

# Memorial Escuela

# EP

## MANUAL PARA PADRES Y ESTUDIANTES 2017-2018

PROPIEDAD DE: \_\_\_\_\_

375 River Drive  
Elmwood Park, NJ 07407

**“SOMOS CRUSADERS para nuestros hijos”**

Visítenos en la Web  
[www.elmwoodparkschools.org](http://www.elmwoodparkschools.org)

### UN MENSAJE DE LA SUPERINTENDENTE

Estimados padres / tutores:

El manual ha sido desarrollado para proporcionar una variedad de información. Con esta información usted debe tener el conocimiento necesario para convertirse en un socio activo en el proceso educativo de su hijo.

Educación en el Parque Escuelas Elmwood está diseñado para satisfacer las necesidades del individuo, pero en última instancia, a cada estudiante se beneficiará de la escuela de acuerdo al esfuerzo que él o ella se aplica. Para aumentar el grado de éxito educativo, es imperativo que los maestros, padres y administradores se comunican abiertamente y con frecuencia en relación con el progreso de los estudiantes.

Nuestras escuelas hacen esfuerzos especiales para crear y promover buenas relaciones entre el hogar y la escuela. Boletines de noticias, boletines de padres, conferencias regulares, y el contacto directo con los padres es una parte de estos esfuerzos. Se le anima a iniciar sus propios contactos siempre que sea necesario. También se le anima a participar activamente en diversas organizaciones de padres, voluntarios para la participación en los comités, y asistir a reuniones de la Junta de Educación.

Vamos a trabajar juntos. Su participación positiva y el contacto continuo con la escuela contribuirán en gran medida al desarrollo académico apropiado de su hijo.

Sinceramente,

Anthony Grieco  
Superintendente de Escuelas

## **MENSAJE DEL DIRECTOR**

Estimados padres / tutores:

La administración y la facultad del Memorial High School, le da la bienvenida al año escolar 2017-2018. Memorial High School ofrece muchas oportunidades académicas, electivos y extra-curricular para satisfacer las necesidades de todos los estudiantes. Estamos comprometidos a proporcionar a nuestros estudiantes una experiencia educativa desafiante e interesante que los prepara para la <sup>del21.</sup> economía global siglo. El Manual para padres y estudiantes una idea general de los programas disponibles para los estudiantes, así como las políticas y procedimientos generales.

El código de conducta y políticas posteriores tienen la intención de preparar y educar a sus hijos en un entorno seguro. Por favor tome el tiempo para revisar cada sección a fondo. Insto a mantener abiertas las líneas de comunicación con nuestra facultad y convertirse en un miembro activo de la comunidad Memorial High School.

Memorial High School se enorgullece de todo lo que tiene que ofrecer a sus estudiantes. Estoy ansioso por empezar a trabajar con los padres, profesores y comunidad durante el año escolar 2017-2018. Animo a cada estudiante a buscar nuevas oportunidades, aceptar nuevos retos e involucrarse con todos los aspectos de la vida del estudiante.

Sinceramente,

David Warner  
Director de escuela

## **JUNTA DE EDUCACIÓN**

Presidente..... Jeanne Freitag  
vicepresidente ..... Louise Gerardi  
Síndicos ..... Frank Caramagna  
Douglas DeMatteo  
George Luke  
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## **ADMINISTRACIÓN CENTRAL**

Superintendente de Escuelas .....Anthony Grieco  
administrador SecretarioNegocios / Junta ... ..John DiPaola  
Directorade Servicios Especiales ..... .. Anthonylchetti  
directorde Alumnado Servicios y Exámenes .. MohammedSaadeh  
directorde Currículo, Instrucción y Evaluación ... .. Jillian Torrento

## **ADMINISTRACIÓN ESCOLAR**

Principal ..... David Warner  
Asistente Principal / Disciplina ..... .. Karen Fasouletos

## NUESTRA MISIÓN

Somos una comunidad dedicada a la creación de un ambiente educativo donde los estudiantes están capacitados para superar su potencial a través de un programa exigente, innovador e interdisciplinario. Mediante el fomento de carácter, la dignidad y el respeto propio y de otras culturas, los estudiantes se convertirán en pensadores creativos y ciudadanos del mundo capaces de prosperar en una sociedad diversa y en constante evolución.

