

Memorial Szkoła

EP

Rodzic-Student Handbook 2017-2018

WŁASNOŚĆ: _____

375 River Drive
Elmwood Park, NJ 07407

„JESTEŚMY CRUSADERS dla naszych dzieci”

**Odwiedź nas w internecie
www.elmwoodparkschools.org**

Wiadomość od kuratora

Drodzy Rodzice / Opiekunowie:

Podręcznik został opracowany, aby zapewnić Państwu wielu informacji. Dzięki tym informacjom trzeba mieć wgląd niezbędne, aby stać się aktywnym partnerem w procesie edukacyjnym dziecka.

Edukacja w Elmwood Park szkołach jest zaprojektowany w celu zaspokojenia potrzeb jednostki, ale ostatecznie każdy student zyska ze szkoły w zależności od wysiłku on lub ona zastosowanie. Aby zwiększyć stopień sukcesu edukacyjnego, konieczne jest, aby nauczyciele, rodzice i administratorzy komunikować się otwarcie i często dotyczące postępów uczniów.

Nasze szkoły sprawiają szczególne wysiłki w celu stworzenia i promowania dobrych relacji między domem a szkołą. Newslettery, biuletyny macierzyste, regularne konferencje i bezpośredni kontakt z rodzicami jest częścią tych starań. Zachęcamy do zainicjowania własne kontakty w razie potrzeby. Ci zachęceni są także do aktywności w różnych organizacjach rodzicielskich, ochotnika do udziału w komisjach, a uczestniczyć w posiedzeniach Zarządu Edukacji.

Popracujmy razem. Twoje pozytywne zaangażowanie i dalszy kontakt ze szkołą w znacznym stopniu przyczyniają się do prawidłowego rozwoju akademickiego dziecka.

Z poważaniem,

Anthony Grieco
Kurator Oświaty

KOMUNIKAT DYREKTORA

Drodzy Rodzice / opiekunowie:

Administracja i wydział Memorial High School zaprasza do roku szkolnego 2017-2018. Pamięci Szkoła oferuje wiele akademickich, fakultatywnych i pozalekcyjnych możliwości, aby zaspokoić potrzeby wszystkich uczniów. Jesteśmy zobowiązani do zapewnienia naszym studentom wymagającym i wciągające doświadczenie edukacyjne, które przygotowuje ich do²¹ globalnej gospodarce. Podręcznik Parent-Student opisuje wiele programów dostępnych dla studentów, jak również ogólne zasady i procedury.

Kodeks postępowania i późniejszych polityki mają na celu przygotowanie i wychowywać swoje dzieci w bezpiecznym środowisku. Proszę wziąć czas, aby przeglądać każdy dział dokładnie. Zachęcam was, aby utrzymać otwarte linie komunikacji z naszego wydziału i stać się aktywnym członkiem społeczności Memorial High School.

Pamięci Szkoła szczydzi się wszystko, co ma do zaoferowania swoim studentom. Jestem chętny, aby rozpocząć pracę z rodziców, wykładowców i społeczności w roku szkolnym 2017-2018. Zachęcam każdego ucznia do poszukiwania nowych możliwości, przyjąć nowe wyzwania i angażować się we wszystkich aspektach życia studenckiego.

Z poważaniem,

David Warner
Główny

Kuratorium Oświaty

Prezydent..... Jeanne Freitag
Wiceprezes Louise Gerardi
Trustees Frank Caramagna
Douglas DeMatteo
George Luke
James Monako
Kathleen Policano
Doris Wechtler

administracji centralnej

Superintendent szkół Anthony Grieco
Biznesu Administrator / Sekretarza Rady Nadzorczej John DiPaola
Dyrektor tresowane Anthony Iachetti
Dyrektor Uczniów Personnel Services & Testing .. Mohammed Saadeh
Dyrektor Curriculum, Instrukcja i ocena Jillian Torrento

SZKOŁA ADMINISTRACJI

Głównym David Warner
Assistant Principal / Discipline Karen Fasouletos

NASZA MISJA

Jesteśmy wspólnotą poświęcony tworzeniu środowiska edukacyjnego, gdzie uczniowie są uprawnione do przekraczają ich potencjału poprzez wymagające, innowacyjne i interdyscyplinarnego programu nauczania. Poprzez wspieranie charakter, godność i szacunek dla siebie i innych kultur, studenci staną twórczych myślicieli i obywatelami świata zdolnymi do dobrego funkcjonowania w zróżnicowanym i zmieniającym się społeczeństwie.

WIERZYMY.....

- Wszyscy studenci mogą nauczyć.
- Dobra postawa obywatelska i odpowiednie wartości społeczne powinny być wpajane.
- Należy zachęcać maksymalny udział w różnorodnych doświadczeń edukacyjnych i działań współfinansowanych curricular.
- Znajomość aktualnych problemów zdrowotnych należy podkreślić.
- Indywidualne godność i poczucie własnej wartości należy zaszcześcić wśród studentów i pracowników.
- Wystarczających narzędzi nauczania i umiejętność istnieć w innowacyjnym środowisku uczenia się musi nastąpić dla studentów i wykładowców.
- Należy zachęcać do kreatywności i pozytywnych podejmowanie ryzyka.
- Każdy ma prawo do czystej, bezpiecznej pozytywnego środowiska.
- Każdy ma prawo do bycia osobą fizyczną i być w stanie osiągnąć przy maksymalnym potencjale w działaniach indywidualnych lub grupowych.
- Wychowawcy są wzorce i powinni być zachęceni do grupy profesjonalnie.
- System szkoła, społeczność, i lokalne organy zarządzające muszą współpracować w harmonii iz pozytywnym nastawieniem.
- Społeczne zmiany muszą zostać rozpoznane.
- Umiejętności komunikacyjne są niezbędne.
- Zmieniające się technologie powinny być wykorzystywane jako narzędzie dydaktyczne, a także tematu badań.
- Jakość edukacji obejmuje efektywność.

Duma z siebie, społeczności szkolnej i kraju powinny być wpajane w ogóle.

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PORADNIK ZAKŁAD

Departament Guidance oferuje szeroką gamę usług i programów dla uczniów, rodziców i wydziału. Każdy student jest przypisany do doradcy alfabetycznie i jest zaplanowane na konferencji okresowych w roku w celu zaspokojenia potrzeb edukacyjnych, zawodowych i społecznych.

Zarówno uczniowie jak i rodzice mogą wnioskować o powołanie przez sekretarza wydziału wytyczne. Mogą porozumiewać się z doradcą na temat wyboru kursu, wybór po wysokich programów szkolnych, stypendiów, pomocy finansowej, osiągnięcia w nauce lub braku postępów, cele zawodowe, standaryzowanych wyników badań, lub wątpliwości osobiste / społeczne.

Departament Wytyczne upublicznia wiele możliwości dla studentów, w tym programów dla instytutów utalentowana i, lato, możliwości pracy, wyjazdów terenowych oraz wizytacje uczelni. Anonse Bulletin Board, specjalne głośniki prezentacji i biuletyny są tylko niektóre media za nagłaśnianie ważne informacje. Student jest odpowiedzialny za wykorzystanie tych informacji i dzielenie się nim z rodzicami.

Departament Wytyczne mogą być osiągnięte poprzez wywołanie wew. 2935.

KLASA kwalifikowalności i WYMAGANIA Graduation

Aby otrzymać dyplom z Elmwood Park Memorial High School, studenci muszą spełniać minimalne wymagania ustalone przez Departament Edukacji New Jersey Elmwood Park i Kuratorium Oświaty. Aby przejść z Elmwood Park Memorial High School, studenci muszą:

1. Zdać wszystkie wymagane oceny stanu
2. Zdobyć minimum 120 punktów
3. Wypełnienia wszystkich zobowiązań (tj frekwencji, zatrzymań, grzywny, itp)
4. Przekazać następujące kursy

HIGH SCHOOL PROGRAM PLANNER KARTA PRACY
planując swoje pozycje kursu liceum Użyj następujące arkusz.

	Klasa 9	klasa 10	klasa 11	klasa 12	Years wymagane do ukończenia studiów	Kredyty Graduation
ELA					4	20
PE / Zdrowie					4	20
matematyka					3	15
Science					3	15
US History					2	10
World History					1	5
Języki obce					1	5
dzieła / Praktyczne Performing Arts					1	5
Praca					1	5
Financial Literacy					1 pół	2,5
Fakultety					4	17.5
kredyty od						120

Kredyty muszą znajdować się w „dobrej kondycji”

- | | |
|--------------|-------------|
| 1. sophomore | 30 punktów |
| 2. Mniejsze | 60 punktów |
| 3. Liczba | 90 kredytów |
| 4. Graduate | 120 punktów |

	Przebieg i kredytowe Wymagania dla wszystkich studentów wjeżdżających Stopnia 9w:			
	2012-20 13	2013-20 14	2014-20 15	2017-20 18
ANGIELSKI	20 punktów (ELA 1, 2, 3, 4)			
MATEMATYKA	15 kuponów w tym Algebra 1, geometrii, algebry 2 lub równoważną zawartości i trzecim roku matematyki, że budynki na pojęć i umiejętności algebry i geometrii			
NAUKA	15 kuponów w tym co najmniej 5 punktów w biologii; dodatkowy kurs / nauka opiera się w tym laboratorium zapytanie Chemii Środowiska Nauki, lub fizyki; a trzecia laboratorium / zapytanie oparte nauka kurs			
wiedza o społeczeństwie	15 kredytów (5 kredytów każda w historii świata, historii USA 1, US History 2)			
WYCHOWANIE FIZYCZNE / Zdrowie	5 kuponów Wychowania Fizycznego / Zdrowa ciągu każdego roku o wpisie			
world Wybierz język	5 kuponów			

FINE / Praktyczna / PERFORMING ART	5 kuponów
KARIERA GOTOWOŚĆ	5 kuponów
wiedzy finansowej	2,5 Suma punktów wFinancial Literacy
kredytachTOTAL	

Wszyscy uczniowie muszą podjąć wszelkie państwa przyznanej standardowych testów.

*** ANY 12TH GRADE Student, który nie wypełniły wszelkie wymagania kredytowe dla Graduation PRZED DATA ceremonii Graduation NIE mieć możliwośćuczestniczenia w ceremonii ukończenia szkoły.**

PARCC WYMAGANIA Graduation

<http://www.state.nj.us/education/assessment/parents/GradReg.pdf> (NJ Dept. of Education)

SENIOR godzin pracy wolontariuszy

Wszyscy starsi uczniowie, którzy są na dobrej drodze do studia w tym roku szkolnym, są zobowiązani do wypełnienia minimum dziesięć (10) godzin od projektów usługowych społeczność jako wymóg, aby ukończyć Memorial High School. Studenci będą zaopatrzone w konkretnej instrukcji na początku roku szkolnego, jak do procesu związanego z spełnieniu tego wymogu. Liczne projekty usługowe są dostępne dla studentów (przez różne grupy) przez cały rok w liceum. Studenci, którzy potrzebują pomocy w spełnieniu tego wymogu należy zwrócić się o pomoc z ich doradcy zawodowego SAC, czy administrator. Uczniowie niespełniający tego warunku **nie ukończyli wszystkie wymagania dla studiów.**

GRADUATION PRAKTYKA

Wszyscy seniorzy kwalifikujące się do ukończenia musi dotrzeć na czas i wziąć udział we wszystkich zaplanowanych praktyk rozpoczęcia. Osoby mogą być wyłączone z rozpoczęciem praktyk i / lub ceremonii rozpoczęcia w następujących przypadkach:

1. Niestosowanie się do udziału w żadnych praktyk rozpoczęcia.
2. Niedopuszczalne zachowanie podczas rozpoczęcia praktyki i / lub ceremonii rozpoczęcia.

