will be made to see the student the day following the request. If an emergency exists, every effort will be made to arrange an appointment with the counselor as soon as possible. Parents are encouraged to confer with counselors in person or by telephone. Parents may arrange a meeting by calling the office at the above number.

STUDENT ASSISTANCE COUNSELOR

The student assistance counselor is available every day to help students in crisis. The counselor will meet with students at their request, to listen, counsel, and/or advise, depending on the expressed needs of the student. Confidentiality of the student is respected.

INTERVENTION AND REFERRAL COMMITTEE

When disciplinary actions and the efforts of administrators, teachers, and counselors prove ineffective in helping a student who continually demonstrates severe academic deficiencies and/or behavioral problems, the student is referred to the I & RS Committee. The I & RS Committee will develop a specialized program using a variety of methods to further assist the student in developing the skills necessary to improve academically and display acceptable behavior.

CONFLICT RESOLUTION PROGRAM

This program is designed to help students resolve conflicts and differences in a peaceful, non-confrontational way with the help of counselors. Students and parents may request assistance with student issues by contacting their child's counselor or an administrator.

TUTORING

Classroom teachers are available for extra help before and after school. The student must schedule time with the individual teacher. Students may also request tutorial services from members of the National Honor Society. Further information may be obtained from the National Honor Society advisor.

STUDENT INTERNET ACCEPTABLE USE POLICY

All students are required to sign a Student Internet Acceptable Use Agreement prior to being permitted to log on and have access to the Internet on school computers. A parental signature is also required on the form. Each student will be issued his/her own individual password to be used on school-based computers. Passwords are confidential.

HEALTH SERVICES

MEDICAL INFORMATION, RULES AND REGULATIONS

The school nurse is available to assist students with health problems, illnesses, or injuries. Any student who becomes ill during school hours should report to the area teacher for a pass to the Health Office.

Medication cannot be administered to a student by the school nurse without written doctor's orders and a note from the parent.

EMERGENCY CARDS

Cards with emergency telephone numbers recorded **must** be completed on the Parent Portal by the end of the first week of school. Parents are responsible for notifying the school of address, home, and work number changes.

PHYSICAL EXAMINATIONS

Physicals are to be completed by students in grade 11 and all new students by the student's private physician at the student's expense. A note from a physician stating that the student is in good health must be on file in the Health Office by *December 1st* of the current school year.

TEST AND PROGRAMS

VISION TESTS, HEIGHTS AND WEIGHTS will be done on all students. HEARING TESTS will be done on all students in the 10th grade. All students in grades 9 & 11 are required by State law to have SCOLIOSIS SCREENING during the school year.

USE OF MEDICATIONS

Diagnosis and treatment of an illness and prescribing of drugs and medications are not the responsibility of the school. Medication given to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student. The school

nurse will administer medication to a student who requires such medication during the school day.

Medication shall be administered in accordance with the following guidelines:

Pupils requiring medications at school must have a written statement from the family physician showing the type, dosage, and purpose of the medication. A written statement must be provided by the parents/guardian(s) giving permission to give such medication prescribed by the family physician.

BATHROOM

The bathroom in the health office is for patients **ONLY**. It is not for general use.

PARENTS/GUARDIANS VACATION NOTIFICATION

Parents/guardians planning to go on vacation should send a note to the nurse containing the name and phone number of the person to be called in case of an emergency, as well as the length of time that the designated individual will be in charge of the students.

SECTION 7: CLUBS, ACTIVITIES AND ATHLETICS

CO-CURRICULAR PROGRAMS

INTRODUCTION

A variety of clubs and activities are available to students throughout their high school career. Students are encouraged to explore and take advantage of these co-curricular activities.

CO-CURRICULAR DISTRICT POLICY

Co-curricular activities are those activities, which are sponsored and/or approved by the Board but are not offered as credit toward graduation. Such activities shall ordinarily be conducted wholly or partly outside the regular school day and are available to all students who voluntarily elect to participate. Membership to all school organizations, clubs, programs, and activities is open to all students in good standing. The Board must approve all co-curricular activities in order to be considered under its sponsorship.

Co-curricular programs are maintained by the Board, but students shall assume the costs of travel and attendance to co-curricular events and trips.

The Board believes that the goals and objectives of this district are best achieved by the diversity

of learning experiences, but that the primary purpose of public education is academic achievement. Therefore, students are required to maintain the following standards in order to be eligible for participation in all co-curricular activities.

CO-CURRICULAR ELIGIBILITY POLICY

The Board of Education requires that a student meet the following criteria for Co-curricular eligibility:

- Eligible, if the student has passing grades of “D” or higher in all courses
- Eligible, if the student has successfully passed the following number of total course credits:

<u>School Year 2020 - 2021</u>	<u>Completed Course Credits</u>
Sophomores	30 credits
Juniors	60 credits
Seniors	85 credits
- Additional NJSIAA standards establish that a student is eligible to participate in interscholastic athletics:
 - For seniors, juniors and sophomores, the first semester if the student has passed the equivalent of six courses or 30 credits from the previous school year.
 - For seniors, juniors, sophomores, and freshmen the second semester if the student has received 15 credits from quarter 1 & 2 of the current year.

S.P.H.S. LEADERSHIP STANDARD

Any student who holds an office within an organization or represents South Plainfield High School in any co-curricular capacity, i.e., student council, class officers, drum majors, captains and the like, are expected to meet all attendance, behavior, and academic requirements set forth in this handbook or be subject to removal from his/her position.

STUDENT PUBLICATIONS

- **TIGER TIMES** is the South Plainfield High School newspaper, which functions both as a club and as an activity of the journalism classes. Tiger Times is circulated to all members of the student body and staff several times throughout the school year. Membership on the Tiger Times Staff provides the opportunity for reporting events and information, expressing opinions, working with the desktop publisher, creating graphics, writing and editing.
- **REGIT** is the SPHS Yearbook. It is compiled, edited, and published annually by the Regit Staff. Working on the staff provides the opportunity to experience the preparation of a publication including; formatting, layouts, photography, graphics, computer work, writing, and editing. The yearbook staff welcomes all interested students.
- **TIGER’S TALE** is the SPHS Literary Magazine, which is published annually by the Tiger’s Tale Staff. All students are encouraged to submit their creative efforts in the areas of art, poetry, photography, non-fiction essays, and short stories. Writings in foreign languages as well as

English are welcomed. The Tiger's Tale Staff will select the works to be included in the magazine from those submitted. All students interested in writing, editing, photography, graphics, art, and desk top publishing are encouraged to join the Tiger's Tale Staff.

CO-CURRICULAR ACTIVITIES

Listed below are established clubs and activities available (this list is subject to change):

Academic Team	French Honor Society	Sign Language Club
Art Club	Heroes & Cool Kids	Ski Club
Board Game Club	Impact Bible Club	Social Justice Club
Broadcast Club	Italian National Honor Society	Spanish Honor Society
Chamber Choir	Jerseyan Club	SPHS Players Club (Musical) Stage
Chamber Orchestra	Journalism Club (School Newspaper)	Crew (Lights/Sound)
Chess Club	Latin Club	Stage Crew (Set Design/Backstage)
Computer Club	Magic: The Gathering Club	Student Council
Conspiracy Debate Club	Marching Band & Color Guard	Student Leadership Organization
Culture and Travel Club	Math Team	Tiger's Tale (Literary Magazine)
Debate Team	Mental Health Awareness	Winter Guard
DECA	Model United Nations	Winter Percussion
Environmental Club	National Honor Society (NHS)	Club Yearbook (Regit)
Fashion Club	Passionately Pink for Breast Cancer	Winter Guard
First Robotics Team	Psychology Club	
French Club		

Please refer to your S.P.H.S. Co-curricular handbook to obtain specific information on any of the activities listed above. Additional information may also be found in the School Main Office.