### CREEMOS.....

- Todos los estudiantes pueden aprender.
- Los valores sociales apropiados buena ciudadanía y deben ser inculcados.
- Máxima participación en una variedad de experiencias de aprendizaje y actividades co-curriculares debe fomentarse.
- Hay que destacar conciencia de los problemas de salud actuales.
- La dignidad individual y el sentido de la propia valía deben ser inculcados en los estudiantes y el personal.
- Herramientas de enseñanza suficientes y capacidad de existir en un entorno de aprendizaje innovador debe ocurrir para que los estudiantes y profesores.
- La creatividad y la asunción de riesgos positivos deben ser alentados.
- Toda persona tiene derecho a un ambiente positivo limpio y seguro.
- Toda persona tiene derecho a ser un individuo y ser capaz de lograr al máximo potencial en actividades individuales o de grupo.
- Los educadores son modelos a seguir y debe animar al grupo profesional.
- El sistema de la escuela, la comunidad y los organismos gubernamentales locales deben trabajar juntos en armonía y con una actitud positiva.
- Los cambios sociales deben ser reconocidos.
- Las habilidades de comunicación son vitales.
- Los cambios tecnológicos deben utilizarse como una herramienta de enseñanza, así como objeto de estudio.
- La educación de calidad incluye la eficiencia.

Orgullo de sí mismo, comunidad escolar, y el país debe ser inculcado en todos.

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## **DEPARTAMENTO DE ORIENTACIÓN**

El Departamento de Orientación ofrece una amplia gama de servicios y programas para estudiantes, padres y profesores. A cada estudiante se le asigna a un consejero por orden alfabético y está programada para conferencias periódicas durante el año para ayudar a satisfacer las necesidades educativas, profesionales y sociales.

Tanto los estudiantes como los padres pueden solicitar una cita a través de la secretaria del departamento de orientación. Pueden consultar con el consejero sobre la elección supuesto, la selección de los programas después de la secundaria, becas, asistencia financiera, rendimiento académico o falta de progreso, objetivos de carrera, resultados de pruebas estandarizadas, o preocupaciones personales / sociales.

El Departamento de Orientación publica muchas oportunidades para que los estudiantes, incluyendo los programas para los institutos dotados y talentosos, verano, oportunidades de trabajo, excursiones y visitas a universidades. Avisos del tablón de anuncios, altavoces especiales de presentación, y boletines de noticias son sólo algunos de los medios de comunicación para dar a conocer información importante. El estudiante tiene la responsabilidad de aprovechar esta información y compartirla con los padres.

El Departamento de Orientación se puede acceder, al ext. 2935.

### **REQUISITOS DE CLASE y requisitos de graduación**

Con el fin de recibir un diploma de Elmwood Park Memorial High School, los estudiantes deben cumplir con los requisitos mínimos establecidos por el Departamento de Educación de Nueva Jersey y la Junta de Educación de Elmwood Park. Para graduarse de Elmwood Park Memorial High School, los estudiantes deben:

1. Pasar todos los exámenes estatales requeridos
2. Obtener un mínimo de 120 créditos
3. Cumplir todas las obligaciones (es decir, asistencia, detenciones, multas, etc.)
4. Pasa los siguientes cursos

**de escuela secundaria programa de planificación en hojatrabajo**

*deUse la hoja siguiente en la planificación de sus selecciones de cursos de secundaria.*

	Grad o 9	Grad o 10	Grad o 11	Grad o 12	años requerido s para losde graduació n	créditosp ara la graduació n de
ELA					4	20
PE / Salud					4	20
Matemática s					3	15
Ciencia					3	15
Historia de EE.UU.					2	10
Historia del Mundo					1	5



lengua extranjera					1	5
Fina / Artes escénicas prácticos					1	5
Carreras					1	5
Educación Financiera					½	2,5
Electives					4	17,5
TOTAL CRÉDITOS						120

Créditos obligados a estar “al día”

- |              |              |
|--------------|--------------|
| 1. Sophomore | 30 créditos  |
| 2. junior    | 60 créditos  |
| 3. Crítico   | 90 créditos  |
| 4. Graduate  | 120 créditos |

	<b>Cursos y Créditos Requisitos para todos los estudiantes que entran al grado 9en:</b>			
	2012-20 13	2013-20 14	2014-20 15	2017-20 18
INGLÉS	20 Créditos (ELA 1, 2, 3, 4)			
MATEMÁTICAS	15 créditos incluyendo Algebra 1, Geometría, Álgebra 2 o el contenido equivalente y un tercer año de matemáticas que los edificados en los conceptos y destrezas de álgebra y geometría			

CIENCIA	15 créditos incluyendo al menos 5 créditos en Biología; un curso de laboratorio / ciencia basada en la investigación adicional, incluyendo la química, ciencias ambientales, o Física; y un curso de ciencias tercer laboratorio / basado en la investigación
CIENCIAS SOCIALES	15 créditos (5 créditos cada uno en la historia del mundo, la historia nos 1, 2) Historia de los EE.UU.
EDUCACIÓN FÍSICA / SALUD	5 Créditos de Educación Física / saludable durante cada año de inscripción
idioma mundial	5 créditos
FINA/ Práctica / arte de ejecución	5 Créditos
CARRERA DE PREPARACIÓN	5 Créditos
instrucción financiera	2.5 Total de créditos en la educación financiera
total Crédito	

Todos los estudiantes deben tomar los exámenes estandarizados implementado estado.