3. Wykorzystanie i / lub nadużywania substancji kontrolowanej podczas rozpoczęcia praktyki i / lub ceremonii **ROZPOCZĘCIA**.

Studenci będą nabywać ich kasztana i gówn strój dzięki oddzielnym sprzedawcy. Każdy uczeń, który nie spełnia wymagań na studia będą miały jego / jej kupić czapkę i togę w pierwszym dniu roboczym następującym po ceremonii ukończenia szkoły.

WNIOSKI Zmień harmonogram

Zmiany planu nie zostaną przyznane za kwestie dotyczące prywatnego lub nauczyciel preferencji. Wszystkie zmiany harmonogramu dokonane po rozpoczęciu roku szkolnego wymaga zgody administracyjnej.

INFORMACJE GRADING

Metoda obliczania ostatecznych ocen z roku szkolnego 2017-2018:

a. Kursy semestralne

1 st znakowania przez	40%
2 ND znakowania przez	40%
Egzamin	20%

b. Cały rok

1 st Oznaczenie okresu	20%
2 ^{II} Oznaczenie okresu	20%
Połowy termin egzaminu	10%
3 ^{III} Oznaczenie okresu	20%
4 ^P Oznaczenie okresu	20%
Egzamin końcowy	10%

GATUNKI

Po przybyciu na świadectwo z oceną, zaledwie klas liczbowe mają być rejestrowane dla każdego okresu znakowania i nie może być interpretowane w następujący sposób:

93-100	Doskonałe
85-92	Powyżej przeciętnej
77-84	Średni
70-76	Poniżej przeciętnej
poniżej 70	Failure

Najniższy stopień liczbowy być przypisany do karty raportu za pierwsze trzy zaznaczonych okresów będzie 55. klasa przypisana do egzaminu śródkresowego czwartego okresu oznakowanie oraz egzamin końcowy będzie to, co uczeń faktycznie zarabia. Wyjątek: Najniższy stopień liczbowy być przypisany do karty raportu dla dowolnego okresu oznakowania fizycznych klasach edukacja / Zdrowie jest 55.

Zleceniodawcy listę i honor KRYTERIA ROLL

Lista zleceniodawcy: Uczeń odbiera klasę 93 lub powyżej i „zadowolający” czy „wybitny” Ocena obywatelstwo z każdego przedmiotu podczas okresu oznakowania powinny być umieszczone na liście dyrektora.

Honor rolki: Uczeń odbiera klasę 85 lub powyżej i „zadowolającą” lub „wybitne” obywatelstwa Ocena z każdego przedmiotu w okresie oznakowania powinny być umieszczone na Honor Roll.

KLASA RANK

Klasa Pozycja obliczana jest na koniec trzeciego roku w oparciu o kurs dla klas pierwszych sześciu semestrów liceum. Tak będzie aż do końca ostatniego roku. Klasa Ranking bierze pod uwagę wagi kredytowego wyróżnieniem i Advanced Placement pracy oczywiście.

Szkołę średnią / SALUTATORIAN

Wybór szkołę średnią / salutatorian obejmie następujące kryteria:

- a. Uczniowie będą mieli najwyższy i drugi najwyższy ważoną pozycję na końcu ich ostatnim roku.
- b. Dowolny wybrany student musi spędził ponad połowę jego / jej Junior pełnej ostatni rok w liceum.
- do. Każdy student, który zdecyduje się na studia wcześniej utraci jego / jej prawo do otrzymywania zaszczyt bycia szkołę średnią / salutatorian.
- re. Zarząd zastrzega sobie prawo do odwołania zaszczyt szkołę średnią lub salutatorian w przypadkach poważnych naruszeń kodeksu postępowania szkolnego.

Incompletes

Gatunek niekompletnych nie będzie używana jako końcowa klasy, ale może mieć chwilowo z powodu choroby lub z innych powodów nauczyciela zatwierdzony do długotrwałego braku. Nauczyciel będzie określił warunki dotyczących wymagań dotyczących pracy makijażu oraz powiadamia studenta tych wymogów i czasu jest dozwolone. Uczeń musi rozwiązać INC ciągu pięciu (5) dni po kart raport wydano chyba poważnym stanem chorobowym nadal istnieje zapobieganie studenta z powrotem do szkoły.

obywatelstwo klasa

Obywatelstwo jest interpretowany jako zachowania ucznia w klasie i wokół społeczności szkolnej. Przywództwo, zachowanie, chęć pomocy innym, szacunek i ogólny charakter moralny są czynnikami brany pod uwagę przy wprowadzaniu tej klasy. Kategoria ta nie zależy od zdolności studenta do ukończenia szkolnych lub do osiągnięcia sukcesu akademickiego. Studenci otrzymać stopień Obywatelstwo O (doskonała), S (zadowolający) lub N (wymaga poprawy).

Kursy korespondencyjne / Virtual Szkoła

1. Każdy uczeń pragnący wziąć udział w kursie korespondencyjnym musi mieć aprobatę administracyjną.
2. Studenci są ograniczone do podejmowania jeden (1) klasę każdego semestru i dwa (2) zajęcia w okresie letnim.
3. Kursy mogą być podjęte tylko jako odzyskiwanie kredyt „naprawienia” dla klasy, że student wcześniej nie powiodło się.
4. Uczniowie nie mogą podjąć kurs korespondencyjny dla klasy, w których są one obecnie studiują lub zostali włączeni do badania tego roku akademickiego. Muszą czekać do lata lub po roku szkolnego wziąć kurs.

INFORMACJE OGÓLNE

WEJŚCIE DO SZKOŁY

Studenci, którzy przybywają do szkoły przed 7:55 rano musi wprowadzić do szkoły przez skrzydło trzy, stołówki lub głównych wejściach. Po wejściu do szkoły, uczniowie powinni zgłaszać się bezpośrednio do stołówki. Studenci mogą przystąpić do swoich szafek i okres jednej klasy na 7:55 rano, gdy uprawniony do rana nadzorującego monitora lub administracji.

KURS WYCOFANIE

Każdy student prośbą do odstąpienia od pełnego roku oczywiście musi to zrobić przed końcem pierwszego okresu oznakowania (pół roku kurs wycofać wnioski muszą być wykonane przed sprawozdania okresowe są wydawane), aby tam być nie gatunek rekordu. Jeśli wycofanie jest po wyżej przywołanych czasach gatunek z „WP” (wycofany mijania) lub „WF” (wycofany braku) zostaną zapisane na transkrypcji odzwierciedlać status studenta w momencie wycofania. Nie student może rezygnacja z kursu po drugim okresie oznakowania zaczyna bez zgody administracji. Student musi posiadać pisemne pozwolenie od jego / jej rodzica / opiekuna, aby zażądać wypłaty. **Administracja zastrzega sobie prawo do zablokowania wszystkich żądań.**

sprawozdania z postępu prac

Sprawozdania z postępów mogą być wydawane przed końcem każdego okresu znakowania wskazujący osiągnięcie lub potencjalnej awarii dla tego okresu. Awarie mogą jednak pojawić się bez wcześniejszego ostrzeżenia. Raport postęp daje się ostrzegać zarówno rodziców i uczniów na konieczność większego wysiłku. Nauczyciel może wydawać sprawozdania z postępów w krótszych odstępach czasu, na wniosek rodziców lub nauczyciela określa potrzebę.

Zaplanowane terminy wydawania raportów z postępu prac są następujące:

1st Oznakowanie Okres **11 października, 2017**

2nd Znakowanie Okres **21 grudnia 2017**

3rd Znakowanie Okres **07 marca 2018**

4th Znakowanie Okres **23 maj, 2018**

RAPORT KARTY

Raport Karty wydawane są cztery razy w roku przedstawiający studenta osiągnięcia akademickie i rekord frekwencji. Rodzice powinni zadzwonić, jeśli są pytania.

Zaplanowane terminy zakończenia okresów znakowania są następujące:

1st Oznakowanie Okres **8 listopad, 2017**

2nd Znakowanie Okres **19 stycznia 2018**

3rd Znakowanie Okres **11 kwietnia 2018**

4th Znakowanie Okres **15 czerwiec, 2018**

Stopnie końcowe stać się częścią oficjalnego rekordu studenta. Jest sprawą najwyższej wagi, aby każdy uczeń buduje najlepszą możliwą rekord podczas gdy w liceum. Każdy student jest w rankingu według ostatnich klas i wagi poszczególnych klas.

EGZAMINY

Wszystkie kursy w pięciu głównych dziedzinach - Język Arts Literacy, matematyka, wiedza o społeczeństwie, nauce i języka obcego wymaga okresowych ocen postępów i zrozumienia przedmiotu studenta. Oceny te obejmują średniookresowej i egzaminów końcowych, stanowią znaczną część końcowej oceny studenta. **Studenci, którzy miss śródk okresowego lub końcowego egzaminu musi dostarczyć zaświadczenie od lekarza, do administracji, aby mieć możliwość uzupełnienia egzamin.**

Wszelkie liceum młodszy lub starszy w „dobrej kondycji” może być zwolniony z podjęciem ostatecznej analizy, pod warunkiem spełnienia określonych kryteriów.

Egzamin końcowy ZWOLNIENIE

Wszelkie liceum młodszy lub starszy w „dobrej kondycji” może być zwolniony z podjęciem ostatecznej egzamin pod warunkiem, że spełniają następujące kryteria.

Ma średnią „A” (93% -100%) dla kursu. Obliczenie tej średniej będzie obejmują okres znakowanie 4 stopnie do daty podane są egzaminy.

Ma „B” średnia (85% -92%) na kursie Advanced Placement (AP) i podjęła próbę AP. Obliczenie tej średniej będzie obejmują okres znakowanie 4 stopnie do daty podane są egzaminy.

Ma zadowolającego rekord frekwencji z nie więcej niż 6 nieusprawiedliwionych nieobecności w toku.

Ma zadowolającego rekord dyscyplinarny nie więcej niż 1 wykroczenia dyscyplinarnego i bez zawiesznień.

Brak zwolnienia dla kursów semestralnych.

Ostateczne projekty nie mogą być zwolnione.