ATHLETICS - STATE REQUIREMENTS

In addition to and including the preceding eligibility requirements established by the South Plainfield Board of Education, the New Jersey Interscholastic Athletic Association (NJSIAA) in its Bylaws requires the following eligibility standards for the student athlete who participates in any sport under its governance including:

Baseball	Field Hockey	Tennis (Boys)
Basketball (Boys)	Football	Tennis (Girls)
Basketball (Girls)	Golf	Track (Boys)
Bowling (Boys)	Gymnastics (Girls)	Track (Girls)
Bowling (Girls)	Lacrosse	Volleyball (Girls)
*Comp. Cheerleading	Soccer (Boys)	Winter Track (Boys & Girls)
Cross Country (Boys)	Soccer (Girls)	*Winter Cheerleading
Cross Country (Girls)	Softball	Wrestling
*Fall Cheerleading	Swimming	

***Although not a recognized NJSIAA Sport. The South Plainfield School District recognizes competition cheerleading and fall and winter cheerleading as a sport. As such, athletes are still required to meet eligibility requirements as set forth below.**

NJSIAA STANDARDS ESTABLISH THAT A STUDENT IS:

1. Eligible, if the student has earned the required course credits.
 - a. **FIRST SEMESTER: 30 credits for Seniors, Juniors, and Sophomores**
 - b. **SECOND SEMESTER: 15 credits for Seniors, Juniors, Sophomores, and Freshmen**
 - i. Eligible, if the student has not reached the age of nineteen (19) before September 1, of the current school year.
 - ii. Eligible to represent the high school with eight (8) consecutive semesters following entrance into the ninth grade.
 - iii. Eligible, if the student transfers he/she will be subject to NJSIAA Rules and Regulations.
 - iv. Ineligible, if the student has received any cash or merchandise prizes (this may especially occur in bowling or golf.)
 - v. Eligible, if the student has completed the appropriate sports physical examination as explained on page 58 under sports physicals.

NOTES TO STUDENT ATHLETES

1. Participation in school intramurals is construed as out-of-season practice if you participate in that sport at the interscholastic level.
2. Students who wish to participate on organized teams outside of school are advised to consult with the athletic director before participating. Students who are medically excused from physical education are excluded from participation in athletics.

SPORTS PHYSICALS

Sports physicals are to be completed by student's private physician, at the student's expense.

The Medical History Questionnaire and Athletic Examination forms can be obtained from the Health Office and **are the only forms, which will be accepted.** Both forms must be filled out and returned to the Health Office. A physical examination cannot be given more than sixty days before the first practice of the sport; otherwise, a Health History Update form must be completed.

CONDUCT/DISCIPLINE PARTICIPATION IN SPORTS AND EXTRA CURRICULAR ACTIVITIES

The Board of Education recognizes that the problem of appropriate conduct at school functions and activities presents a continuing challenge in its schools. The district's commitment to maintaining athletics and co-curricular based on appropriate student conduct requires a clear policy.

Participation in athletics and co-curricular activities is a privilege. Pupil participants, by virtue of their voluntary decision to participate in these co-curricular and athletic activities, and because of their position as school leaders and role models in the school community, have a heightened responsibility to conduct themselves in an appropriate manner. The district is committed to being proactive in ensuring the safety of all pupils participating in athletics and co-curricular activities.

This policy shall apply to all South Plainfield School District students in grades 6-12 who participate in any athletics and co-curricular activities.

All students are required to sign a code of conduct form that will be retained by the Director of Athletics. Although this document indicates that failure to abide by the code can result in suspension or removal from the team, the following guidelines are instituted in concert with this form. *

1. Student suspension – If a student is suspended for five (5) or more days during any season on a cumulative basis that will constitute automatic removal from the team during that season.

2. In a subsequent sport season that year, if a student receives any suspension they will automatically be removed from that sport for the remainder of the season.
3. For clubs and activities, the same five (5) day cumulative suspension guideline will be in effect.

*All decisions are subject to Administrative discretion.

All Students participating in any athletic program must fill out and comply with the Code of Conduct located at: [SP Athletic Contract](#)

RANDOM DRUG TESTING (Date Adopted: March 21, 2007)

The Board of Education recognizes that the problem of illegal substance abuse presents a continuing challenge in its schools and a clear danger to the pupil population as a whole. The district's commitment to maintaining extra-curricular, co-curricular activities and those holding school parking permits in a safe and secure environment requires a clear policy and supportive programs relating to the deterrence of substance use by pupils involved in any such activities.

The Random Drug Testing policy shall apply to all South Plainfield School District students in grades 9-12 who participate in any extra-curricular and/or co-curricular activities, or who hold a permit to park on school property. This policy shall also apply to all South Plainfield School District students in grades 9-12 who voluntarily elect to participate in the program with parental consent.

The link for the district's random drug testing policy is below.

<http://spboe.org/site/handlers/filedownload.ashx?moduleinstanceid=2234&dataid=4631&FileName=5000 PUPILS.pdf>

SECTION 8 DISCIPLINE

DISCIPLINARY POLICIES AND PROCEDURES

The right to an education brings with it the responsibility to comply with the rules that have been established by the law for the governance of schools (Title 18A). Students are required to submit to the authority of the teachers and other school personnel in authority over them. All students must obey rules and regulations and are held accountable for attendance and conduct in school.

While implementing the discipline policy is the basic responsibility of the administration, every teacher, coach, and staff member, along with the student body, is involved in maintaining a positive learning environment at all times.

DISCIPLINARY CONSEQUENCES

There are six primary measures used to enforce the discipline policies. Transportation to and from detentions is the sole responsibility of students and their parents/guardians. The following disciplinary consequences are not necessarily intended to be progressive in nature, and the severity of the consequence may be determined on a case-by-case basis at the discretion of the Principal or other designated administrator.

- **Teacher Detention** – Before or after school time is assigned to students and monitored by individual teachers for up to one hour. Failure to attend teacher detention will result in the assignment of a central office detention by the administrator in charge. The student is required to attend the central office detention assigned by the administrator, **as well as** make up the originally assigned teacher’s detention. Failure to comply will result in escalating disciplinary consequences.
- **Office Detention (AM/PM)** – After and before school detention is assigned to students by the administration. Assistant principals may assign office detention for a variety of disciplinary infractions. Students are to report to the detention room by 2:30 PM after school, where they will be monitored by the detention teacher. Failure to report to office detention will result in further disciplinary reprimands.
- **Lunch Detention:** During student’s assigned lunch period, students shall be required to eat his/her lunch in the ISS Room.
- **ISS — In School Suspension.** Students are assigned to the ISS program for specified periods of the day or all of the school day. Instead of attending regular classes, students are to report directly to the ISS room where schoolwork will be provided. Parents are notified through written and verbal communication as to the reason their child has been placed in ISS. Students on work programs will attend in-school suspension for the entire day. Absenteeism on a day in which ISS was assigned will result in ISS being reassigned for the next available date. Any student who does not cooperate or is disruptive while in ISS may be assigned an additional day of ISS or OSS. **Students assigned to ISS are not eligible to participate in any school activities scheduled during the day, after school, in the evenings, or on weekends, depending upon the day(s) suspended.** This regulation includes exclusion from sports, social events, rehearsals, and practices.
- **Out of School Suspension** – Students are not permitted on school grounds during the entire length of their suspension and will be considered trespassing if they do so. Students are not eligible to participate in ANY school function while in suspension. This is considered trespassing. **Students assigned to Out-of-School suspension are not eligible to participate in any school activities scheduled during the day, after school, in the evenings, or on weekends, depending upon the day(s) suspended.** This regulation includes exclusion from sports, social events, rehearsals, and practices. Cooperative Education work-study students are not permitted to participate in the work portion of the program while suspended or absent from school. All students who are suspended from school may be required to participate in a conference with their parent or guardian upon their return.
- **Alternative Placement**
 - Alternative Placement is defined by the permanent exclusion of a student from the schools of this district and the reassignment of that student to another school setting.

This determination is made by the Board of Education

Anyone removed from Office and Lunch Detention, AM Detention, or ISS for misconduct will be required to serve the original disciplinary reprimand upon return to school in addition to additional consequences.