**\* 12 Estudiante Grado ¿Quién no ha completado todos los requisitos de crédito de graduación ANTES DE LA FECHA DE LA ceremonia de graduación no se le permitirá participar en la ceremonia GRADUACIÓN.**

### REQUISITOS DE GRADUACIÓN PARCC

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

### HORAS voluntarios mayores

Todos los estudiantes de nivel superior, que están en camino a graduarse este año escolar, están obligados a completar un mínimo de diez (10) horas de proyectos de servicio comunitario

como requisito para graduarse de la Escuela Secundaria Memorial. Los estudiantes serán proporcionados con la instrucción específica al inicio del año escolar en cuanto al proceso asociado con el cumplimiento de este requisito. Numerosos proyectos de servicios se ofrecen a los estudiantes (por diversos grupos) durante todo el año en la escuela secundaria. Los estudiantes que necesitan ayuda en el cumplimiento de este requisito debe buscar ayuda de su consejero, SAC, o un administrador. Los estudiantes que no cumplan este requisito **no se han completado todos los requisitos para la graduación.**

### **ensayo de graduación**

Todas las personas mayores elegibles para la graduación deben llegar a tiempo y participar en todas las prácticas de graduación programados. Los individuos pueden ser excluidos de las prácticas de graduación y / o en la ceremonia de graduación de los siguientes:

1. El no asistir a cualquier práctica de graduación.
2. El comportamiento inaceptable durante la práctica de inicio y / o ceremonias de graduación.
3. Uso y / o abuso de cualquier sustancia controlada durante la práctica de inicio y / o ceremonias de graduación.

Los estudiantes comprar su graduación de la tapa y el traje vestido a través de un proveedor independiente. Cualquier estudiante que no cumpla con los requisitos para graduarse se le dará a su / su tapa y vestido comprado en el primer día hábil siguiente a la ceremonia de graduación.

### **SOLICITUDES cambio de horario**

Los cambios de horario no se concederán para las cuestiones relativas a las preferencias personales o maestro. Todos los cambios de horario hechas después del inicio del año escolar requieren la aprobación administrativa.

### **INFORMACIÓN DE CALIFICACIONES**

Método para calcular las calificaciones finales para el año escolar 2017-2018:

- a. Cursos de semestre

1 <sup>st</sup> Marcado Período	40%	
2 <sup>nd</sup> período de calificación		40%
Examen	20%	

segundo. Año completo

1 <sup>st</sup> Marcado Período	20%	
2 <sup>nd</sup> período de calificación		20%
Examen intermedia	10%	
3 <sup>rd</sup> período de calificación		20%
4 <sup>o</sup> período de marcado		20%
Examen final		10%

## GRADOS

Al llegar a los grados de tarjetas de informe, sólo calificaciones numéricas son para ser registrado para cada período de marcado y puede ser interpretado como sigue: 93-100

	Excelente
85-92	Sobre la media
77-84	Media
70-76	Bajo media
laBajo70	Fracaso

La calificación numérica más baja que se asignará a la tarjeta de calificaciones para los tres primeros períodos de calificaciones será 55. El grado asignado para el examen de mitad de período, el cuarto período de evaluación y el examen final será el que el alumno gana realmente. Excepción: La calificación numérica más baja que se debe asignar a la tarjeta de informe para cualquier período de calificaciones en las clases de educación / salud física es 55.

## LISTA DE HONOR Y CRITERIOS DE RODILLO DE LA DIRECTORA

**Lista de Principal:** Un alumno que recibe una calificación de 93 o superior y “satisfactorio” o calificación ciudadanía “sobresaliente” en cada sujeto durante un período de marcado se colocará en la Lista del Director.

**Cuadro de honor:** Un alumno que recibe una calificación de 85 o superior y “satisfactorio” o “sobresaliente” de clasificación en la ciudadanía en cada sujeto durante un período de marcado, se colocará en el rollo de honor.

## **EL RANGO DE CLASE**

El rango de clase se calcula al final del tercer año de secundaria en base a las calificaciones del curso de los seis primeros semestres de la escuela secundaria. Esto continuará hasta el final del último año. El rango de clase toma en consideración la ponderación de crédito por el título y el trabajo del curso de colocación avanzada.