Studenci spełniające kryteria zwolnienie może jeszcze przystąpić do egzaminu, jeśli zechcą.

Każdy student biorąc podwójny kurs kredytową podejmuje ostateczną egzamin zgodnie z wytycznymi uczelni / uczelni.

Wykonującym prace

Student jest wyposażony w możliwość uzupełnienia pominiętych zadań z powodu nieobecności. Jednak byłoby nierozsądne, aby wierzyć, że można uzupełnić aktywności uczenia się, które występuje, gdy jeden jest obecny w klasie. Termin wyznaczony w celu uzupełnienia pominiętej pracy jest równa ilości czasu nieobecny, z wyjątkiem okresu makijaż jest nie dłuższy niż pięć (5) dni szkolnych bez zgody administracji. Odpowiedzialność nadrobić pracę spoczywa na ucznia, a nie nauczyciela w klasie. Studenci mogą zakończyć zadania w ciągu okresu pięciu dni do

czasu brakowało z powodu działań inicjowanych przez władze szkoły, takie jak zawieszenie lub wykluczenie.

HARMONOGRAM BELL I PRZEJŚCIE DO KLAS

Harmonogram dzwon dla klas 9-12 jest przedstawiony poniżej. Oczekuje się, że wszyscy studenci docierają do kolejnych klas okres w ciągu czterech minut upływającego czasu. **Brak studenci mają opuścić budynek w okresie mijania.**

Regularne Harmonogram

Ostrzeżenie Bell	08:00
Okres 1	08:05 - 08:55
w okresie 2	09:00 - 09:45
w okresie 3	09:50 - 10:35
w okresie 4	10:40 - 11:25
okres 5	11:30 - 12:15
w okresie 6	12:20 - 13:05
w okresie 7	13:10 - 13:55
w okresie 8	14:00 - 14:45

Wczesne Oddalenie Schedule Time

Ostrzeżenie Bell	8:00
Okres 1	8:05 - 8:35 rano
Okres 2	8:40 rano - 9:05 rano
okres 3	9:10 rano - 09:35
ciągu 4	9:40 - 10:05
okres 5	10:10 - 10:35
okres 6	10:40 - 11:10
okres 7	11:15 - 11:45
okres 8	11:50 - 12:18

Wczesne Oddalenie Harmonogram B

Ostrzeżenie Bell	08:00
Okres 1	08:05 - 09:05
w okresie 2	09:09 - 10:09
w okresie 3	10:13 - 11:13
w okresie 8	11:17 - 00:18

AKCJA AFIRMATYWNA

Proszę zobaczyć stronę szkole(www.elmwoodparkschools.org)do najbardziej aktualnych wersji twierdząca polityki działania.

BIBLIOTEKA / MEDIA CENTER

Memorial High School Library / Media Center zapewnia wsparcie i usługi dla nauczania szkoły. Są dostępne dla zadań szkolnych i rozrywka czytania materiałów. Media Specialist jest dostępna do pomocy przy czytaniu wskazówki, pytania referencyjnych i lokalizację materiałów, rozwijanie umiejętności badawczych i promowanie indywidualnego doświadczenia w zlokalizowaniu informacji.

Poszczególne studentów przyjeżdżających do Media Center należy przynieść dowód osobisty autoryzowanego przejścia i studentów. Spokojna atmosfera jest niezbędna zawsze. Student może zostać wyłączone za niewłaściwe zachowanie.

Komputery dla studentów są dostępne na żądanie zaplanowanego. Aktualna umowa podpisana Wykorzystanie komputer musi być włączony pliku.

PROCEDURY DOTYCZĄCE STUDENT frekwencji, cięcie, wagary i spóźnienie

POLITYKA ATTENDANCE

1. Licealiści będą mogli dwanaście (12) nieobecności rocznie przez cały rok kurs i sześć (6) nieobecności na semestr oczywiście zanim obliczu utraty sytuacji kredytowej.

2. Następujące nieobecności **nie** będą wliczane do rekordu bumelant studenta:

- Działalność szkół sponsorowanych (pretekst administracyjne)
- Święta religijne, określone przez Departament Edukacji Stanu NJ
- Śmierć w rodzinie
- Zatwierdzony wizytacja kolegium z weryfikacją
- Wezwanie sąd, wygląd INS, egzamin placement kolegium lub badania drogowego kierowcy z weryfikacją
- Rozszerzone choroba, definiowana jako 5 (pięciu) kolejnych nieobecności (pod opieką lekarza, uzasadnionych uwagą lekarskim) lub przewlekłej choroby zweryfikowane przez nocie lekarskim. Uwagi dla rozszerzonego choroby muszą być odbierane przez urząd dzień student wraca do szkoły, aby te nieobecności być usprawiedliwiona. Inaczej, każdy dzień będzie brakowało liczyć jako nieusprawiedliwionej nieobecności wobec frekwencji ucznia.

Wszystkie z powyższych powodów, z wyjątkiem szkół sponsorowanych działań i rozszerzonym choroby, wymaga pisemnej weryfikacji przedłożonego do głównego biura w ciągu **5 dni**

szkolnych powrocie studenta lub nieodebranych każdego dnia **będą** liczone jako nieusprawiedliwionej nieobecności wobec frekwencji ucznia.

3. Jeżeli uczeń przekracza dwunastu (12) nieobecności w ciągu roku, on / ona będzie umieszczony w „Nie Stan kredyt” i może nie kwalifikować się do otrzymania kredytu na jego / jej kursów.

4. Jeżeli uczeń jest nieobecny w szkole z jakiegokolwiek powodu, rodzic / opiekun jest zadzwonić do szkoły i zgłosić nieobecność. Jeśli rodzic / opiekun nie powiadomi szkoły, uczeń może być uznana za wagary. Zadzwoń, wew. 2931, przed 9:00 rano

5. Każdy uczeń nieobecny w szkole lub nie podpisane w przez dzwonek kończący swoją drugą klasę okresu (9:51 AM) nie mogą brać udziału w jakiegokolwiek działalności pozaszkolnej (w tym praktyki) w tym dniu. Każdy uczeń nieobecny lub nie podpisane w przez dzwonek kończący swoją drugą klasę okresu (9:51 AM) w ostatnim dniu tygodnia szkolnego będzie kwalifikują się do jakiegokolwiek aktywności szkolnej sponsorowany aż do jego / jej powrotu do szkoły. Każdy uczeń, który przedwcześnie opuszcza szkołę, musi podpisać z powrotem do szkoły przed zakończeniem zajęć szkolnych w celu wzięcia udziału w jakiegokolwiek działalności sponsorowanych po szkole. Studenci późno lub nie powracający do szkoły ze względu na obawy medycznych, terminy, nagłych przypadkach rodzinnych i innych powodów muszą mieć zgodę administracji do udziału w zajęciach pozalekcyjnych, które dzień.

6. Rodzice zostaną powiadomieni na piśmie, jeżeli student jest w niebezpieczeństwie utraty kredytu z powodu nadmiernej absencji.

7. Procedury:

a) **imiękursy letnie**

- W **szóstym** (6) brak
- List ostrzegawczy wysłał do rodziców / opiekuna i doradcy zawodowego
- Wytyczne doradcą ucznia rady i kontaktów rodzica / opiekuna
- **Dziesiątego** (10) brak

Dla **skumulowanych niewyjaśnionych nieobecności 10 lub więcej** studentem, jest uważane za wagary jak NJSA 18A: 38-27.

Obligatoryjna do programu sądowej zgodnie z wymogami Urzędu Administracyjnego New Jersey sądów.

- List ostrzegawczy wysłał do rodziców / opiekuna i doradcy zawodowego
- Wytyczne doradcą ucznia rady i kontaktów rodzica / opiekuna
- **Trzynastego** (13) Wobec braku
- Utrata listu kredytowego wysłany do rodzica / opiekuna i doradcy zawodowego

b) Kursy pół roku

- W **trzeciej** (3) brak
- List ostrzegawczy wysłał do rodziców / opiekuna i doradcy zawodowego
- Wytyczne doradcą ucznia rady i kontaktów rodzica / opiekuna
- W **piątym** (5) Brak
- List ostrzegawczy wysłał do rodziców / opiekuna i doradcy zawodowego
- Wytyczne doradcą ucznia rady i kontaktów rodzica / opiekuna
- **Siódmego** (7) brak
- Utrata listu kredytowego wysłany do rodzica / opiekuna i doradcy zawodowego

8. Missing pracy z powodu nieobecności / zawiesin

a) wymagane są studentom do ukończenia brakowało pracy z powodu nieobecności w szkole. Studenci otrzymają jeden (1) dzień za każdy dzień nieobecności w celu uzupełnienia pracy (przykład- jeśli uczeń jest nieobecny 2 dni, on / ona będzie miała 2 dni nadrobić pracę). Po powiadomieniu rodzicielskiej, urząd wytyczne będą żądać zadania w ciągu 24 godzin dla tych studentów nieobecny dwa (2) lub więcej kolejnych dni.

b) Studenci są zobowiązani do ukończenia zmarnować pracę z powodu zawiesznień ze szkoły. Studenci muszą złożyć zakończonych prac do odpowiedniego nauczyciela w dniu ich powrotu do szkoły. **Rodzice są odpowiedzialni za znalezienie pracy dla studentów, którzy są albo zawieszono lub chorymi.**

c) studenci nieobecne w szkole / klas ze względu na wycieczki / zajęcia szkolne są wymagane do uzyskania zadań i zakończyć prace nieodebrane przez następnego dnia w szkole, chyba że inne ustalenia zostały dokonane z nauczycielem (ów).

9. Uczniowie odesłany do domu przez pielęgniarkę szkolną otrzyma nieobecność w każdej klasie przegapić.

POLITYKA CIĘCIA

1. Cięcie jest definiowana jako celowo brakuje przypisaną klasę i / lub dowolny okres przypisany innej szkole (hol badanie, obiad, wskazówki, etc.).

2. Student straci kredyt gdy trzy (3) kawałki są zapisywane w określonej klasie.

3. Procedury Discipline

- a) 1st przestępstwo
- Konferencja z głównego asystenta
 - Jeden (1) piątek areszt
 - Kontakt z nauczycielem rodzica / opiekuna
 - Skierowanie wysłana do rodzica / opiekuna na portalu studenta
 - Zero na okres klasowej; Prace nie mogą być wykonane

b) 2ND przestępstwo

- Konferencja z głównego asystenta
 - Jeden (1) Zawieszenie w szkole (ISS)
 - Kontakt z nauczycielem rodzica / opiekuna
 - Skierowanie wysłana do rodzica / opiekuna na portalu studenta
 - Zero na okres klasowej; Prace nie mogą być wykonane
- c) 3.wykroczenie
- Konferencja z głównego asystenta
 - Asystent główny kontakt z rodzicem / opiekunem
 - Skierowanie wysłana do rodzica / opiekuna na portalu studenta
 - Utrata przedmiotu kredytu / studenta umieszczone w sali studyjnej

WAGAROWANIE

Wagary definiuje się jako celowo brakujące szkoły bez wiedzy rodzica lub opiekuna.