LOSS OF PRIVILEGES

The High School administration recognizes that many students earn the **privilege** of attending extra-curricular events, including but not limited to such things as Junior-Senior Powder Puff Game, Homecoming Pageant, Battle of the Classes, Cultural Heritage Day, Junior Semi-Formal, Senior Lunch Privilege, Senior Prom, Graduation Ceremonies, and Project Graduation. However, when student misbehavior is severe, chronic and/or ongoing, the High School administration reserves the right to remove any and all of the privileges away from a student.

DISCIPLINARY INFRACTIONS

The following infractions, among others, are cause for assignment to Teacher Detention, Office Detention, AM/PM Detention, or In School or Out of School Suspension (such infractions may subject student to the issuance of a summons):

1. Disruption of class or study hall
2. Tardiness to class
3. Failure to serve teacher detention
4. Misconduct in any class, study hall, the Information Center, cafeteria, assembly, or in the hallways
5. Presence in the hallways or any other area of the building without an authorized hall pass
6. Misuse of a hall pass
7. Failure to report to the office upon request
8. Eating food anywhere other than the cafeteria
9. Possessing or using cell phones, unauthorized electronic devices, or headphones during the school day
10. Defiance of authority or school personnel
11. Any and all other acts or conduct which are considered unreasonable or dangerous
12. Truancy
13. Cutting office detention
14. Cutting class
15. Cutting study hall
16. Smoking or the possession of a lit cigarette, electronic cigarette, vaporizers, hookah pens, oil cartridges, etc. in the building or on school grounds
17. Cards, dice, or any other games that lend itself to gambling of money, personal property, or school property.
18. Chronic tardiness including ten (10) unexcused tardies to a first period study hall

19. Leaving school without permission
20. Defiance of authority or school personnel
21. Disruption of class
22. Any other conduct which in the judgment of the administration warrants such action.
23. The wearing of clothing, hats, dark glasses, or other attire which detracts from the educational process as described under School Dress Code

DISCIPLINARY VIOLATIONS

The following violations will subject the student to suspension or alternative placement and may also constitute juvenile or adult offenses. The police will be contacted when appropriate.

1. The use, sale, distribution, possession, or being under the influence of narcotics, dangerous drugs, controlled substances, or alcoholic beverages
2. Threatening or assaulting other students or school personnel including teachers, administrators, board members, or other employees of the Board of Education acting in the performance of their duties
3. Fighting in the building, on, or near school grounds
4. Destruction or defacing of school property
5. Extortion
6. Stealing
7. Incitement
8. Forgery
9. Malicious damage to the property of school personnel or other students
10. Carrying dangerous weapons
11. The possession and/or use of firecrackers or any type of explosive device
12. Setting off a false fire alarm
13. Defiance or willful disobedience of school personnel
14. Willful acts which endanger the safety of others such as throwing objects or food
15. Vulgarity and profanity
16. Gambling
17. Unauthorized parking or unauthorized use of a vehicle during school hours
18. Failure to leave the school building or property after having been directed to do so by school personnel
19. Play fighting.
20. Imitating gang actions, behavior or encouraging gang culture.
21. The possession and/or use of any remotely activated paging device (beeper) on school property as cited in N.J.S.A. 2C:33-19 to 33-20 and N.J.A.C. 6A:16-5.8
22. The sexual harassment of another student or staff as described under Sexual Harassment
23. Any form of harassment or bullying, including cyber bullying
24. Any other conduct which in the judgment of the administration warrants such action.

USE OF TOBACCO PRODUCT, E-CIGARETTE, OR VAPORIZER, OR OTHER ELECTRONIC SMOKING DEVICE, OR COMPONENT

1. Any student in **possession and/or use** of any tobacco product, e-cigarette, or vaporizer, or other electronic smoking device, or component will receive a ***Three (3) Day Out of School Suspension for a 1st offense*** (subsequent offenses will be subject to progressive discipline).
2. Due to the fact that the contents of an electronic smoking device cannot be determined through casual observation, students in ***possession and/or use*** of any electronic smoking device or component will be considered under suspicion of being under the influence of drugs and as such will be ***sent out for a drug screening*** in accordance with the District's Substance Abuse Policy.
3. If a positive drug screening is returned, the student will be subject to disciplinary consequences set forth in the District's Substance Abuse Policy, including medical clearance, meeting with our Student Assistance Counselor and other counseling as necessary. Students cannot participate in any extra-curricular activities (including clubs, athletics, proms, etc.) while suspended.
4. All suspensions count towards the loss of extra-curricular participation as set forth in this Student Handbook.

Moreover, when statutorily appropriate, pursuant to the “*New Jersey Smoke-Free Air Act*,” a complaint will be filed with the Health Department and violators will be subject to “*a fine of not less than \$250 for the first offense, \$500 for the second offense and \$1,000 for each subsequent offense.*” N.J.S.A. 26:3D-62(b).

ISSUES REGARDING BIAS/ RACISM/SEXISM

There is zero tolerance for any act that attacks or demeans the race, gender, sexual identify, or any other distinguishing characteristic of a student at our school.

In the event of an instance of potential bias, the administration will report the events to the Middlesex County Prosecutors Office for further investigation by the police. The school may take a multitude of interventions in assuring that incident is handled appropriately to continue to promote a message of tolerance that celebrates diversity.

The administration may take any and all of the following steps to resolve and handle the issue depending on the circumstances :

1. Investigate the incident as a potential instance or Harassment, Intimidation or Bullying
2. Impose disciplinary consequences that are appropriate to the action
3. Provide interventions with the offender as well as the victim to educate and resolve any conflicts through school services.

DISCIPLINARY ACTION APPEAL PROCEDURE

The Board recognizes that students possess the constitutional right to procedural due process. Specific steps for appeals resulting from disciplinary action are listed below. In accordance with the policy of the Board, the following procedures are provided for student appeals in the event of a complaint or grievance of disciplinary actions:

I. COMPLAINT OR GRIEVANCE

- a. The student, parent, or group of students shall make an informal complaint to the teacher or administrator who initially assigned the disciplinary action, or school counselor, individually or through a group representative.
- b. If the problem is not adequately resolved through the above informal process, a written complaint shall be made to the principal, approved by the parents(s) or guardians(s) of a minor child (children), which shall set forth:
 - i. The specific nature of the grievance and a brief statement of the facts giving rise to it.
 - ii. The manner in which and the extent to which the student believed he has been adversely affected.
 - iii. The relief sought by the student.
 - iv. The reasons why the student feels entitled to the relief sought.
 - v. Whether or not, in the opinion of the student, other students were similarly adversely affected, and, if so, the name of the group(s) of students. The principal shall then attempt to solve the complaint through conferences with students, parents, teachers, and other involved parties.
- c. If the written complaint to the principal does not result in a mutually satisfactory resolution of the problem within ten (10) school days, a written complaint may be made to the assistant superintendent. The assistant superintendent shall attempt to resolve the problem by investigating the situation, holding conferences with the parties involved, or conducting an informal meeting. The assistant superintendent shall provide a written reply within five (5) days following the completion of hearings which shall be final.
- d. If the written complaint to the assistant superintendent does not result in a mutually satisfactory resolution of the problem, an appeal may be made to the Board of Education through submission of a written appeal to the Board Secretary within ten (10) school days of a receipt of the assistant superintendent's reply.
- e. The Board or a committee thereof shall hear such appeals within two weeks of receipt of the request by the Board Secretary and shall render a decision in writing within thirty (30) days thereafter. At each step beyond the first, the school authority hearing the grievance may, at his/her discretion, call in the student's parent/guardian provided that the student is not 18 years of age or older. The student, if a minor child, shall conduct his/her grievance procedure with the help of his/her parent/guardian at all steps.

II. DISCIPLINARY ACTION

a. Preliminary Hearing

No student may be suspended or denied access to an educational function or activity of the district without a hearing, unless a clear and present danger exists, or it is impossible or unreasonably difficult to hold such a hearing. In such instances, the necessary notice and hearing shall follow as soon as practicable.

b. Minor Offense

i. The administration may impose a suspension of up to ten (10) days duration for any or all school programs and activities. The administration shall notify the student's parents/guardians of the suspension by telephone and by regular mail.