## **VALEDICTORIAN / SALUTATORIAN**

La selección de valedictorian / salutatorian incorporará los siguientes criterios:

- a. Estos estudiantes tendrán el rango más alto y segundo más alto ponderada al final de su último año.
- segundo. Cualquier estudiante seleccionado debe de haber pasado más de la mitad de su / menor que ella y llena el último año de la escuela secundaria.
- do. Cualquier estudiante que opta por graduarse temprano perderá su / su derecho a recibir el honor de ser valedictorian / salutatorian.
- re. La Junta se reserva el derecho de revocar el honor de valedictorian o salutatorian en casos de graves violaciones del código de conducta escolar.

## **Los incompletos**

Una calificación de incompleta no será utilizado como la calificación final, pero se puede dar forma temporal por enfermedad u otras razones por el maestro aprobado para una ausencia prolongada. El profesor establecerá los términos en relación con los requisitos para el trabajo de recuperación, y notificará al estudiante de estos requisitos y el período de tiempo permitido. El estudiante debe resolver el INC dentro de los cinco (5) días después de que las tarjetas de calificaciones se han emitido a menos que una condición médica grave continúa existiendo prevenir al estudiante de regresar a la escuela.

## **ciudadanía Grado**

La ciudadanía se interpreta como la conducta del estudiante en el aula y en la comunidad escolar. Liderazgo, el comportamiento, la voluntad de ayudar a los demás, el respeto y el carácter moral en general se consideran factores a la hora de entrar en este grado. Esta categoría no está determinado por la capacidad del estudiante para completar el trabajo escolar o para tener éxito académico. Los estudiantes pueden recibir un grado de ciudadanía de O (pendiente), S (satisfactorio), o N (necesita mejora).

## **Cursos por correspondencia / Escuela Virtual**

1. Cualquier estudiante que desee tomar un curso por correspondencia debe tener la aprobación administrativa.

2. Los estudiantes se limitan a tomar una (1) clase de cada semestre y dos (2) clases durante el verano.
3. Los cursos sólo pueden ser tomadas como la recuperación del crédito “remediación” para una clase que un estudiante ha fallado previamente.
4. Los estudiantes no pueden tomar un curso por correspondencia para una clase en la que están inscritos actualmente o habían sido inscrito por todo el año académico. Tienen que esperar hasta el verano o el siguiente año escolar para tomar el curso.

## **INFORMACIÓN GENERAL**

### **Llegar a la escuela**

Los estudiantes que lleguen a la escuela antes de la 7:55 AM deben entrar a la escuela a través del ala de tres, cafetería o entradas principales. Al entrar en la escuela, los estudiantes deben informar directamente a la cafetería. Los estudiantes pueden continuar con sus armarios y un período de clase a las 7:55 AM cuando sea autorizado por la mañana la supervisión del monitor o la administración.

### **RETIRADA DE GOLF**

Cualquier estudiante que solicita a retirarse de un curso de un año debe hacerlo antes del final del primer período de calificaciones (media curso de un año retirar las solicitudes deben hacerse antes de la expedición informes sobre la marcha) a fin de que no haya ninguna calificación de registro. Si el retiro se realiza después de los tiempos ha hecho referencia anteriormente, una calificación de “WP” (paso retirada) o “WF” (retirado en su defecto) será especificado en el documento para reflejar la condición de estudiante en el momento de la retirada. No se puede, estudiante de la retirada de un curso después del segundo período de calificación comienza sin la aprobación administrativa. Un estudiante debe tener un permiso escrito de su padre / madre / tutor legal con el fin de solicitar un retiro. **La administración se reserva el derecho a denegar todas las peticiones.**

### **REPORTE DE PROGRESO**

Los informes de progreso pueden ser emitidos antes del final de cada período de marcado para indicar el rendimiento o el fracaso potencial para ese período. Fallos, sin embargo, pueden ocurrir sin previo aviso. Un informe de situación se da para alertar a los padres y el estudiante a la necesidad de un mayor esfuerzo. El maestro puede emitir informes de progreso a intervalos más cortos si es solicitado por los padres o si el maestro determina una necesidad.

Fechas programadas para la emisión de los informes de progreso son los siguientes:

- 1<sup>st</sup> Marcado Período ..... **11 de octubre 2017**
- 2<sup>nd</sup> Marcado Período ..... **21 de diciembre 2017**
- 3<sup>rd</sup> período de calificación ..... **7 de marzo de, 2018**
- 4<sup>o</sup> Período de Calificaciones ..... **23 de de mayo de, 2018**

## **LAS BOLETAS DE CALIFICACIONES**

Las tarjetas de calificaciones se emiten cuatro veces al año mostrando los logros académicos y registro de asistencia de los estudiantes de. Los padres deben llamar si hay preguntas.