1. Studenci, którzy są wagary nie będzie uczestniczyć w żadnych zajęciach pozalekcyjnych szkoły dla tego konkretnego dnia, w tym wszystkich wydarzeń sportowych, społecznych, prób lub praktyk.

2. Dyscyplina Procedury

za. 1st przestępstwo

- Konferencja z głównego asystenta
- Jeden (1) nagrany cięcia na każdym kursie nieudanego
- 1 (jeden) dzień Zawieszenie
- Powiadomienie o rodzica / opiekuna i doradcy zawodowego
- Zero we wszystkich nieodebranych klasach; Prace nie mogą być wykonane

b. 2ND wykroczenie

- Konferencja z głównego asystenta
- Powiadomienie o rodzica / opiekuna i doradcy zawodowego
- Jeden (1) nagrany cięcia na każdym kursie nieudanego
- Dwoch (2) dni Zawieszenie
- Utrata ulgi w każdym kursie / studenta umieszczone w salach studyjnych

Przekroczenie terminu DO SZKOŁY

1. Student powinien być w przypisanym siedzibą w ich okresie od 1 klasy przed późnych dzwonka.

2. Każdy student po przybyciu do szkoły pod koniec dzwonu będą rozpatrywane późno. **W celu za spóźnienia studenta należy uznać za usprawiedliwione, on lub ona musi towarzyszyć i podpisane przez rodzica lub opiekuna. Nie będą przyjmowane rozmowy telefoniczne.** Administracja zastrzega sobie prawo do odmówienia usprawiedliwienia spóźnienia dla studentów, którzy nadużywają polityki.

3. Jeżeli uczeń przychodzi do szkoły przed 8:10 rano, on / ona jest zgłosić się do ich okres od 1 klasy. Jeśli student przyjeżdża po okresie homeroom, on / ona **musi zgłosić do Głównego / Uczestnictwo Urzędu poślizgu** admitancji. Niespełnienie tego warunku spowoduje dyscyplinarną.

4. Wszystkie klasy, które uczeń zdobywa w wyniku spóźnienie do szkoły będą rejestrowane jako cięć.

5. Aby otrzymać kredyt na dzień obecności, tardy studenci muszą przyjechać 10:45 i być obecny na pozostałą część dnia szkolnego. W przypadku wcześniejszego zwolnienia, studenci muszą być obecne od początku dnia i nie powinien być wydany przed 12:05 Jeżeli jest to niezbędne dla studenta do opuszczenia szkoły i wrócić później w ciągu dnia, cztery (4) godziny łączny czas jest niezbędny do otrzymania kredytu na frekwencji.

6. Jeżeli uczeń będzie późno do szkoły, jej / jego rodzic / opiekun musi zadzwonić i powiadomić szkołę przed 9:00 rano

7. Student zwłoka może być usprawiedliwiona przez administratora.

Spóźnienia na lekcje

1. Przekroczenie terminu do klasy definiuje się jako nie w przydzielonego fotela w klasie, gdy późne dzwonek.

2. Po klasy, pięć (5) minut lub więcej, spowoduje pełnym cięciu.

3. Po klasy mniej niż pięć (5) minut, spowoduje T-5.

Dyscyplinarne będzie podawany, gdy student gromadzi trzy (3), T-5'S.

za. Pierwsze wykroczenie - (Trzy (3) T-5'S):

- Student przypisany szlaban nauczyciela.
- Kontakt z nauczycielem rodzica / opiekuna.

b. Drugie wykroczenie - (sześć (6) T-5'S):

- Nauczyciel złoży skierowanie obecności.

- Conference with the Assistant Principal.
- One (1) Friday Detention assigned.
- Referral posted to parent/guardian on student portal.

do. Third Offense - (Nine (9) T-5's):

- Teacher submits an Attendance Referral.
- Parent Conference with the Assistant Principal.
- One (1) day In-School Suspension (ISS)
- Lateness to Class Contract may be signed by the student, parent, teacher and Assistant Principal.

re. Fourth Offense – (Twelve (12) T-5's and every three lates thereafter –15, 18 etc.)

- One (1) day Out-Of-School Suspension
- Parent contacted

SIGN IN/OUT PROCEDURES

1. Students must be signed in or out of school by a parent/guardian or an adult listed on their emergency card.
2. Phone calls/Notes will not be accepted.
3. If it is necessary for a student to leave school and return later in the day, a parent/guardian must be present when the student signs back into school.

STUDENT INITIATED PASSES

Teachers are to use strong discretion in granting passes. No passes are to be issued during the first and last ten minutes of class. Students must have their ID card and agenda when leaving class. The pass page of the agenda must be completely filled out and initialed by the classroom teacher. Teachers and the administration may revoke pass privileges.

HOME INSTRUCTION

Students who are to miss an extended period of school because of illness, accident or surgery, and whose absence will extend beyond two weeks are eligible for home instruction up to two (2) hours per week in each subject (maximum 10 hours). To make arrangements for this program, the parent/guardian should provide a written request, along with a statement from the home physician to the school nurse, which indicates the general nature of the illness, estimated duration of the absence, and a statement that contagion does not exist. The parent must also contact the guidance office so that specific teachers and times for instruction can be finalized. Requests for home instruction for absences for less than two weeks will be considered upon application in writing to the school principal.

STUDENT CONDUCT

CODE OF CONDUCT

The Board of Education and administration are committed to encouraging and enforcing a higher standard of behavior among its student body. The Board believes that schools reinforce the important community values of respect, responsibility, self-reliance, trust and tolerance. To that end, all students have a right to:

- Be treated with respect and courtesy
- Learn without disruption
- Attend each class every day
- Feel safe in his/her school
- Be taught without interruption

Student conduct at Memorial High School will encompass the rules as presented in this handbook. It is to be assumed that students will demonstrate respect for their teachers and peers and show good citizenship and consideration for the rights of others. Only then will we be able to meet our school goals and objectives. This code of conduct supplements the broad discretionary power of the school administrators when maintaining and securing safety, order, and discipline in Memorial High School.

CHEATING

Cheating is defined as the representation of someone else's work as one's own, the use of prepared work in any form when none is permitted, or cooperative efforts when only individual effort is required (ie copying homework, sharing answers on tests or quizzes, plagiarizing papers or reports, etc.). Any form of cheating to any extent is wrong and inexcusable. This improper conduct is a disservice to one's own educational progress as well as the progress of others. The classroom teacher is the arbiter as to whether or not cheating has occurred. Incidents of plagiarism must be judged by the teacher in light of what the teacher has taught and what the teacher expects each student to know. The teacher will confiscate the materials and report all instances of cheating to the appropriate supervisor/administrator. The minimum penalty for cheating is a "zero" for the submitted work or assignment. This "zero" grade applies to any student involved in the infraction. Incidents of cheating or plagiarism become part of the student's disciplinary record and are shared with the guidance department.

DISCIPLINE POLICY

Schools have the authority to discipline for activities that take place at any time of the year in any place in the world if it can be established that there is a direct detrimental effect on the safety and good order of the educational atmosphere. Therefore, the school

administration reserves the right to discipline, suspend, or expel a pupil for conduct away from school grounds where such action is reasonably necessary for the student's physical or emotional safety and well-being, or for reasons relating to the safety and well-being of other students, teachers, or public property.

I. Major Violations

The following violations are cause for immediate referral to the administration and will result in an automatic suspension and may possibly lead to expulsion charges. They may also constitute juvenile or adult legal offenses. The police will be contacted where appropriate. Monetary restitution may also be required

- *1. Assaulting school personnel
- +*2. Possession of dangerous and/or offensive weapons
- *3. Malicious damage to school personnel's property
- *4. Starting or causing a fire
- *5. Incitement to riot
- *6. Threatening school personnel
- *7. Bias incident: behavior that insults, degrades or stereotypes any race, gender, sexual orientation, handicap, ethnic group, or religion
- *9. Insubordination
- *10. Bully or Harassment (as outlined in policy)
- +*11. Possession, selling or transferring drugs, drug paraphernalia or alcohol on school property or school sponsored activity
- *12. Any other negative conduct which, in the judgment of the administration, warrants a major consequence
- 13. Destroying school property/Major graffiti
- 14. Stealing/Theft
- 15. Extortion/Shakedown
- 16. Gambling
- 17. Fighting or attacking another student
- 18. Under the influence of alcohol/drugs during school or school related activity

B. Procedures

The following consequences are the minimum that will be imposed for all major violations and may be increased depending on the content and severity of the offense.

+* Students found to be possession of a weapon and/or drugs will automatically lose all athletic and extra-curricular privileges for the school year.

*1st Violation - Automatic ten (10) day suspension for items marked with an asterisk. Police may be contacted. Mandatory parent conference with administration.

2nd Violation - Automatic ten (10) day suspension and possible long term suspension. Police may be contacted. Hearing before administration to determine expulsion measures. Mandatory parent conference.

1st Violation - Three (3) day suspension. Parent Conference. Police contacted where appropriate.

2nd Violation - Five (5) day suspension. Parent Conference. Police contacted where appropriate.

3rd Violation - Seven (7) day suspension. Police contacted where appropriate. Hearing before the administration to determine expulsion proceedings.

All students returning from an out-of-school suspension must be accompanied by a parent or guardian for a mandatory post-suspension re-entry conference with the Assistant Principal.

II. Serious Violations

The following violations are cause for immediate referral to the administration and result in the consequences described below.

1. *Continued and willful disobedience
2. *Use of technology to promote violence/conflict
3. *Use of profanity, obscene language/gestures, or verbal insults towards staff
4. *Inappropriate references to race, gender, sexual orientation, handicap, ethnic group, or religion
5. * Forgery – notes, grades, signatures
6. * Downloading inappropriate information or sites from the internet or other computer source
7. Smoking or chewing tobacco, electronic cigarettes, “vaporizing”.
8. Possession or distribution of tobacco products. Products will be confiscated
9. Insubordination/Open defiance to authority
10. Failure to attend Friday Detention
11. Refusal to comply with cell phone confiscation policy
12. Use of profanity, obscene language or gestures
13. Possession of non-school related materials
14. Hazing, Intimidation, Bullying, “Name Calling or Harassment
15. Throwing food
16. Graffiti/Defacing school property

17. Failure to report to Assistant Principal's office (following class ejection)
18. Any other conduct which, in the judgment of the administration warrants serious consequences

B. Procedures

*1st Violation - One (1) to Three (3) day suspension and parent contacted

*2nd Violation - Five (5) day suspension and parent contacted

*3rd Violation - Five (5) to Ten (10) day suspension and parent conference

1st Violation - One (1) day suspension. Parent contacted.

2nd Violation - Two (2) day suspension. Parent contacted.

3rd Violation - Three (3) day suspension. Parent contacted.