1. **Responsibility for schoolwork**-During the period of short-term suspension, the student is responsible for completing classroom assignments. The student shall not be refused the opportunity to take or make up a test nor shall she/he be given a failing mark of any kind, specifically as a result of non-attendance of class.

2. **Student's Records**-A record of the student's offenses may be kept until the end of the school year but may not be made part of the permanent record. The days suspended shall be noted in the student's permanent attendance record.

c. Extended Suspension

i. If, in the administration's opinion, the alleged infraction warrants a penalty of more than ten (10) days suspension, the case shall be referred to the superintendent within one day. If the superintendent agrees to extend suspension, the administration shall take the following steps:

III. Notice of Hearing

a. Within three (3) days of the date of suspension, a notice shall be sent by certified mail to the student's parents/guardians. The notice shall contain the following:

- i. the rule(s) alleged to have been violated
- ii. the charges against the student
- iii. a summary of the evidence against the student
- iv. the name of the accuser
- v. the penalty which the administration proposes to recommend
- vi. the time and place of the hearing (must be within thirty (30) days of the original suspension)
- vii. a statement of the student's and parent/guardian's entitlement to the following hearing right
 1. to review a written statement about the alleged misconduct
 2. to review the student's records
 3. to request a delay in the hearing

- viii. A statement of the student's entitlement to the following hearing rights;
 - 1. to a counsel
 - 2. to a translator
 - 3. to appear on his/her own behalf and for parents/ guardian to appear
 - 4. to produce witnesses and evidence on his/her behalf
 - 5. to confront and to cross-examine anyone who may have evidence against the student
 - 6. to a transcript of the hearing

IV. Hearing Panel

- a. A hearing panel will consist of members of the Board of Education.

V. Decision of Panel

- a. The hearing panel shall base its recommendation(s) on the evidence presented and the student's prior record, if any.

VI. Appeal of Decision

- a. A decision of the Board may be appealed to the Commissioner of Education within ninety (90) days of the decision.

STUDENTS WHO RECOGNIZE A NEED FOR HELP

The Board of Education, together with the administrative and instructional staff, is committed to its responsibilities to safeguard the health, safety, and well-being of students, and to provide assistance to those students and families of students who are seeking help with alcohol and/or drug misuse problems.

Students who voluntarily seek help for themselves, a family member, or a friend are assured that any personal conversations about drugs or alcohol with a teacher, counselor, or administrator will be held in the strictest confidence unless there is clear evidence of danger to the well-being of the student or others. It is the sincere hope of every staff member that students who feel that they are in need of help, advice, or counseling, will seek help.

STUDENTS SUSPECTED OF DRUG OR ALCOHOL ABUSE

Although the Board of Education encourages and hopes that all students with drug or alcohol problems will voluntarily seek help, legal and moral responsibilities dictate an obligation to help students who are suspected of drug or alcohol abuse.

The district's policy for our Substance Abuse policy can be viewed in the hyperlink below.

<https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=5530&search=substance+abuse&id=6ee753316f7540a7930a238a3dcaee91>

LOITERING

Loitering will not be tolerated after 2:25 p.m. All students are to exit the building or school grounds as quickly as possible. All team and club members are to report to their activities **immediately** after school. All students who remain for tutoring must report to their tutor by no later than 2:25 p.m. Students waiting for transportation must meet their rides outside the building. The following consequences will be imposed for loitering:

- First offense - One day PM office detention
- Second offense - Two days PM office detention
- Third offense - ISS and a parent/guardian conference

All subsequent offenses are subject to suspension.

SCHOOL BUSES – TRANSPORTATION

The following information about student responsibilities and student discipline apply to ALL students transported on school buses to and from school, athletic events, field trips, etc.

Student Responsibilities

- Before the bus arrives: Be at your bus stop at least ten minutes before bus arrival time. The bus cannot wait for students; students should be waiting for the bus. Remain on the curb at least three (3) feet back. **NEVER** stand in or move into the road as the bus approaches. Wait until the bus comes to a complete stop before moving toward the door. Form an orderly line for boarding the bus. Don't push or shove. Wait for flashing red lights to appear, traffic to stop and driver to give the okay before crossing the street or road to board the bus. Student must carry his/her bus pass at all times. Student will be required to show bus pass to the driver upon request. Do not destroy or damage resident's property at a bus stop. Students are responsible for any damage to the bus, or bus seats, or damage caused to property while at a bus stop.
- While riding the Bus: Move quickly to your assigned seat. Do not stand or move from your seat while bus is in motion. Driver or school administrator will assign seats. Sit in you assigned seat to and from school. Use seat belts on the bus. **IT'S THE LAW.** Never throw anything out of the bus window. Keep hands, arms, and other parts of the body inside the bus at all times. Keep feet, legs and other objects out of the aisles. Book bags etc. must be small enough to be kept on lap. **No suitcases on wheels allowed.** Do not eat, drink, or smoke on the bus. Help keep the bus clean. Throw trash in garbage can, not on the floor. Conversation should take place in a normal tone of voice while on the bus so as not to distract the driver. Do not deface the bus in any way. All students are responsible for any damage they cause to the bus. Report any damage to the bus driver. In case of an emergency remain calm; leave items on seat; follow bus evacuation procedure, after leaving the bus: Move quickly away from the side of the bus to the curb or off the roadway. When necessary to cross the street or road, move 10 feet in front of the bus. Wait for the driver's signal to cross, and then move rapidly to the other side. **NEVER GO TO THE REAR OF THE BUS AND CROSS THE STREET OR ROAD.** Do not stop to pick up papers or books that are dropped by the wheels of bus or in the roadway while crossing in front of the bus or cars. Go quickly to the other side of the street and wait for parent or driver to signal that it is okay to pick up dropped items.

- Any student accepting transportation to attend the high school must understand and accept that their attendance on the bus will be videotaped to record all actions on the bus.

NEW JERSEY SCHOOL LAW

STUDENT CONDUCT

18A:37-1 Submission of pupils to authority.

Pupils in the public school shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them.

18A: 37-2. Causes for suspension or expulsion of pupils.

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.

18A:25-2 Authority over pupils.

A teacher or other person in authority over pupil shall hold every pupil accountable for disorderly conduct in school & during recess and on the playgrounds of the school and on the way to and from school,

18A:38-28. Truants; return to parents or school.

Any attendance officer who shall find any child between six and sixteen years of age who is truant from school, shall take the child and deliver him to the parent, guardian or other person having charge and control of the child, or to the teacher of the school which such child is lawfully required to attend.

RIGHT TO SEARCH

When a school official has reasonable suspicion to believe that a student possesses evidence of an illegal activity or an activity that would interfere with school discipline and order, the school official has the right to conduct a reasonable search for such evidence.

Bullying, Harassment, or Intimidation File Code 5512.01 Cyberbullying File Code 5512.02

The board of education shall maintain an instructional and working environment that is free from harassment of any kind, including intimidation and bullying. Administrators and supervisors will make it clear to all staff, pupils and vendors that harassment, including intimidation and bullying, is prohibited. Sexual harassment shall be specifically addressed in the affirmative action in-service programs required by law for all staff.

The district’s Harassment, Intimidation, and Bullying policy can be accessed by clicking on the hyperlink below.

<https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=5512&search=Harassment%2c+Intimidation%2c+and+Bullying+&id=6ee753316f7540a7930a238a3dcaee91>

SECTION 9 - SELECTED BOARD OF EDUCATION POLICIES

The following Board of Education policies may be viewed in their entirety on the district website at www.spboe.org. If you do not have access to a computer, please contact the Superintendent’s Office at 908-754-4620, Ext. 8226.