Fechas programadas para el final de los períodos de evaluación son los siguientes:

- 1<sup>st</sup> Marcado Período ..... **08 de noviembre 2017**
- 2<sup>nd</sup> Marcado Período ..... **19 de enero 2018**
- 3<sup>rd</sup> período de calificación ..... **11 de abril de, 2018**
- 4<sup>o</sup> Período de Calificaciones ..... **15 de junio de, 2018**

Las calificaciones finales se convierten en parte del registro oficial del estudiante. Es de suma importancia que cada estudiante construye el mejor disco posible, mientras que en la escuela secundaria. Cada estudiante se clasifica de acuerdo a las calificaciones finales y la ponderación de las clases específicas.

## **EXÁMENES**

Todos los cursos en las cinco grandes áreas temáticas - Artes del Lenguaje, Matemáticas, Ciencias Sociales, Ciencias y Lengua extranjera requieren evaluaciones periódicas del progreso y la comprensión de la materia de un estudiante. Estas evaluaciones incluyen mitad de período y los exámenes finales, y representan una parte significativa de la calificación final del alumno. **Los estudiantes que faltan a una evaluación intermedia o examen final debe proporcionar una nota del médico a la administración con el fin de permitir que se efectúe el examen.**

Cualquier escuela secundaria o superior "al día" puede ser exentos de la realización de un examen final, siempre que cumplan determinados criterios.

## **EXENCIÓN EXAMEN FINAL**

Cualquier escuela secundaria o superior “al día” puede ser exentos de la realización de un examen final, siempre que cumplan los siguientes criterios.

Tiene un promedio “A” (93% -100%) para el curso. El cálculo de este promedio incluirá el período de marcado de 4 grados hasta la fecha se dan exámenes.

Tiene un promedio de “B” (85% -92%) para un curso de colocación avanzada (AP) y ha tomado la prueba AP. El cálculo de este promedio incluirá el período de marcado de 4 grados hasta la fecha se dan exámenes.

Tiene un registro de asistencia satisfactoria con no más de 6 ausencias injustificadas en el curso.

Tiene un expediente disciplinario satisfactorio con no más de 1 infracción disciplinaria y no hay suspensiones.

No hay excepciones para los cursos semestrales.

Los proyectos finales no pueden estar exentos.

Los estudiantes que cumplan los criterios de exención aún pueden tomar el examen si así lo desean.

Cualquier estudiante que toma un curso de crédito doble tomará el examen final de acuerdo con las directrices de la universidad / universidad.

## **Recuperar el trabajo**

Un estudiante se le da la oportunidad de completar las tareas perdidas debido a ausencias. Sin embargo, sería erróneo creer que uno puede compensar la actividad de aprendizaje que se produce cuando está presente en una clase. Tiempo permitido para hacer el trabajo perdido es igual a la cantidad de tiempo ausente, excepto el período de maquillaje no debe exceder de cinco (5) días de escuela sin el permiso de la administración. La responsabilidad de hacer el trabajo recae en el estudiante y no el maestro. Los estudiantes pueden completar las tareas en el plazo de cinco días para perder el tiempo debido a las acciones iniciadas por las autoridades de la escuela, tales como la suspensión o exclusión.

## **PROGRAMA DE BELL Y PASO A CLASES**

El horario de la campana para los grados 9-12 se representa a continuación. Se espera que todos los estudiantes para llegar a sus próximos periodo de clases dentro de los cuatro minutos de tiempo que pasan. **No hay estudiantes vayan a salir del edificio durante el periodo de paso.**

### **Horario Regular Tiempo**

Advertencia de Bell	08 a.m.
Período 1	8:05 AM - 8:55 AM



Período 2	09 a.m.-9:45 AM
Período 3	9:50 AM - 10:35 AM
Periodo 4	10:40 AM - 11:25 AM
período 5	11:30 - 24:15
período de 6	24:20-13:05
período de 7	13:10-13:55
período de 8	14:00-14:45

### **Salida temprana horario de tiempo A**

Advertencia de Bell	08 a.m.
Período 1	8:05 AM - 8:35 AM
Período 2	8:40 AM - 9:05 AM
Período 3	9:10 AM - 9:35 AM
Periodo 4	9:40 AM - 10:05 AM
período 5	10:10 - 10:35
período de 6	10:40 - 11:10
período de 7	11:15 - 11:45
período de 8	11:50 - 24:18

### **Salida temprana Horario B**

Advertencia de Bell	08 a.m.
Período 1	8:05 AM - 9:05 AM
Período 2	9:09 AM - 10:09 AM
Período 3	10:13 AM - 11:13 AM
Período 8	11:17 AM - 12:18a.m.