All students returning from an out-of-school suspension must be accompanied by a parent or guardian for a mandatory post-suspension re-entry conference with the Assistant Principal.

III. Minor Violation

The following violations will also be referred to the administration and result in the consequences described below.

- **1. Dress code violation
- *2. Failure to report to teacher detention
- *3. Writing graffiti on school property
- *4. Leaving school grounds without permission
- *5. Use of cell phone or other electronic device. In addition to consequences, the item will be confiscated and returned only to the parent/guardian. **The second time the item is confiscated may lead to the item being returned on the last day of the school year.**
- *6. Sitting in cars during non-lunch periods (parking privilege may be revoked)
- *7. Loitering in the hallway
- *8. Horseplay or play fighting
- *9. Failure to report to attendance secretary when arriving late
- *10. Wearing, carrying or displaying of hats, bandanas, headbands or sunglasses
- *11. Student deliberately failing to properly identify themselves
- *12. Parking in a restricted area

13. Accessing a locked door/alarmed door
14. Card playing/Electronic game playing
15. Inappropriate attire
16. Disruptive classroom behavior
17. Inappropriate language
18. Leaving class without permission
19. Inappropriate public displays of affection
20. Use of skateboards/bicycles/roller blades outside designated areas
21. Partaking in food or drink in an unauthorized area
- **22. Technology Violation (Restricted App, Removing Profile)
23. Any other negative conduct which, in the judgment of the administration warrants minor consequences

B. Procedures

**1st Violation – Reprimand. (Item may be confiscated; student must change) Students will be subject to following consequences after initial Reprimand:

*1st Violation - One (1) day Friday detention. Notify parent.

*2nd Violation - One (1) day In-school suspension.

*3rd Violation - One (1) day suspension.

1st Violation - Teacher detention. Notify Parent

2nd Violation - One (1) day Friday detention. Notify parent

3rd Violation – One (1) day In-school suspension. Notify parent.

4th Violation – One (1) day suspension. Notify Parent.

All students returning from an out-of-school suspension must be accompanied by a parent or guardian for a mandatory post-suspension re-entry conference with the Assistant Principal.

****SEVERITY CLAUSE**

The administration reserves the right, depending on circumstances and the severity of the incident, to alter penalties for individual infractions.

PEER MEDIATION/CONFLICT RESOLUTION

This program is designed to minimize the number of conflicts among high school students. Students will learn how to solve their own problems and obtain skills to resolve any conflicts. Students or teachers can request mediation by completing a form in the Student Assistance Counselor's office.

SUBSTANCE ABUSE POLICY (File Code 5530)

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

Discipline

1. Any violation of Board rules prohibiting the use, possession and/or distribution of a substance is a serious offense, and the pupil who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Pupils who violate the substance abuse rules will be disciplined as follows:

za. Report the incident to local law enforcement officials.

b. Subject to a hearing as set forth by law and Board policy, the pupil shall immediately be suspended from his/her regular school program. Such pupils will be reported to the Superintendent as prescribed in New Jersey Administrative Code and local administrative notices.

do. Pupils who have been suspended for drug or alcohol use/abuse shall have an evaluation made of their overall academic and social performance. This evaluation will be coordinated by the Substance Awareness Coordinator or other appropriate personnel. The process will include, but not be limited to, the use of a pupil behavior checklist. The results of this evaluation may require a further evaluation by the Child Study Team to determine a pupil's eligibility and need for special correctional programs, additional medical evaluation, referral to a substance abuse assessment agency and/or treatment program, and continued monitoring which may include random urine testing by the school staff for substance use/abuse.

re. A minimum out-of-school suspension of three days shall be imposed unless the pupil's accumulative suspension warrants a longer term or the pupil does not provide the required medical report indicating that he/she is physically and mentally able to return to school, or the Student Assistance Program staff or other appropriate staff has not completed its assessment, in which case the suspension shall be continued an appropriate number of days but not to exceed the second meeting of the Board of Education, at which time formal action will be taken as to whether the out-of-school suspension should be continued.

mi. Repeat offenders:

(1) Second offense – A minimum of no less than that imposed after prior offense. A meeting with the Superintendent and Building Principal will be required by the pupil and parent(s) or legal guardian(s) and evaluation and treatment at an appropriate health care facility must be investigated as a means of treatment. The cost for such treatment would be the responsibility of the parent(s) or legal guardian(s).

(2) Third offense – Pupil and parent(s) or legal guardian(s) must meet with the Superintendent and Building Principal for a formal hearing regarding implementation of possible expulsion proceeding with the Board of Education. Substance awareness coordinator/guidance counselor, Child Study Team member or other appropriate personnel as designated by the Superintendent may be included.

2. Pupils suspected of possession, **selling or transferring** drugs, drug paraphernalia or alcohol on school property at school-sponsored activities will be disciplined as follows:

za. If the drug is determined by the police or other authorized specialist to be a controlled dangerous substance as defined in PL 1970, Chapter 228, Section 2, the pupil shall immediately be suspended from the regular school program following a hearing set forth by law and Board policy.

b. A minimum suspension of ten days shall be imposed. Such suspensions will be reported to the Superintendent as prescribed by New Jersey Administrative Code and local Board policies.

do. Pupils who have no previous record of alcohol or drug abuse may be readmitted to school at the discretion of the Principal following an in-depth conference with the pupil's parent(s) or legal guardian(s) as herein described. Such a conference may require an evaluation by the Child Study Team if the pupil has, in the opinion of the Principal, a history of behavior and/or educational problems. Such a conference may include school health, special services personnel and guidance counselors, and shall include a discussion of the danger of alcohol and drug abuse and the availability of local agencies which deal with assessment and/or referral.

re. Second offense by a pupil will result in the pupil and parent(s) or legal guardian(s) being required to meet with the Board for possible expulsion hearing according to policy.

Identification, Evaluation, and Intervention

Any educational staff member or other professional to whom it appears that a pupil may be under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function shall report the matter in accordance with NJAC 6A:16-4.3(a)1.

An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the pupil, the Building Principal, and the Superintendent.

Testing

The administration may request of a student's parent or guardian that an alcohol or drug screening through urinalysis of the student be conducted. The parent/guardian will be telephoned by the building principal and/or his/her designee to state that because there is strong suspicion of alcohol and/or controlled dangerous substance abuse, the student within the next two hours must provide a urine sample for a full spectrum analysis and receive a physical examination either from a physician of the parent/guardian's choice and at the parent/guardian's expense or the school will arrange to have these done at the Clifton Immedicenter or at an appropriate substitute location approved by the school district immediately and at no expense to the parent/guardian. The parent/guardian should arrange to report to the school building immediately to accompany the student to the location of the test and examination. If neither parent nor guardian can be reached by telephone, then this fact will be noted for the record and the student will be driven to the Clifton Immedicenter, 1355 Broad Street, Clifton, New Jersey 07013 or to an appropriate substitute location approved by the school district, by a school administrator accompanied by the school nurse or other member of the faculty. If the student is belligerent or resistant, then the Elmwood Park Police Department will be contacted to assist with the student's transportation.

A written report of the medical examination and screening shall be furnished to the parent/guardian of the pupil, principal, and superintendent by the examining physician within a twenty-four hour period. If the report is not submitted within twenty-four hours, the pupil shall be allowed to return to school until such time as a positive diagnosis of alcohol or other drug use is received.

NOTE: If a parent/guardian and/or student refuses to comply with the requirements for screening set forth by the Board of Education and administration, then the student will be judged to have made an admission and will be considered as being positive for alcohol and/or a controlled dangerous substance and will be immediately suspended out-of-school.

Anabolic Steroids

Whenever any teaching staff member, certified or non-certified school nurse, or other educational personnel shall have reason to believe a pupil has used or may be using anabolic steroids, that person shall report the matter in accordance with NJAC 6A:16-4.3(b)1.

The Building Principal or designee upon receiving such report shall immediately notify the parent(s) or legal guardian(s) and Superintendent and shall arrange for an examination of the pupil as soon as possible to determine whether the pupil has been using anabolic steroids.

If the results of a referral for evaluation have positively determined the pupil's involvement with and use of anabolic steroids represents a danger to the pupil's health and well-being, an appropriately certified school staff member(s) shall initiate a referral for treatment to agencies and/or private practitioners as outlined in NJAC 6A:16-4.3(b)6. The Discipline procedure outlined above will also be enacted.

SMOKE-FREE SCHOOL ZONE

(Elmwood Park Borough Ordinance No. BH.2006-04) It is unlawful for adults and minors (under the age of 19), or any student of any elementary or secondary educational institution to use tobacco products within the public right of way areas within a radius of one thousand (1,000) feet of any elementary or secondary educational institution. A Health Officer, his or her designee, or law enforcement officer may issue any person in violation of this ordinance a summons no later than thirty (30) days after discovery of alleged violation. Any person violating any of the provisions of the ordinance shall pay a penalty of up to \$250.00 for the first offense, \$500.00 for the second offense and \$1000.00 for each subsequent offense. Penalties for the first violation may be in the form of community service at the discretion of the Municipal Court. Citizens may bring complaints against violators of this ordinance.

STUDENT ASSISTANCE COUNSELOR (SAC)

A student may experience personal, school or family concerns as well as problems relating to alcohol or drug abuse. Special support counseling is available to those students or their parents by contacting the Student Assistance Counselor.

Uniform Dress Code Policy

Dress is the responsibility of the parent(s) or legal guardian(s) and pupils. However, the school affirms that acceptable standards for pupils are predicated on decency, neatness, cleanliness and safety. Dress for school must not distract from nor disrupt the educational process. Clothing must be modest and appropriate for the school setting.

Staff members will be required to alert pupils of the dress code requirements and enforce the provisions:

1. Please refer to the school website (www.elmwoodparkschools.org) for the most updated information regarding the school dress code that was implemented in September 2010.
2. Pupils are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good school environment.

3. Footwear shall be in compliance with Board of Education Policy. Foot apparel must be worn at all times and have proper soles and heels. Shoelaces must be kept tied. **Flip-flops or “slides” are not permitted to be worn in school.**

4. Hats and outerwear are not permitted to be worn indoors. All outerwear shall be appropriately stored in lockers or coat closets.

5. Shorts may be worn from May 1 to November 1.

6. Undergarments worn as outerwear, "see through" attire, and bare midriff attire are unacceptable.

7. Pupil's clothing or hair shall offer no hazard to his/her own safety or that of others.

Shirts - students must wear a plain, long or short-sleeved, white, gray or scarlet/red polo shirt with a collar. The shirt should have no brand-affiliated logo displayed on the front chest, collar, sleeve, or any other visible area. No stripes or designs of any fashion can be displayed on the shirt. Students may only wear collared shirts with Elmwood Park logos if so desired (not required). Shirts must be long enough to ensure that the midriff is not exposed, but not so long that the entire pants pocket is covered. The shirt must also be buttoned sufficiently to prevent unacceptable exposure.