POLICIES—may be found on district website www.spboe.org

Number	Title
2000	PROGRAM
2110	PHILOSOPHY OF EDUCATION/DISTRICT MISSION STATEMENT (M)
2132	SCHOOL DISTRICT GOALS AND OBJECTIVES
2200	CURRICULUM CONTENT (M)
2210	CURRICULUM DEVELOPMENT (M)
2220	ADOPTION OF COURSES (M)
2230	CURRICULUM GUIDES (M)
2240	CONTROVERSIAL ISSUES
2260	AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES (M)
2270	RELIGION IN THE SCHOOLS
2310	PUPIL GROUPING
2312	CLASS SIZE
2330	HOMEWORK
2340	FIELD TRIPS
2360	USE OF TECHNOLOGY
2361	ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (M)
2363	PUPIL USE OF PRIVATELY-OWNED TECHNOLOGY
2411	GUIDANCE COUNSELING (M)
2412	HOME INSTRUCTION DUE TO HEALTH CONDITION (M)
2414	PROGRAMS FOR PUPILS AT RISK (M)
2415	NO CHILD LEFT BEHIND PROGRAMS (M)
2415.01	ACADEMIC STANDARDS, ACADEMIC ASSESSMENTS AND ACCOUNTABILITY (M)
2415.02	TITLE I – FISCAL RESPONSIBILITIES (M)
2415.03	HIGHLY QUALIFIED TEACHERS (M)

2415.04	PARENTAL INVOLVEMENT (M)
2415.05	PUPIL SURVEYS, ANALYSIS AND/OR EVALUATIONS (M)
2415.06	UNSAFE SCHOOL CHOICE OPTION (M)
2415.20	NO CHILD LEFT BEHIND COMPLAINTS (M)

5000	PUPILS
5111	ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)
5112	ENTRANCE AGE
5114	CHILDREN DISPLACED BY DOMESTIC VIOLENCE
5116	EDUCATION OF HOMELESS CHILDREN
5120	ASSIGNMENT OF PUPILS
5130	WITHDRAWAL FROM SCHOOL (M)
5200	ATTENDANCE (M)
5230	LATE ARRIVAL AND EARLY DISMISSAL
5240	TARDINESS
5250	EXCUSAL FROM CLASS OR PROGRAM
5300	AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)
5305	HEALTH SERVICES PERSONNEL
5306	HEALTH SERVICES TO NONPUBLIC SCHOOLS (M)
5307	NURSING SERVICES PLAN (M)
5308	STUDENT HEALTH RECORDS
5310	HEALTH SERVICES
5320	IMMUNIZATION
5330	ADMINISTRATION OF MEDICATION (M)
5330.01	ADMINISTRATION OF MEDICAL MARIJUANA
5331	Management of Life-Threatening Allergies in Schools
5332	DO NOT RESUSCITATE ORDERS (M)
5335	TREATMENT OF ASTHMA
5337	SERVICE ANIMALS
5338	DIABETES MANAGEMENT
5339	SCREENING FOR DYSLEXIA
5350	STUDENT SUICIDE PREVENTION
5410	PROMOTION AND RETENTION (M)

2415.30	TITLE I - EDUCATIONAL STABILITY FOR CHILDREN IN FOSTER CARE
2416	PROGRAMS FOR PREGNANT PUPILS (M)
2417	STUDENT INTERVENTION AND REFERRAL SERVICES
2418	Section 504 of the Rehabilitation Act of 1973 Students
2422	HEALTH EDUCATION AND PHYSICAL EDUCATION
Number	Title
2423	BILINGUAL AND ESL EDUCATION (M)
2428.1	STANDARDS-BASED INSTRUCTIONAL PRIORITIES
2430	CO-CURRICULAR ACTIVITIES
2431	ATHLETIC COMPETITION (M)
2431.3	PRACTICE AND PRE-SEASON HEAT-ACCLIMATION FOR SCHOOL-SPONSORED ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

5411	PROMOTION FROM EIGHTH GRADE
5420	REPORTING PUPIL PROGRESS (M)
5430	CLASS RANK
5431	“GOOD PUPIL” STATUS
5440	HONORING PUPIL ACHIEVEMENT
5460	HIGH SCHOOL GRADUATION (M)
5466	GRADUATION AND YEARBOOK FEES (M)
5500	EXPECTATIONS FOR PUPIL CONDUCT (M)
5511	DRESS AND GROOMING
5512	HARASSMENT, INTIMIDATION OR BULLYING (HIB)
5513	CARE OF SCHOOL PROPERTY (M)
Number	Title
5514	PUPIL USE OF VEHICLES
5516	USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECDR)
5516.01	STUDENT TRACKING DEVICES
5517	PUPIL IDENTIFICATION CARDS
5519	DATING VIOLENCE AT SCHOOL
5520	DISORDER AND DEMONSTRATION
5530	SUBSTANCE ABUSE (M)
5533	STUDENT SMOKING (M)
5535	PASSIVE BREATH ALCOHOL SENSOR DEVICE
5536	RANDOM STUDENT SUBSTANCE TESTING
5550	DISAFFECTED PUPILS (M)
5560	DISRUPTIVE PUPILS (M)
5561	USE OF PHYSICAL RESTRAINT AND SECLUSION TECHNIQUES FOR STUDENTS WITH DISABILITIES
5570	SPORTSMANSHIP
5600	STUDENT DISCIPLINE/CODE OF CONDUCT (M)
5610	SUSPENSION (M)
5611	REMOVAL OF STUDENTS FOR FIREARMS OFFENSES
5612	ASSAULT BY ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES
5613	REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES
5615	SUSPECTED GANG ACTIVITY
5620	EXPULSION (M)
5700	PUPIL RIGHTS
5701	PLAGIARISM
5710	PUPIL GRIEVANCE
5721	INDEPENDENT PUBLICATIONS
5750	EQUAL EDUCATIONAL OPPORTUNITY

751	SEXUAL HARASSMENT (M)
5752	MARITAL STATUS AND PREGNANCY (M)
5755	EQUITY IN EDUCATIONAL PROGRAMS AND SERVICES
5756	TRANSGENDER STUDENTS
5770	PUPIL RIGHT OF PRIVACY
5820	STUDENT GOVERNMENT
5830	PUPIL FUND RAISING
5841	SECRET SOCIETIES
5842	EQUAL ACCESS OF PUPIL ORGANIZATIONS
5843	BEFORE AND AFTER SCHOOL PROGRAM
5850	SOCIAL EVENTS AND CLASS TRIPS
5860	SAFETY PATROL (M)
5880	PUBLIC PERFORMANCES BY PUPILS

7000	PROPERTY
7100	LONG-RANGE FACILITIES PLANNING (M)
7101	EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS
7102	SITE SELECTION AND ACQUISITION
7130	SCHOOL CLOSING
7230	GIFTS, GRANTS, AND DONATIONS
7243	SUPERVISION OF CONSTRUCTION
7250	SCHOOL AND FACILITY NAMES
7300	DISPOSITION OF PROPERTY
7410	MAINTENANCE AND REPAIR (M)
7420	HYGIENIC MANAGEMENT (M)
7421	INDOOR AIR QUALITY STANDARDS
7422	SCHOOL INTEGRATED PEST MANAGEMENT PLAN (M)
7425	LEAD TESTING OF WATER IN SCHOOLS
7430	SCHOOL SAFETY (M)
7432	EYE PROTECTION (M)
7433	HAZARDOUS SUBSTANCES
7434	SMOKING ON SCHOOL GROUNDS (M)
7435	ALCOHOLIC BEVERAGES ON SCHOOL PREMISES
7436	DRUG FREE WORKPLACE (M)
7440	SCHOOL DISTRICT SECURITY (M)
7441	ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (M)
7444	USE OF METAL DETECTORS
7446	SCHOOL SECURITY PROGRAM
7450	PROPERTY INVENTORY

7460	ENERGY CONSERVATION
7480	MOTOR VEHICLES ON SCHOOL PROPERTY
7490	ANIMALS ON SCHOOL PROPERTY
7510	USE OF SCHOOL FACILITIES
7513	RECREATIONAL USE OF PLAYGROUNDS
7520	LOAN OF SCHOOL EQUIPMENT
7520.1	ASSIGNMENT OF SCHOOL EQUIPMENT
7523	USE OF SCHOOL DISTRICT COMPUTER EQUIPMENT
7610	VANDALISM
7620	TRESPASSING ON SCHOOL PROPERTY