## **ACCIÓN AFIRMATIVA**

Por favor, consulte el sitio web de la escuela([www.elmwoodparkschools.org](http://www.elmwoodparkschools.org))para la versión más actualizada de la política de acción afirmativa.

## **BIBLIOTECA / CENTRO DE MEDIOS**

El Memorial High School Library / Media Center ofrece apoyo y servicios para el currículo de la escuela. Los materiales están disponibles para las tareas escolares y la lectura por placer. El especialista de los medios está disponible para ayudar con la lectura de la guía, las preguntas de referencia y ubicación de los materiales, el desarrollo de habilidades para la investigación y la promoción de la experiencia individual en la localización de la información.

Los estudiantes individuales que llegan a la biblioteca deben llevar una tarjeta de identificación y el estudiante pase autorizado. Un ambiente tranquilo es esencial siempre. Un estudiante puede ser excluido por conducta impropia.

Computadoras para uso de los estudiantes están disponibles bajo petición programado. Un acuerdo firmado el uso del ordenador actual debe estar en el archivo.

### **Los procedimientos relativos ASISTENCIA DEL ESTUDIANTE, DE CORTE, el absentismo escolar y la tardanza**

#### **POLITICA DE ASISTENCIA**

1. Los estudiantes de secundaria se les permitirá doce (12) ausencias por año para un curso de un año y seis (6) ausencias para un curso de un semestre antes de que se enfrentan a una situación de pérdida de crédito.

2. Las siguientes ausencias **no** serán contadas para registro en ausencia del estudiante:

- Actividades patrocinadas por la escuela (excusa administrativa)
- Las fiestas religiosas definidas por el Departamento de Educación del Estado de Nueva Jersey
- Muerte en la familia
- Visitas a universidades aprobada con la verificación
- Orden judicial, la apariencia del INS, examen de nivel universitario, o la prueba de ruta del conductor con la verificación
- Enfermedad prolongada, definida como 5 (cinco) faltas consecutivas (bajo el cuidado del médico, fundamentadas en una nota del doctor) o enfermedad crónica verificada por una nota del médico. Notas para una enfermedad prolongada deben ser recibidas por la oficina el día que el estudiante regrese a la escuela a fin de que esas ausencias a ser dispensados. De lo contrario, cada día se perdió contará como una ausencia injustificada hacia el registro de asistencia del estudiante.

Todas las razones anteriores, excepto las actividades patrocinadas por la escuela y enfermedad prolongada, requieren la verificación que presente a la oficina principal dentro de lospor **5 días de clases** de rendimiento del estudiante o cada día perdido **contará** como una ausencia injustificada hacia el registro de asistencia del estudianteescrito.

3. Si un estudiante pasa de doce (12) ausencias durante el año, él / ella será colocado en un "No Estado de crédito" y no puede calificar para recibir crédito para el / ella cursos.

4. Cuando un estudiante está ausente de la escuela por cualquier razón, un padre / tutor es llamar a la escuela y reportar la ausencia. Si el padre / tutor no notificar a la escuela, el estudiante puede ser considerado ausente. Por favor llame, ext. 2931, antes de las 9:00

5. Cualquier estudiante ausente de la escuela o no firmado en la campana que termina su segundo período de clases (9:51) no puede participar en ninguna actividad extraescolar (incluidas las prácticas) en ese día. Cualquier estudiante que esté ausente o no firmado en la campana que termina su segundo período de clases (9:51) en el último día de la semana escolar no será elegible para cualquier actividad patrocinada por la escuela hasta su / su regreso a la escuela. Cualquier estudiante que salga temprano de la escuela deben firmar de nuevo en la escuela antes del final del día escolar con el fin de participar en cualquier actividad patrocinada después de la escuela. Los estudiantes con retraso o no regresan a la escuela debido a las preocupaciones médicas, citas, emergencias familiares, y otras razones deben tener el permiso de la administración para participar en las actividades después de la escuela ese día.

6. Los padres serán notificados por escrito si un estudiante está en peligro de perder el crédito debido al ausentismo excesivo.

7. Procedimientos:

a) **Cursos del año completo**

- En el **sexto** (6º) ausencia
- Carta de advertencia enviada a los padres / tutor y orientador
- Consejero a estudiante consejo y contacto con los padres / tutores
- En el **décimo** (10a) ausencia

Para **ausencias inexplicables acumulativos de 10 o más** un estudiante ha de considerarse novillos como por NJSA 18A: 38-27.