- A plain long-sleeve white, red, or gray undershirt may be worn under the short-sleeved polo. No other colors may be worn.
- Students are not permitted to wear a button-down shirt as an alternative to a polo shirt.

Pants – male students must wear khaki, gray or black pants. Female students may opt to wear khaki, gray or black pants, a khaki, gray or black skirt or khaki, gray or black skort (skirt or skort can not end more than two (2) inches above the knee.) All students may wear khaki, gray or black shorts or khaki, gray or black capris between May 1st and November 1st. No jeans, sweat pants, spandex or stretch pants are permitted. Low cut pants that lead to exposure of undergarments or an exposed midriff are not permitted.

- “Traditional uniform” style slacks may be worn.
- Pants must have no more than four (4) regular sized pockets.
- Pants resembling jeans in khaki, black, or gray colors are not permitted.
- Skin-tight fitting pants, leggings, or stretch pants are not permitted.
- Slacks may not be adorned with rivets, studs, designs, or any other type of decorative accessory.
- Between May 1st and November 1st, “Cargo” shorts will be permitted

Cold Weather – students may choose to wear a grey, white, or red sweater or red or white fleece during cold or inclement weather days. These articles of clothing may not include a hood.

Coats and jackets are not to be worn during the school day unless permission has been granted by the administration. Pupils must store such items in their individual lockers.

- Polo shirts must be worn under any sweatshirt, sweater, or fleece.
- Jackets and any article of clothing that includes a hood may not be worn at any point during the school day, including lunch and physical education classes.
- Scarves may not be worn during the school day.

Appropriate clothing and safe footwear are required for school. Articles of clothing, including footwear, which cause excessive maintenance problems such as cleats on boots or shoes that scratch and mark the floors, or pants or skirts with metal rivets, which scratch the furniture, are not acceptable.

Pupils who are inappropriately dressed will be required to change before returning to class. Repeat offenders will be subject to disciplinary action. Items may be confiscated until June and/or a parent conference is held.

STUDENT IDENTIFICATION CARDS

All high school and middle school pupils will be provided with a photo identification card free of charge at the beginning of each school year. All students must have the ID on their person while in the school building or on school grounds. A student must present his/her ID when requested by a staff member. In addition, pupils may be required to present their identification card when entering the media center and boarding school buses. Students who refuse to produce and/or display the ID card will be deemed insubordinate and face disciplinary action.

If the card becomes lost, the pupil will be responsible for the replacement cost of the card. Said cost to be established by the administrator.

If a pupil does not adhere to the above, the following procedures will be implemented:

1. Pupils who fail to present their card to a teacher or administrator when requested will be subject to administrative disciplinary action issued by the Principal or his/her designee.
2. Pupils who fail to present their card when entering the media center or boarding the school bus will be denied use of the media center and will not be permitted to board the school bus.

FIELD TRIPS

As representatives of the school, students are expected to dress appropriately and conduct themselves properly on field trips. School policies and regulations are enforced on all trips. Students displaying any lack of cooperation are subject to disciplinary action and may forfeit the privilege of participating in future trips or other school sponsored activities. Additionally, students may be sent home from an overnight trip for gross misconduct at the expense of his/her parent/guardian.

LOCKERS, BACKPACKS, AND PERSONAL PROPERTY

Students are responsible for their own personal property. All lockers and backpacks (handbags, knapsacks, duffle bags, etc.) must remain secured at all times. Students will be held accountable for the contents contained within these objects.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones, digital cameras and other electronic devices are **NOT PERMITTED** in school. Students who bring and use these items will be disciplined according to policy. I-pods, MP3 players and other personal audio devices are strictly prohibited in any class setting unless being used to enhance the planned lesson. In addition, matters of lost or stolen cell phones and electronic devices **WILL NOT BE INVESTIGATED** by the school faculty and administration. Parents/Students may wish to report missing/stolen items to the Elmwood Park Police Department.

ORGANIZATION OF CLUBS

Guidelines:

1. If two or more students hold themselves in any recognized form, they must be approved by the administration,
2. In order to be considered and recognized, the group's purpose must benefit education or the curriculum,
3. The group must have non-exclusive membership, and a faculty advisor must represent the organization.

Disciplinary Actions

TEACHER DETENTION

When a student reports to class unprepared, violates classroom procedures, or in some other way disrupts the instructional process, he/she may be assigned AM or PM detention by the classroom teacher. This detention will generally be served in the teacher's classroom or designated area beginning 7:25 AM or 2:50 PM and will last for a half hour. A one-day notice is considered sufficient time for students to inform their parents of the detention. It is the student's responsibility to make the necessary arrangement with other teachers and parents including alternate transportation. Failure to serve a teacher detention will result in further discipline.

FRIDAY DETENTION (After School Assistance Program)

Following are the procedures for Friday Detention:

1. At approximately 2:45 PM, students will be called to report to the Media Center. It is the **students' responsibility** to report to the Media Center immediately after school.
2. Students will then be moved to a classroom to serve the detention.
3. The After School Assistance Program (ASAP) will run from 2:45 PM – 5:00 PM.
4. Students who are scheduled for ASAP should bring all necessary schoolwork, books, pens, pencils and enough work to keep busy the entire time to their 8th period class on that day. Students will not be permitted to go to their lockers to get work for the detention period. Students who do not have work will be given worksheets to help prepare for upcoming standardized tests.
5. No food or drink is allowed. As a rule, students will be permitted to use restrooms during the five (5) minute break to be scheduled at the end of the first hour of the session.
6. No I-Pods, CD players, video games, cell phones, etc. are permitted in the detention room.
7. Seat assignments will be issued by the teacher. Absolutely no talking or sleeping will be permitted. Students who are disruptive will be asked to leave and receive disciplinary consequences according to policy. The detention will also be reassigned for the next available week.
8. Students assigned ASAP will not be permitted to participate in any extracurricular activities during the detention period.
9. Parents/guardians are responsible for providing transportation for their son/daughter.

FAILURE TO COMPLY:

Any student who is absent from school the day of the scheduled ASAP Detention will be automatically rescheduled to the next week's detention. If a student is absent from school on two consecutive Fridays, he/she must report to school with a parent or guardian before 8:05 AM the Monday after the 2nd absence.

Any student who is present in school on the day of the scheduled ASAP Detention and does not attend the detention will face disciplinary action according to policy.

Any student not in compliance with the above stated guidelines may be removed from the detention. The student will then face disciplinary action according to policy.

Friday detention will be rescheduled only due to family and medical emergencies, doctor's appointments, State and Standardized Testing, and legal appearances. A parent looking to reschedule a Friday detention for their son/daughter must contact the Assistant Principal before the detention is to be served. Verification of the reason for the request must be provided (ie doctor's note, legal document). Administration reserves the right to deny requests. Friday detentions will not be changed for students who are scheduled to work or involved in sporting & extracurricular events.

IN-SCHOOL SUSPENSION

The purpose of the In-School Suspension (ISS) program is to allow the student to continue his/her academic work while on suspension. This program is in lieu of Out-of-School Suspension and, as a result, the student must obey the following rules:

1. In-School Suspension will run from **8:00 AM to 2:45 PM**
2. Students will report directly to the in-school suspension room **by 8:05 AM**. At **2:45 PM** they will be escorted to the main office by the supervisor and must leave the building immediately.
3. Students who report **late** will be admitted into in-school suspension, however, the time missed will have to be made up after school in an office detention.
4. Misbehavior of any type will not be tolerated and sleeping is not permitted.
5. Students reported for unsatisfactory conduct will be assigned an out-of-school suspension.
6. Students will be permitted to use the lavatory twice each day - once in the morning and once in the afternoon - with permission of the supervisor. Lavatory time will not exceed five minutes.
7. Students are not to consume food or beverage at any time other than during the assigned lunch period. Students assigned to ISS can bring a bag lunch or will be allowed to purchase a lunch from the cafeteria.
8. Students must report to the ISS room with all books and writing materials necessary to complete their assignments.
9. Students may not be excused from the in-school suspension room to go to lockers, the Media Center, Guidance, etc.

10. All privileges will be discontinued for the day the student is serving the in-school suspension. Students will not participate in any extracurricular activities of the school, including all sports, social events, rehearsals or practices.

11. Failure to attend in-school suspension unless excused for religious holiday, death in the family or illness (student must present a doctor's note to the Assistant Principal upon their return to school) will result in an **OSS**.

OUT-OF-SCHOOL SUSPENSION

Out-of-School Suspension (OSS) is reserved for those transgressions that the school administrators feel merit this punishment. A student may be suspended for one (1) to ten (10) days by the administration. Students may not participate in any school activities during the entire period of suspension or be permitted on school grounds. Half-time students suspended from a vocational institution will also be suspended from all classes and school related activities at Memorial High School.

Eligibility for School Sponsored Activities

1. Any student receiving two grades below 70 will be placed on a two-week probationary period during which time the student may practice but not participate in any school-sponsored activity. The student must raise their grade to a passing level in the two-week period or else she/he will be eliminated from participation until satisfactory progress is made in those subjects. The two-week period will begin the day on which grades are published by the administration. The high school administration will publish the incompletes and failures on the day of the mailing.

2. A student receiving three or more grades below 70 will be automatically suspended from all school-sponsored activities until the following marking period ends, at which time satisfactory progress in all subjects must be evident before resuming the school sponsored activity. **ANY STUDENT WITH THREE OR MORE FAILING GRADES CANNOT PARTICIPATE IN ANY SCHOOL RELATED ACTIVITY.**

3. A student may be suspended from participation in any school-sponsored activity at the discretion of the administration, coach or advisor.

4. A student suspended in-school and/or out-of-school a total of three or more times due to a violation of the discipline policy cannot participate in any school-sponsored activity for the remainder of the school year. THIS INCLUDES: SPORTS, FIELD TRIPS, SENIOR ACTIVITIES/PRIVILEGES, etc.

+* Students found to be possession of a weapon and/or drugs will automatically lose all athletic and extra-curricular privileges for the school year.

5. Removal from one athletic team during a season will disqualify a student from participating on another team during that season.

6. If a student chooses to audit a course, he/she still must meet the 27.5 state standard credit requirement in order to participate in school-sponsored activities.

7. All liabilities must be paid in full before a student may participate in any school activity

Athletic Program

SPORTSMANSHIP

The ideal of sportsmanship permeates virtually every aspect of our culture. The ethic of fair play may be witnessed in all facets of life. However, its origin has been firmly established in sports and acts as a training ground for good citizenship and high behavioral standards. The NJSIAA, NJIC, and the Elmwood Park school district are committed to fair play, graciousness toward an opponent, and a genuine concern and respect for others.