8000	OPERATIONS
8110	ATTENDANCE AREAS
8130	SCHOOL ORGANIZATION (M)
8140	PUPIL ENROLLMENTS (M)
8210	SCHOOL YEAR
8220	SCHOOL DAY
8310	PUBLIC RECORDS
8320	PERSONNEL RECORDS
8330	STUDENT RECORDS (M)
8335	FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
8350	RECORDS RETENTION
8420	EMERGENCY AND CRISIS SITUATIONS
8431	PREPAREDNESS FOR TOXIC HAZARD
8441	CARE OF INJURED AND ILL PERSONS (M)
8442	REPORTING ACCIDENTS
8451	CONTROL OF COMMUNICABLE DISEASE (M)
8453	HIV/AIDS
8454	MANAGEMENT OF PEDICULOSIS (HEAD LICE)
8461	REPORTING VIOLENCE, VANDALISM, HARASSMENT, INTIMIDATION, BULLYING, ALCOHOL AND OTHER DRUG OFFENSES
8462	REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN
8465	HATE CRIMES AND BIAS-RELATED ACTS (M)
8467	WEAPONS (M)
8468	CRISIS RESPONSE
8500	FOOD SERVICES
8505	LOCAL WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOODS (M)
8506	SCHOOL LUNCH PROGRAM BIOSECURITY PLAN (M)
8507	BREAKFAST OFFER VERSUS SERVE (OVS) (M)
8508	LUNCH OFFER VERSUS SERVE (OVS)

8540	SCHOOL NUTRITION PROGRAMS
8550	UNPAID MEAL CHARGE/OUTSTANDING FOOD SERVICE CHARGES (M)
8561	PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS
8600	TRANSPORTATION (M)
8601	PUPIL SUPERVISION AFTER SCHOOL DISMISSAL (M)
8630	BUS DRIVER/BUS AIDE RESPONSIBILITY (M)
8635	PUPIL TRANSPORTATION VEHICLES AND SCHOOL BUSES
8651	COMMUNITY USE OF TRANSPORTATION (M)
8660	TRANSPORTATION BY PRIVATE VEHICLE (M)
8670	TRANSPORTATION OF DISABLED PUPILS (M)
8690	MONITORING DEVICES ON SCHOOL VEHICLES
8710	PROPERTY INSURANCE
8740	BONDING
8750	EMPLOYEE INDEMNIFICATION
8760	PUPIL ACCIDENT INSURANCE
8770	SCHOOL BOARD INSURANCE GROUP
8810	RELIGIOUS HOLIDAYS
8820	OPENING EXERCISES/CEREMONIES
8860	MEMORIALS

9000	COMMUNITY
9100	PUBLIC RELATIONS
9120	PUBLIC INFORMATION PROGRAM (M)
9130	PUBLIC COMPLAINTS AND GRIEVANCES
9140	CITIZENS ADVISORY COMMITTEES (M)
9150	SCHOOL VISITORS
9160	PUBLIC ATTENDANCE AT SCHOOL EVENTS
9161	CROWD CONTROL
9162	PARENT CONDUCT/DISCIPLINE
9180	SCHOOL VOLUNTEERS
9181	VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS
9190	COMMUNITY ORGANIZATIONS/RESOURCES
9191	BOOSTER CLUBS
9200	COOPERATION BETWEEN PARENTS AND SCHOOL
9210	PARENT ORGANIZATIONS
9210B	SCHOOL AND STUDENT SUPPORT ORGANIZATIONS
9230	PARENTAL RESPONSIBILITIES
9240	RIGHTS OF PARENTS

9242	USE OF ELECTRONIC SIGNATURES (M)
9260	PARENTAL LIABILITY FOR VANDALISM
9270	HOME SCHOOLING AND EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS(M)
9280	PARENT CONFERENCES
9320	COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)
9323	NOTIFICATION OF JUVENILE OFFENDER CASE DISPOSITION
9324	SEX OFFENDERS REGISTRATION AND NOTIFICATION
9340	COOPERATION WITH PUBLIC LIBRARY
9400	NEWS MEDIA RELATIONS
9500	COOPERATION WITH EDUCATIONAL AGENCIES
9541	STUDENT TEACHERS/INTERNS/OBSERVERS
9550	EDUCATIONAL RESEARCH PROJECTS

List of Religious Holidays – Calendar for 2020-2021

The List of Religious Holidays Permitting Student Absence from School

WHEREAS, according to N.J.S.A. 18A:36-14 through 16 and N.J.A.C. 6A:32-8.3(j), regarding student absence from school because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education, is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law; and

WHEREAS, the law provides that:

1. Any student absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence;
2. Students who miss a test or examination because of absence on a religious holiday must be given the right to take an alternate test or examination;
3. To be entitled to the privileges set forth above, the student must present a written excuse signed by a parent or person standing in place of a parent;
4. Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence;
5. Such absence must not be recorded on any transcript or application or employment form or on any similar form; and
6. The Commissioner, with the approval of the State Board of Education, is required to:

- (a) prescribe such rules and regulations as may be necessary to carry out the purposes of this act; and
- (b) prepare a list of religious holidays on which it shall be mandatory to excuse a student. The list, however, is to be a minimum list. Boards of education, at their discretion, may add other days to the list for the schools of their districts; and

WHEREAS, although the New Jersey Department of Education makes every attempt to ensure the accuracy of the dates using the lunar, Gregorian and Julian calendars; and

WHEREAS, dates within this resolution may not be fixed before the State Board adopts the annual calendar and may require additional revision; now therefore be it

RESOLVED, the State Board of Education permits the Commissioner of Education, after annual adoption by the State Board of Education, to revise the dates provided in list of religious holidays.

WHEREAS, the district board of education has the right to add any bona fide religious holiday to the list for its own schools; now therefore be it,

RESOLVED that the State Board of Education adopts the following list of religious holidays for the 2019-2020 school year:

2020 – 2021 School Year Observance

Date	Observance
September 1	Ecclesiastical Year begins (Eastern Orthodox Christian)
September 7	His Holiness Sakya Trizin’s Birthday (Buddhist)
September 8	Nativity of Mary (Christian)
September 18-20	Rosh Hashanah (Jewish)
September 19	Feast of Trumpets (church of God, Philadelphia Church of God)
September 21	Nativity of the Theotokos (Eastern Orthodox Christian)
September 21-29	Mabon (Wicca/Pagan)
September 27	The Elevation of the Holy Cross (Eastern Orthodox Christian)
September 28	Yom Kippur (Jewish) Day of Atonement (Christian, Church of God, Philadelphia Church of God)
October 2-9	Sukkot (Jewish)
October 3-9	Feast of Tabernacles (Church of God, Philadelphia Church of God)
October 7	Chehlum Imam Husain (Islam Dawoodi Bohra)*
October 9-11	Sh’mini Atzeret (Jewish)
October 10	Last Great Day (Church of God, Philadelphia Church of God)
October 11	Simchat Torah (Jewish)
October 17-26	Navaratri (Hindu)*
October 19	Birth of Baha’u’llah (Baha’i)
October 20	Installation of the Scriptures as Guru Granth (Sikh) Birth of B’ab (Bah’i)
October 28	Milad an-Nabi (Islam Dawoodi Bohra)*
October 29	Maulid al-Nabi (Islam)*
November 1	All Saints’ Day (Christian) Samhain-Beltane (Wicca) Urus-Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)*
November 2	All Souls’ Day (Christian)
November 14	Diwali (Hindu, Jain, Puja, Deepavali, and Sikh)*
November 15	Goverdhan Puja (Hindu)*
November 13	Urus-Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)*
November 19	Milad Imam-uz-Zamaan (Islam Dawoodi Bohra)*
November 21	The Presentation of the Theotokos to the Temple (Eastern Orthodox Christian)
November 24	Guru Tegh Bahadur Martyrdom (Sikh)
November 25	Day of Covenant (Baha’i)
November 27	Ascension of ‘Abdul’l Baha (Baha’i)