Consulta obligatoria para el programa de corte como se requiere por la Oficina Administrativa de New Jersey de los tribunales.

- Carta de advertencia enviada a los padres / tutor y orientador
- Consejero a estudiante consejo y contacto con los padres / tutores
- Sobre la **trece** ausencia(13)
- La pérdida de la carta de crédito envía al padre / tutor y orientador

b) **Cursos de medio año**

- En el **tercer** (3º) ausencia
- Carta de advertencia enviada a los padres / tutor y orientador
- Consejero a estudiante consejo y contacto con los padres / tutores
- En la **quinta** (5ª) ausencia
- Carta de advertencia enviada a los padres / tutor y orientador
- Consejero a estudiante consejo y contacto con los padres / tutores
- En el **séptimo** (7º) ausencia
- La pérdida de la carta de crédito envía al padre / tutor y orientador

#### 8. Falta de trabajo debido a las ausencias / suspensiones

a) Los estudiantes son requeridos para completar el trabajo perdido debido a las ausencias de la escuela. Los estudiantes recibirán un (1) día por cada día de ausencia para hacer el trabajo (ejemplo- si un estudiante está ausente 2 días, él / ella tendrá 2 días para hacer el trabajo). Tras la notificación de los padres, la oficina de orientación solicitará asignaciones dentro de las 24 horas para los estudiantes ausentes dos (2) o más días consecutivos.

segundo) Los estudiantes están obligados a completar el trabajo perdido debido a las suspensiones de la escuela. Los estudiantes deben presentar el trabajo completado al profesor correspondiente en el día que regresen a la escuela. **Los padres son responsables de conseguir trabajo para los estudiantes que son suspendidos uno o enfermos.**

c) Los estudiantes ausentes de la escuela / clases debido a las excursiones / actividades escolares están obligados a obtener las tareas y completar el trabajo perdido por el siguiente día escolar, a menos que otros arreglos se han hecho con su maestro (s).

9. Los estudiantes enviados a casa por la enfermera de la escuela recibirá una ausencia en cada clase perdida.

#### **POLÍTICA DE CORTE**

1. El corte se define como una falta deliberada clase asignada y / o cualquier periodo asignado otra escuela (sala de estudio, el almuerzo, la orientación, etc.).

**2. Un estudiante perderá crédito cuando tres (3) cortes se registran en una clase en particular.**

3. Los procedimientos de disciplina

a) 1<sup>ra</sup> ofensa

- Conferencia con el Director Adjunto
- Una (1) detención Viernes
- Comunicarse con el maestro con el padre / tutor
- Remisión enviado a los padres / tutores en el portal del estudiante
- Cero para el período de clase; el trabajo no se puede componer

b) 2<sup>nd</sup> ofensa

- Conferencia con el Director Adjunto
- Un (1) Suspensión en la Escuela In-(ISS)
- Comunicarse con el maestro con el padre / tutor
- Remisión enviado a los padres / tutores en el portal del estudiante
- Cero para el período de clase; el trabajo no se puede componer

c) 3<sup>a</sup> infracción

- Conferencia con el Director Adjunto

- Comunicarse con el director asistente con el padre / tutor
- Remisión enviado a los padres / tutores en el portal del estudiante
- Pérdida por supuesto crédito / estudiante colocado en la sala de estudio

## AUSENTISMO

Absentismo escolar se define como la escuela deliberadamente ausente sin el conocimiento de un padre o tutor.

1. Los estudiantes que falten no participarán en ninguna actividad extra-curricular de la escuela para ese día específico, incluyendo todos los deportes, eventos sociales, ensayos o prácticas.

2. Procedimientos de Disciplina

a. 1<sup>st</sup> delito

- Conferencia con el Director Adjunto
- Un (1) registraron cortar para cada curso fallado
- Un (1) día de suspensión
- Notificación a los padres / tutor y orientador
- Cero en todas las clases perdidas; el trabajo no se puede componer

segundo.º delito

- Conferencia con el Director Adjunto
- Notificación a los padres / tutor y orientador
- Un (1) registraron cortar para cada curso fallado
- Dos (2) días de suspensión
- Pérdida de crédito en cada curso / estudiante colocado en salas de estudio

## RETRASO A LA ESCUELA

1. Los estudiantes deben estar en su asiento asignado en su clase Periodo 1 antes de finales de los años suena la campana.

2. Cualquier estudiante que llegue a la escuela después de la campana tarde será considerado tarde. **A fin de que la tardanza del estudiante se considere justificada, él o ella debe ir acompañado y firmado en por un padre o tutor. No se aceptarán llamadas telefónicas.** La administración se reserva el derecho a negar la tardanza con excusa para los estudiantes que abusan de la política.