SPORT PROGRAMS

Fall	Winter	Spring
Football	Boys Basketball	Baseball
Boys Soccer	Girls Basketball	Softball
Girls Soccer	Wrestling	Track & Field
Field Cheerleading	Competition Cheering	
Girls Volleyball		

Department of Health Services

The school nurse is located in the Nurses Suite along the main corridor. It is open throughout the school day for problems related to health or health records. Students becoming ill or injured during the school day must notify their classroom teacher and obtain a pass to go to the nurse's office. According to state regulations, treatment by the school nurse is limited to first aid care for injuries occurring at school. Injuries incurred other than at school must be cared for at home. The school medical inspector approves the school's first aid procedures, and they are reviewed and approved by the Board of Education. Whenever it is determined that a student's condition warrants leaving school, a parent, guardian or designated adult will be notified. The student

must report to the attendance office to sign out of school. If the student should return to school, s/he must report to the attendance office upon his/her return. If the nurse is not available, the student should report to the main office if there is an emergency.

MOBILITY ASSISTANCE

Any student requiring the use of a temporary mobility aid (wheelchair, crutches, etc.) within the school building must have a doctor's note stating its use. The doctor's note must be given to the school nurse on the first day the student arrives to school using the mobility aid. The school nurse will review the procedures for navigating the school building in a safe manner. **Any student who does not follow this procedure will not be permitted to travel through the school building.**

STUDENT EMERGENCY INFORMATION CARDS

The Emergency Information cards are collected at the beginning of the school year and are kept on file in the main office. Parents/guardians are urged to provide information on who can be contacted in the event of an emergency. It is extremely important for your child's welfare that at least TWO persons be designated as alternates who are available and do not work outside the home. It is important that emergency numbers be kept up to date. The school should be notified immediately of any changes. It is the responsibility of the parent/guardian to make transportation arrangements for a child to be taken home during school hours because of injury or illness. In cases of medical emergencies, the school will call the nearest ambulance service and will make every effort to immediately contact the parent/guardian in order to facilitate the necessary care of the student. **Students will only be released to persons designated on the emergency cards.**

ADMINISTRATION OF MEDICATION (Policy 5330)

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. However, in order for many pupils with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents and legal guardians are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of pupils. The Board will permit the administration of medication in school in accordance with applicable law.

PERMISSION-SELF ADMINISTRATION OF MEDICATION (5330)

Permission for self-administration of medication of a pupil with asthma, other potentially life-threatening illness, or a life-threatening allergic reaction may be granted. Parents/Guardians should contact the school nurse for additional information at ext. 2960

PHYSICAL EXAMINATIONS

The primary responsibility for the health of each child rests with the parent/guardian and a primary care provider. A comprehensive health appraisal by a parent-selected physician (known as a medical home) should be the foundation for the school health appraisal.

A physical examination will be required for:

- All students trying out for an interscholastic athletic team.
- All transfer students who have no record of a physical exam for the year in which they enter school.

No one may participate in any sport without a signed and completed physical form.

Health and Physical Education Procedures

Physical Education/Health is a State requirement to graduate. Students must be enrolled in Physical Education/Health classes each year they are in high school.

RULES AND REGULATIONS

1. In order to meet the goals and objectives of a Physical Education class, students must be properly dressed and equipped. It is recommended that students wear a white or red T-Shirt, shorts/sweats, and sneakers. Sweatpants and sweatshirts are recommended for outdoor activities. Elmwood Park Athletic Department issued clothing is not acceptable. Jewelry and team uniforms are not permitted. Failure to comply with these requirements will result in a zero for the day.
2. Students will receive a grade of zero for non-participation and class cuts.
3. Medically excused students must show a doctor's note to the physical education teacher who will send students to the nurse. Students excused for three (3) or more days will be assigned to a study hall.

Students will be graded in Physical Education on the following criteria:

- Dress/Preparation - 40%
- Participation - 50%
- Attitude/Cooperation - 10%

Free and Reduced Lunch Program

Applications for free and reduced lunches are given to all students at the beginning of the school year. The State of New Jersey Department of Education sets income eligibility guidelines. Completed forms are to be returned to the Main Office to determine eligibility. Forms must be completed by all students in the district. Parents/guardians will be notified of the decision.

Clubs, Societies, and Activities

Memorial High School has a rich tradition of providing its student body with many valuable educational opportunities outside the classroom. Our school community offers a wide variety of extracurricular clubs, societies and activities in which students can participate. A complete list and description of these can be found on the district website at www.elmwoodparkschools.org.

Liabilities

Liabilities are assessed during the school year for lost or stolen material, failure to return library books and vandalism. A student will not receive his/her final report card, transcript, or other student record until all liabilities/fines are paid in full. Students will not be permitted to graduate without payment of liabilities/fines. Students will not be allowed to participate in extracurricular activities if they owe liabilities/fines from the previous year

Lockers and Locker Usage

Students are reminded that lockers are school property and as such are on a loan-use basis to students. Although we acknowledge the right to privacy, the administration reserves the right to periodically inspect lockers. Students are expected to use only the locker that they have been assigned. Faulty lockers are to be reported to the Assistant Principal immediately. All lockers must be "locked" when not being used. Memorial High School is not responsible for items lost or stolen from lockers. Students are urged not to bring large amounts of money or valuables to school. For security measures, students should not share their locker combinations with fellow students. All hats, coats, and outerwear must be stored in a student's locker while school is in session.

Meetings

All meetings on school premises may function only as part of, and under the sponsorship of, approved student body organizations. Meetings must be supervised by a teacher-advisor and be authorized by the administration.

School Closing/Delayed Opening

Cancellation of school takes place **only during extraordinary circumstances** such as extreme weather conditions. School will not be canceled unless a significant safety risk has been created

by unusual circumstances. Every effort will be made to make public notification of an impending cancellation through the automated dialing system. In addition to the automated system, information can be obtained from the following:

1. Honeywell Instant Alert System (registration information is available on the district website)
2. Radio stations (WOR/WCBS/WINS)
3. Recording (201-796-8700)
4. District website (www.elmwoodparkschools.org)

When weather conditions prevent schools from opening at the regular time, it has been determined by the Elmwood Park Board of Education that there will be a two (2) hour delayed opening.

In the case of delayed openings, pupils should report to school at 10:00 am

Period 3	10:00 AM - 10:35 AM
Period 4	10:40 AM - 11:25 AM
Period 5	11:30 AM - 12:15 PM
Period 6	12:20 PM - 1:05 PM
Period 7	1:10 PM - 1:55 PM
Period 8	2:00 PM - 2:45 PM

Policy Statements

Board of Education policy statements regarding students are available for review in the library in the policy manual and the district website (www.elmwoodparkschools.org).

Freedom Of Expression

Freedom of expression is part of the district's instructional program; however, it may not be used to disrupt the education process nor interfere with the rights of others. Accordingly, no material may be distributed on school premises prior to being reviewed and approved by the administration. A decision as to the acceptability of the material for distribution will be based on the criteria as stated in Board of Education policy. All material must have an educational basis that relates to the district program of studies.

Study Halls

1. Students are to report promptly to their assigned study hall equipped with study materials.
2. Students are to take their assigned seats and quietly work on their assignments.
3. A student must attend his/her Study Hall on a daily basis.

Lunch Periods

The school operates a closed campus for students in grades 9 – 11. Only twelfth grade students are given the privilege to leave school grounds during their lunch period. This is only granted provided that the senior has an acceptable academic and discipline status. All other students (grades 9-11) are expected to eat their lunches in the school cafeteria. **Students in grades 9-11 are not permitted to leave school grounds.** Any student who leaves the building or grounds without authorization will be subject to disciplinary action. Students causing a disturbance in the cafeteria or being insubordinate will also be subject to disciplinary action.

Textbooks/Locks

Each pupil enrolled in Memorial High School is responsible for the proper care of school property and the supplies and equipment entrusted to his/her use. Students who cause damage to school property will be subject to disciplinary measures. A fine may be imposed for the loss, damage, or defacement of school property.

Visitors

It is the responsibility of the administration and staff to maintain a safe and sound educational environment; therefore, students may not bring visitors to school to spend the day with them.

Working Papers

Students may apply for working papers at the Main Office. A student must be promised a job in order to get working papers. A physical is required the first time working papers are issued. The Elmwood Park Board of Education will not pay for physicals for working papers. Applicants must prove they are at least 14 years of age. When a student reaches his/her 18th birthday, working papers are no longer necessary. Only birth or baptismal certificates will be accepted as proof. Certain types of jobs are restricted to particular age ranges. Also, a certificate is issued only for one particular job at a designated place of employment. If the pupil changes his/her job, a new certificate must be issued for that job. Copies of working papers are sent to Trenton for final approval.

Network Computing Policy

Please see the school website (www.elmwoodparkschools.org) for the most updated version of the Network Computing Policy.

Harassment, Intimidation and Bullying Policy 5512.01

Please see the school website (www.elmwoodparkschools.org) for the most updated version of the Harassment, Intimidation and Bullying Policy.

Policy Statement

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

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; lub
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; lub
5. Has the effect of insulting or demeaning any pupil or group of pupils; lub
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

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

Pupil Expectations

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

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Pupil responsibilities (eg, requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Pupil rights; i
4. Sanctions and due process for violations of the Code of Pupil Conduct.

Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Code of Pupil Conduct and NJAC 6A:16-7.

Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all pupils involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

Investigation

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist the school Anti-Bullying Specialist in the investigation.

Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board authorizes the Principal of each school, in conjunction with the Anti-Bullying Specialist, to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The

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

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under NJSA 18A:37-1, Discipline of Pupils and as set forth in NJAC 6A:16-7.2, Short-term Suspensions, NJAC 6A:16-7.3, Long-term Suspensions and NJAC 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, school officials shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (ie, classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable pupil and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

The district will identify a range of strategies and resources, which could include, but not be limited to, the following actions for individual victims: counseling; teacher aides; hallway and playground monitors; schedule changes; before and after school supervision; school transportation supervision; school transfers; and therapy.

Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with pupils, school volunteer, or pupil from engaging in reprisal, retaliation, or false accusation against a victim, witness, one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances. Examples of consequences and

remedial measures for pupils who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under NJSA 18A:37-1 et seq., Discipline of Pupils and as set forth in NJAC 6A:16-7.2, Short-term Suspensions, NJAC 6A:16-7, Long-term Suspensions and NJAC 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Policy Publication

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with pupils, school volunteers, pupils, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to NJSA 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the pupil handbook and all other publications of the school district. A link to the district's Harassment, Intimidation, and Bullying Policy will be prominently displayed on the homepage of the school district's website. The district will notify pupils and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

Examinations and Test Dates

All pertinent information related to Test Dates will be posted online at www.elmwoodparkschools.org

Student Parking Regulations

Authorization to park on Memorial High School property is a student privilege and not a right. The review of a written application will consider a number of factors including a student's

attendance record, disciplinary referrals, class cuts, fines/liabilities, and academic progress. A student not possessing a vehicle on a regular basis will not be issued a parking permit. Permits will be issued on a first come-first serve basis. Students seeking a permit must see the Assistant Principal in charge of discipline and school resource officer for an application and authorization. **Cars parked illegally (in teacher or visitor parking areas) or without valid permits will be ticketed.**

Phone Numbers and Contacts

District Main Line	201 796 8700
Office of the High School Principal	Ext. 2933
Office of the Director of Athletics	Ext. 2970
Guidance	Ext. 2935
Superintendent of Schools	Ext. 3979
Business Administrator	Ext. 2980
Director of Special Services	Ext. 2323
High School Nurse	Ext. 2960
High School Attendance	Ext. 2931

Community Health and Social Service Contacts

Bergen Regional Medical Center	201 967 4000
Division of Child Protection & Permanency	877 NJABUSE
Bergen County Mobile Response & Stabilization Services (MRSS)	201 796 9479 or 877 652 7624
Psychiatric Emergency Helpline	201 262 HELP
High Focus (Substance Abuse)	800 877 3628

2NDFLOOR New Jersey's Youth Helpline

The New Jersey Youth Helpline, 2ndFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all NJ young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information.