November 29	First Sunday of Advent (Christian)
November 30	Guru Nanak Dev Sahib Birthday (Sikh)
December 5	Milad Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)*
December 8	Immaculate Conception (Christian)
December 11-18	Hanukkah (Jewish)
December 22	Yule (Wicca and Christian)
December 25	Christmas (Christian) The Nativity of Christ (Eastern Orthodox Christian)
December 26	Zarathosht Diso (Zoroastrian)
January 1	Gantan-sai (Shinto) Mary, Mother of God (Catholic Christian)
January 3-10	Holy Convocation (Church of God and Saints of Christ)
January 5	Birthday of Guru Gobind Singh Sahib (Sikh)
January 6	Feast of Epiphany (Christian) Feast of Theophany (Eastern Orthodox Christian) Nativity of Christ (Armenian Orthodox)
January 7	Feast of the Nativity (Eastern Orthodox Christian)
January 13	Maghi (Sikh)
January 14	Makar Sankranti and Pongal (Hindu)*
January 17	World Religion Day (Baha'i)
January 28	Bohdi Day (Buddhist)
January 29	Tu B'shvat (Jewish)
February 1	Imbolic-Candlemas (Wicca and Christian)
February 2	The Presentation of Our Lord to the Temple (Eastern Orthodox Christian)
February 12	Chinese/Lunar New Year (Confucian, Daoist, Buddhist)
February 14-23	Midwinter Ceremonies (Native American)
February 15	Nirvana Day (Buddhist, Jain)
February 16	Shrove Tuesday (Christian) Vasant Panchami (Hindu)*
February 17	Ash Wednesday (Christian)
February 25	Jonah's Passover (Eastern Orthodox Church)
February 26	Ayyam al Beez (Islam Dawoodi Bohra)*
February 27	Purim (Jewish)
March 2	Urus – Syedna Taher Saifuddin
March 10	Yawm al-Mab'ath (Islam Dawoodi Bohra)*
March 11	Maha Shivaratri (Hindu)*

	Lailat al Miraj (Islam)*
March 13	L. Ron Hubbard's Birthday (Church of Scientology)
March 15	Clean Monday (Eastern Orthodox Church)
March 21	Ostara (Wicca) Mabon (Wicca/Pagan Northern and Southern Hemispheres) Nowruz (Zoroastrian) Naw-Ryz (Baha'i)
March 25	The Annunciation of the Theotokos (Eastern Orthodox Christian) The Annunciation of the Virgin Mary (Christian)
March 26	Khordad Sal (Zoroastrian)
March 27	Lord's Evening Meal (Christian, Jehovah's Witness) Passover (United Church of God)
March 27 – April 4	Passover (Jewish)
March 28	Palm Sunday (Christian) Lailat al Bara'ah (Islam)* First Day of Unleavened Bread (Church of God)
March 28 – April 3	Days of Unleavened Bread (Philadelphia Church of God)
April 1	Holy Thursday (Christian)
April 2	Good Friday (Christian)
April 3	Last Day of Unleavened Bread (Church of God)
April 4	Easter (Christian)
April 5	Easter Monday (Christian)
April 13	Souramana Yugadi (Hindu)* Chandramana Yugadi (Hindu)*
April 13-20	Memorial of the Feast of the Lord's Passover (Church of God and Saints of Christ)
April 13 – May 13	Ramadan (Islam)
April 16 – 17	Yom Ha'Azmaut (Jewish)
April 20	First Day of Ridvan (Baha'i)
April 21	Ramnavami (Hindu)
April 24	Lazarus Saturday (Eastern Orthodox Christian)
April 26	Hanuman Jayanti (Hindu)*
April 27	Theravadin New Year (Buddhist)
April 28	Ninth Day of Ridvan (Baha'i)
April 29	Holy Thursday (Eastern Orthodox Christian)
April 30	Holy Friday (Eastern Orthodox Christian) The Last Friday of the Great Len (Eastern Orthodox Church) Lag B'Omer (Jewish)

	Shahadat – Amirul Mumineen (Islam Dawoodi Bohra)*
May 1	Beltane (Wicca) Twelfth Day of Ridvan (Baha’i)
May 2	Easter (Eastern Orthodox Christian)
May 3	Bright Monday (Eastern Orthodox Christian)
May 3 - 4	Laylatul Qadr (Islam Dawoodi Bohra)*
May 4	Milad Syedna Mufaddal Saifuddin (Islam Dawoodi Bohra)*
May 7	Aakhir Jumo’a (Islam Dawoodi Bohra)*
May 8	Laylatul Qadr (Islam)
May 13	Ascension of Our Lord (Christian) Eid al Fitr (Islam)*
May 16 – 18	Savuot (Jewish)
May 23	Declaration of the Bab (Baha’i) Pentecost (Christian)
May 26	Visakha Puja (Buddhist) Buddha’s Birthday/Buddha Day-Buddha Day*
May 29	Ascension of Baha’u’llah (Baha’i)
June 16	Martyrdom of Gugu Arjan Dev Sahib (Sikh)
June 21	Pentecost (Eastern Orthodox Christian)
June 24	Litha (Wicca)
June 28	Fast of the Holy Apostles (Eastern Orthodox Christian)

* Disclaimer: New Jersey Department of Education has made every attempt to ensure the accuracy of the dates. The information has been verified through the use of various sources and some dates may vary due to the lunar, Gregorian and Julian calendars.

Lamont O. Repollet, Ed. D., Commissioner
Secretary, N.J. State Board of Education

Kathy A. Goldenberg, Vice President
N.J. State Board of Education

PESTICIDE LETTER



South Plainfield Public Schools

125 Jackson Ave
South Plainfield, NJ 07080
908-754-4620
spboe.org

Mrs. Mary Malyska
Assistant Superintendent
mmalyska@spboe.org

Dr. Noreen Lishak
Superintendent of Schools
nlishak@spboe.org

Mr. Alex Benanti
Board Secretary/Business Admin.
abenanti@spboe.org

July, 2020

Dear Parent, Guardian, Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The South Plainfield School District has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for South Plainfield High School is:

Name of IPM Coordinator: Thomas Wiggins
Business Phone Number: 908-754-4620 extension 8270
Business Address: 125 Jackson Ave South Plainfield, N.J.

The IPM Coordinator maintains the pesticide product label, and the Safety Data Sheets (SDS) (when one is available), of each pesticide product that may be used on school property. The label and the SDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan the Roosevelt Administration Building may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

Sincerely,

Thomas Wiggins,
Supervisor of Buildings and Grounds



South Plainfield Board of Education

Administration Building
125 Jackson Avenue
South Plainfield, NJ 07080
Telephone: 908.754.4620
Website: spboe.org

Asbestos Notification September 2020

Dear Parents, Teachers, Building Occupants, and Employee Organizations:

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, South Plainfield School District has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted in June 2016 all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1989. South Plainfield School District developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

During the past year, bulk sampling activities and various inspections to comply with the management plan requirements were completed.

It is the intention of South Plainfield School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office or administrative office of the school during regular business hours. Mr. Thomas Wiggins, Supervisor of Building and Grounds, is our Designated Asbestos Program Coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 908-754-4620, extension 8270.

Sincerely,

Thomas Wiggins
Supervisor of Buildings and Grounds

Section 10: Virtual Instruction

Code of Ethics

In the pursuit of academic excellence SPHS strives to uphold a Code of Ethics based on personal integrity, honesty, self-respect and moral character. This code expects each student to diligently monitor and manage their attitude, behavior and activities in such a way so as to preclude the occurrence of cheating on schoolwork, fabrication of work performed, plagiarism, unauthorized use of resources, disruption of the learning process for themselves or others, any activity which compromises the academic integrity or reputation of SPHS and undermines the educational process will be grounds for disciplinary actions.

After due process, as outlined in the SPHS Student-Parent Handbook/Conflict Resolution Policy, SPHS reserves the right to discipline a student for personal and/or academic misconduct.