3. Si un estudiante llega a la escuela antes de las 8:10 AM, él / ella es informar a su clase Periodo 1. Si un estudiante llega después de que el periodo de aula, él / ella **debe informar al / oficina de asistencia principal para un pase de admisión**. De no hacerlo, dará lugar a medidas disciplinarias.

4. Todas las clases que un estudiante pierde como resultado de llegar tarde a la escuela serán registradas como cortes.

5. Para recibir crédito para la asistencia de un día, estudiantes que llegan tarde deben llegar a las 10:45 AM y estar presentes durante el resto del día escolar. En el caso de salida temprana, los estudiantes deben estar presentes desde el comienzo del día y no deben ser liberada antes de 24:05 Si es necesario que un estudiante salga de la escuela y volver más tarde en el día, cuatro (4) horas de tiempo acumulado es necesario para recibir crédito por la asistencia.

6. Si un estudiante va a llegar tarde a la escuela, su padre / madre / tutor debe llamar y notificar a la escuela antes de las 9:00

7. tardanza del estudiante puede ser excusado por un administrador.

## **RETRASO DE CLASE**

1. Llegar tarde a clase se define como no estar en su asiento asignado en la clase cuando a finales de los anillos de la campana.

2. tarde a la clase, cinco (5) minutos o más, darán lugar a un corte completo.

3. tarde a la clase, a menos de cinco (5) minutos, se traducirá en un T-5.

**La acción disciplinaria será administrada cuando un estudiante acumula tres (3) T-5.**

a. Primera infracción - (Tres (3) de T-5):

- Estudiante le asigna una detención del maestro.
- Comunicarse con el maestro con el padre / tutor.

segundo. Segunda ofensa - (Seis (6) de T-5):

- Profesor envía una Referencia de Asistencia.
- Conferencia con el Director Adjunto.
- Un (1) Viernes detención asignada.
- 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.**

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

2<sup>nd</sup> 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.

1<sup>st</sup> Violation - Three (3) day suspension. Parent Conference.

Police contacted where appropriate.

2<sup>nd</sup> Violation - Five (5) day suspension. Parent Conference.

Police contacted where appropriate.

3<sup>rd</sup> Violation - Seven (7) day suspension. Police contacted where apropiado. 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**

\*1<sup>st</sup> Violation - One (1) to Three (3) day suspension and parent

contacted

\*2<sup>nd</sup> Violation - Five (5) day suspension and parent contacted

\*3<sup>rd</sup> Violation - Five (5) to Ten (10) day suspension and parent  
conferencia

1<sup>st</sup> Violation - One (1) day suspension. Parent contacted.

2<sup>nd</sup> Violation - Two (2) day suspension. Parent contacted.

3<sup>rd</sup> 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

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

\*1<sup>st</sup> Violation - One (1) day Friday detention. Notify parent.

\*2<sup>nd</sup> Violation - One (1) day In-school suspension.

\*3<sup>rd</sup> Violation - One (1) day suspension.

1<sup>st</sup> Violation - Teacher detention. Notify Parent

2<sup>nd</sup> Violation - One (1) day Friday detention. Notify parent

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

4<sup>th</sup> 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:

a. Report the incident to local law enforcement officials.

segundo. 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:

a. 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.

segundo. 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.

### **Pruebas**

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](http://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 1<sup>st</sup> and November 1<sup>st</sup>. 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 1<sup>st</sup> and November 1<sup>st</sup>, "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**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
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](http://www.elmwoodparkschools.org).

### **Pasivo**

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](http://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](http://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.

### **visitantes**

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](http://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](http://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; o
2. By any other distinguishing characteristic; y eso
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; y eso
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; o
5. Has the effect of insulting or demeaning any pupil or group of pupils; o
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; y
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](http://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

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

## **Community Health and Social Service Contacts**

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

### **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](http://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 Literacy	Arts	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 <sup>st</sup> century careers
World Language	At least 5 credits or student demonstration of proficiency
Visual & Performing Arts	At least 5 credits
21 <sup>st</sup> 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 30<sup>th</sup> for enrollment in a summer; August 31<sup>st</sup> for Fall Semester course; January 1<sup>st</sup> 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 30<sup>th</sup> for enrollment in a Summer; August 31<sup>st</sup> for Fall Semester course; January 1<sup>st</sup> 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 30<sup>th</sup> for enrollment in a Summer; August 31<sup>st</sup> for Fall Semester course; January 1<sup>st</sup> 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 30<sup>th</sup> for enrollment in Summer, August 30<sup>th</sup> for enrollment in the Fall Semester Service Learning; January 1<sup>st</sup> 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.**