Intervention & Referral Services (I&RS)

The New Jersey State Board of Education has established that the primary mission of schools is to enhance student achievement of high academic standards in safe and disciplined learning environments. The effectiveness of public education in fulfilling this mission depends largely upon the capacity of school systems to respond to the diverse educational needs of students. The educational mission is made more complex by the increased incidence, prevalence and intensity of problems students bring to schools. The types of at-risk behaviors students manifest while in school include not concentrating or focusing on learning, not completing assignments, not achieving to demonstrated skill level or tested potential, declining or failing grades, cheating, absenteeism, tardiness, falling asleep, inability to stay in seat or work within structure, decreased participation, self-defeating responses to peer pressure, deteriorating personal appearance and hygiene, erratic behavior, loss of affect, acting out, fighting, defying authority, violating rules and dropping out of school. In response to these circumstances and the attendant needs of students, Memorial High School utilizes a program of intervention and referral services (I&RS) to assist in the educational improvement of the individual and school community.

For questions concerning the I&RS process, please contact the Assistant Principal at ext. 2931.

Guidelines for the Utilization of Option II

NJAC 6A: 8-5.1(a) 2

The New Jersey Department of Education (NJDOE) recognizes and acknowledges that all students will not achieve Core Curriculum Content Standards (CCCS) in the same manner and/or with the same level of success. To this end, the Elmwood Park School District is permitted to allow students with individualized learning opportunities outside of the traditional classroom that are stimulating and challenging and that enable students to meet or exceed the Core Curriculum Content Standards. This is commonly referred to as, “**Option II.**” Option II allows for the design and implementation of programs to meet the needs of **all** students. Students are permitted to earn credit toward graduation through Option II learning experiences. These experiences include, but are not limited to: interdisciplinary or theme-based programs, independent study, early college credit, magnet programs, student exchange programs, distance learning, on-line learning, work-based programs, internships, service learning, co-curricular or extra-curricular programs, and/or other structured learning experiences. In addition, Option II allows for group programs based upon specific instructional objects that meet or exceed Core Curriculum Content Standards. Participation in Option II is predicated on the application process through which students seek approval. The process for application, evaluation and assessment is detailed below. Attainment of credit toward graduation is based on the successful completion of assessments that verify student achievement in meeting or exceeding the Core Curriculum Content Standards at the high school level.

Memorial Senior High School Graduation Requirements

Students of Elmwood Park Memorial Sr. will receive a high school diploma based on the following graduation requirements:

1. Fulfillment of the following 120 credit program requirements (Option I):

Content Area	Course Requirements
Language Arts Literacy	At least 20 credits
Social Studies	At least 15 credits including two years (10 credits) of American History and one year (5 credits) of World Civilizations
Science	At least 15 credits including 5 credits in laboratory Biology and one additional laboratory/inquiry based course in chemistry, physics or environmental science
Mathematics	At least 15 credits including Algebra I & Geometry (Beginning 2012-13: a third year of math that builds on the concepts and skills of algebra and geometry and prepares students for college and 21 st century careers
World Language	At least 5 credits or student demonstration of proficiency
Visual & Performing Arts	At least 5 credits
21 st Century Life & Careers or Career Technical Education	At least 5 credits
Financial, Business, and Entrepreneurial Literacy	At least 2.5 credits
Physical Education, Health and Safety	Each year of enrollment

Technological Literacy	Integrated throughout the curriculum
Electives	Varies

Option II Credit Attainment

Students planning to pursue course work for credit external to the traditional offerings of Memorial Sr. High School curriculum are required to submit a completed application to the Guidance Department's Option II Credit Review Committee. This committee will be comprised of the Director of Pupil Personnel Services and the High School Guidance Counselors. Guidance Department's Option II Credit Review Committee will review each application to determine eligibility and grant approval/disapproval based on the criteria outlined. Each student's application will be reviewed on its own merit. The committee will ensure that each student is on track to fulfill graduation requirements. The High School Principal will review all decisions of the committee.

Grades for approved Option II course work will be shown on a student's transcript. Option II course work will not be included in the calculation of a student's overall Grade Point Average (GPA). Official transcripts of course work taken outside of Memorial Sr. High School may be attached to a student's High School transcript. Such requests must be made through the student's assigned Guidance Counselor. Once credit has been earned in an approved Option II course, students will not be permitted to enroll in an equivalent Memorial Sr. High School course.

Credit Recovery

Students receiving a failing final grade a high school course do not receive credit. Students who fail to meet course requirements and/or meet attendance requirements receive a failing grade. In each case, credits towards graduation are not earned. Student options include the repeat of the course during the next school year; enrollment in an approved summer school program; or enrollment in an approved Option II alternative. Option II alternatives require approval by the Guidance Department's Option II Credit Review Committee. Completed applications must be submitted by June 30th for enrollment in a summer; August 31st for Fall Semester course; January 1st for a Spring Semester course.

Credit Recovery courses require students to be enrolled for a minimum of 60 hours for a 5 credit course. Grades for completed Credit Recovery courses will be reflected on student transcripts. Credit recovery courses are not included in the calculation of a student's overall GPA. The original course and final grade **will be** retained on the student's transcript. Appropriate credits will be applied toward graduation requirements. Credit recovery can be achieved through in-person or on-line coursework.

Advanced Credit; Additional Credit; Acceleration

Students may opt to enroll in Option II courses to include on his/her transcript and/or to advance a course level. A common example of advanced coursework is the student who takes an additional mathematics course to advance to the next level of math or a world language that is not available for study at the high school. Advance credit, additional credit, or acceleration can be achieved through in-person or on-line coursework. The following guidelines must be followed:

1. Completed applications must be submitted by June 30th for enrollment in a Summer; August 31st for Fall Semester course; January 1st for a Spring Semester course.
2. The course must be from an accredited institution and/or monitored by a certified staff member. Accreditation must be from a United States Department of Education recognized national or regional

professional accrediting organization. Advanced Credit courses must meet the 120-hour enrollment requirement for complete course advancement.

3. The Guidance Department's Option II Credit Review Committee must approve the course.
4. An official transcript from the institution must be submitted promptly following the completion of the course. Grades for completed Advanced/Additional Credit courses will be reflected on student's transcripts. Advanced/Additional Credit courses are not included in the calculation of a student's overall GPA.
5. Permission to advance a course level is dependent on the student's proficiency and ability to succeed in the next level. If deemed not to meet proficiency standards, credit earned will be applied as elective credit, and the student will be required to enroll in the next, Memorial Sr. High School level course.
6. Advanced credit can be awarded for successful completion of demonstrated proficiency in Algebra I, Spanish I and Italian I if taken at the middle school. For example, a student who takes at least two years of Spanish in middle school can opt to take Spanish 2 in the high school and receive 5 credits for Spanish 1 as long as the student demonstrates proficiency at the Spanish 1 level.

College Credit

Students may opt to enroll in college level courses and apply credits earned toward high school graduation requirements. Students enrolling in college level courses must meet eligibility requirements as established by Board of Education Policy **and** those established by the college or university. College credit can be achieved through in-person or on-line coursework. The Guidance Department will maintain a list of approved accredited colleges or universities and Option 2 partnerships. The following guidelines must be followed:

1. Completed applications must be received by the Guidance Department's Option II Credit Review Committee by June 30th for enrollment in a Summer; August 31st for Fall Semester course; January 1st for a Spring Semester course.
2. The course must be taken from a regionally accredited two or four year college/university.
3. The Guidance Department's Option II Credit Review Committee must approve the course.
4. An official transcript from the college/university must be submitted promptly following the completion of the course. Grades for completed College Credit courses will be reflected on transcripts. College Credit courses are not included in the calculation of a student's overall GPA.

Independent Study

The Independent Study program at Memorial Sr. High School is intended for students to gain intense study in an academic area not currently offered by the Memorial Sr. High School curriculum. Independent studies may not replace a course listed in the Memorial Sr. High School Program of Studies. Independent Study credit can be achieved through in-person or on-line coursework. The following guidelines must be followed:

1. Must be approved by the Guidance Department's Option II Credit Review Committee.
2. A Memorial Sr. High School certified faculty member must serve as an advisor and be secured prior to the submission of required paperwork. Advisors are voluntary participants working collaboratively with the student to develop independent study goals.
3. The Independent Study advisor is responsible for the final evaluation of the study and must submit verification that instructional objectives have been met. Grades for Independent Study courses will be reflected on transcripts.

Service Learning

Students are encouraged to seek opportunities within the community to complement their education through volunteering. Under Option II, students may apply credit from Service Learning to high school graduation requirements if approved in advance by the Principal. Hours applied for credit must be above and beyond hours required for graduation. The following guidelines must be followed:

1. Completed applications, Option II and Service Learning, must be received by the Guidance Department's Option II Credit Review Committee by June 30th for enrollment in Summer, August 30th for enrollment in the Fall Semester Service Learning; January 1st for Spring Semester Service Learning. Service Learning applications are in addition to the Option II application. The Service Learning application provides specific details of requirements. See application for more information.
2. The Guidance Department's Option II Credit Review Committee must approve the Service Learning project.
3. The student must have an approved mentor for the project.
4. The student must complete a self-reflection and learning outcome report at the conclusion of the service learning experience and submit it to his/her mentor. The mentor will include a copy of the report with his/her evaluation.
5. The Service Learning mentor is responsible for the final evaluation and must submit verification that service-learning objectives have been met. Grades for Service Learning will be reflected on transcripts. Approved Service Learning dropped after the drop/add period will be recorded on Memorial Sr. High School transcripts as "withdrawn." Failure to submit a report by the mentor will result in the designation of "I" (Incomplete) on the student's transcript.
6. A student may earn up to twenty (20) Service Learning Credits during his/her high school career.

Illegal Enrollments

WANTED

INFORMATION WITH RESPECT TO ILLEGALLY ENROLLED STUDENTS

\$250 REWARD

A \$250 reward will be paid to persons providing information which will ultimately lead to the identification and exclusion of illegally enrolled students.

Information will be kept confidential, to the greatest extent possible.