Virtual Attendance

Students of SPHS must be in attendance. It is mandatory:

1. Students must attend school (in building or virtual) for 180 days within a 10-month school year. An absence exceeding 18 days or more can result in the student losing course credit.
2. If a student misses class (whether academic, elective, study hall, etc.), the teacher for the designated class and the attendance officer must be contacted prior to the end of the absent day, or a doctor's note should be provided to verify the student's absence upon return to class.
3. If a student misses 3-5 consecutive days of school, a reason should be noted to the attendance office: family trip, illness, holiday, family death, etc. For illness, religious holiday and or family emergency/death, please provide documentation to verify absence.
4. Daily attendance will be recorded each period and a total absence will be confirmed for the school day.
5. Students in danger of losing credits (18 absences or more), will receive a letter of notification and will be able to apply for an attendance appeal with the assistance of their guidance counselor.
6. Students who do not fulfill the 180 day attendance requirement by the end of the student's school year will need to meet with their guidance counselor, parent and school administrator to determine a plan for attendance.
7. When a student experiences a severe situation due to tragedy or serious, long-term illness, the parent should contact SPHS as soon as possible for a conference to determine a Plan of Action for the continuance of schoolwork during the extent of the situation. Failure to inform the school will cause a breakdown in communications and may be grounds for academic failure.

Rules

- **Attendance to "class-meets" is mandatory to receive credit for class.**
 - Be on time for class, signing in as the teacher as instructed all students in timely manner during the class period.
 - Students are expected to be in their seats and actively participate for the entire duration of the class.
 - If a student needs to step away from the computer, they must notify the teacher.

- Skipping and not logging onto class is the equivalent of a “cut”. Once a student reaches 18 class absences, which includes out for a whole day, the student loses credit for the class and may have to repeat.
- If a student does not respond when called on repeatedly, and their camera is off and microphone is muted, they will not be considered present for the course regardless of signing in on time.
- **Ensure that you have a clean, school-appropriate background.**
 - In the background, posters should not be provocative, have drug or alcohol references, etc. It is recommended that you choose a virtual background, when possible, that is suitable for a classroom setting (i.e. SPHS logo, SPHS tiger logo, a library, etc.)
 - Displaying inappropriate items could result in disciplinary action.
- **Dress school appropriate.**
 - All attire virtually should meet the standards of our school dress code in our handbook.
- **Your video should be on so that the teacher can see you during instruction. If requested of you, the teacher should be able to see your entire face, not just the top of your head or half your face.**
 - With virtual learning, part of the component is facial interaction and having this important social interaction makes for a better learning environment.
 - Tip: Look into the camera when talking instead of looking at yourself.
 - A student can only be excused from having their camera on during virtual instruction after they have arranged PRIOR to not going on camera to have a meeting with the administration to discuss their concerns. Only an administrator can grant an excusal.

Expectations and Etiquette

- **Don’t Drink or Eat in Front of the Camera.**
- **Be Respectful:** Make a point to be kind and respectful in your comments, written and spoken—even if you disagree with someone. Online communication comes with a level of anonymity, even when faces are seen, that does not exist when you are talking to someone face-to-face. Sometimes this leads people to behave rudely when they disagree with one another. Always be respectful of classmates and staff.
- **NO YELLING, in Voice or Type....**Most readers tend to perceive “ALL CAPS” as shouting and may offend or turn the reader off, no matter how thoughtful or intelligent your response. Raising your actual voice, or yelling in a virtual meeting is inappropriate as well.
- **Use the Chat Box Properly**The Chat box should be used to ask or answer the teacher. Not for individual conversations. Stay on topic.
- **Sarcasm is Never a Good Response** - In education sarcasm is never a good answer. Something to an individual may seem like an obvious joke but could come across as rude to those who don’t know you personally. As a rule of thumb, it’s best to avoid sarcasm altogether in an online classroom. Instead, lean toward being polite and direct in the way you communicate to avoid these issues.
- **Use Proper Grammar** - Practice makes perfect. Always try to use proper spelling, punctuation, and grammar. Trying to decipher a string of misspelled words with erratic punctuation frustrates the reader and distracts from the point of your message. Avoid “text” abbreviations when responding to a teacher’s or classmates’ question.

Practice proper netiquette. Nobody likes the “grammar police”. Correcting a classmate because he or she used “your” instead of “you’re” may be considered rude. It is fine for the teacher, but not a peer.

- **Think Before you Type** - A passing comment spoken in class can be forgotten a few minutes later, but what you share in an online classroom is part of a permanent digital record. Students can read and reread letting the interpretation be out of your control.
- **Be Aware of Your Audio Setting**
 - Mute when not speaking to avoid unnecessary distractions to others.
 - Make sure your microphone levels are turned up so others can hear you.
- **Eliminate distractions. Focus on the teacher and lesson activity.**
 - As with typical learning, a quiet place with good lighting and seating is important.

Integrity Agreement

Virtual attendance at SPHS is considered a privilege and requires a serious commitment. Students will be held responsible for their behavior during and in the virtual classroom. Therefore, students must agree to abide by the code of conduct that encourages them to continually seek to follow the expectations, rules and regulations required by administration in and through their actions and voice.

Should it come to the attention of SPHS that a student is engaging in behavior that isn't conducive to the learning environment and disrupts the learning process, the staff shall contact the parents of the student to discuss the specifics of the unacceptable behaviors. Followed by administration addressing the matter and notifying the parent and student via US Mail the disciplinary action and/or plan for remediation. The student and parents must agree by signature on the letter that the student will refrain from the unacceptable behavior. The letter must be dropped off to the SPHS Main Office or mailed back to SPHS and will be retained in the student's permanent file.

If a second occurrence of the unacceptable behavior takes place, the parents will be contacted and the student shall be issued a stronger disciplinary consequence.

Traditional & Virtual Learning

The option of virtual and traditional learning at SPHS is to provide students with a quality education in a safe, personalized and convenient environment where students can thrive educationally, socially and emotionally. We strive to maintain a relationship between academic excellence and providing the highest quality of educational materials and hold our students to the highest academic standards. We are committed to maintaining the highest quality of personal, professional and ethical conduct.

Academic Integrity

Academic integrity is defined as the student completing all academic work on their own, as assigned for each class. This includes, but is not limited to the following:

- A. Reading all lesson materials
- B. Taking quizzes and tests independently
- C. Completing essays, practices, journals, and other coursework
- D. Gathering research and writing research papers/projects

If extra help is needed, the students must inform the teacher to arrange a time after school.

Conflict Resolution

For the protection of both SPHS, the student and families, the following procedures are to be followed in cases of conflict:

1. The policies and procedures of SPHS are clearly outlined and readily available in the Parent – Student Handbook.
2. Parents are required to read the handbook during the enrollment of their children and attest to that reading by signature on the Parent-Student Agreement Form before enrollment and start of the first day of school.
3. Should a question or conflict arise regarding policies, the school policies will prevail.
4. Should an academic question or conflict arise between the student and parent that hinders student academic progress, the parent is encouraged to contact a school counselor to receive assistance in resolving the situation. Should the situation involve non-academic issues the parent is encouraged to seek assistance from other counseling professionals.
5. If a conflict arises wherein there is no stated policy, the parents and the school administrator will attempt to resolve the situation amicably. If a solution cannot be reached, the school administrator or the parents may call for an arbitration meeting between school representatives, the parents and an unbiased mediator.
6. Failure to attend an arbitrated meeting or to abide by the arbitrated solution may result in further disciplinary actions or consequences.

Academic Discipline

The need for academic discipline during virtual learning is a necessity. We endeavor to work with parents and students to resolve any deficiencies or problems which may arise before it becomes an issue. However, continued deficiencies in any of the following areas could result in the student possibly failing the class(es) or other disciplinary consequences :

1. Failure to make appropriate progress in coursework
2. Inadequate documentation submitted to show appropriate progress
3. Non-compliance with the plan of action to help bring student to acceptable levels of progress and/or grade level according to student's ability