

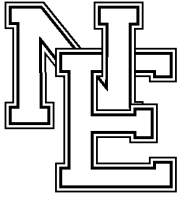
# ***NEW EGYPT HIGH SCHOOL***

Dear Parent/Student:

Please sign the digital acknowledgement of both parent and student having seen and reviewed the New Egypt High School Student/Parent Handbook, located in the parent portal (<https://parents.newegypt.us/newegypt/sis/view?gohome=true> ) for the school year.

We appreciate your cooperation. If you have any questions concerning our policies and procedures, please feel free to call the high school at (609) 758-6800, ext. 1400.

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***Plumsted Township School District***

***New Egypt High School***

*117 Evergreen Road*

**New Egypt, NJ 08533-1207**

Telephone: 609-758-6800, Ext. 1400

**Fax: 609-758-5683**

[www.newegypt.us](http://www.newegypt.us)

**Parent Notification  
Compliance with P.L. 107-110, Section 111(h)(6)(A)**

Dear Parents and Students:

We are very proud of the highly qualified status of all our staff; however, "P.L. 107-110, Section 111(h)(6)(A)" requires our providing you the following notification:

As a parent of a student in New Egypt schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and Federal law requires the school district to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the high school Principal at (609) 758-6800, x1400.

# NEW EGYPT HIGH SCHOOL

## BOARD OF EDUCATION

- Mrs. Leslie Septor, President
- Mrs. Susan Potter, Vice-President
- Mr. Justin Burnett
- Mr. Justin Goodman
- Mr. Vincent Giardina
- Mrs. Ashley Raywood

## ADMINISTRATION

- Mrs. Michelle Halperin-Krain, Superintendent
- Mr. Sean Gately, Business Administrator
- Mr. Richard DeMarco, Principal
- Mrs. Carolyn Videla, Assistant Principal
- Mr. Ken Mason, Director of Athletics
- Mrs. Jessica Drucker, Director of Student Personnel Services
- Dr. Jonathan Ogonna, Interim Director of Special Services
- Mrs. Bonnie Casaletto, Interim Director of Curriculum and Instruction

### School Counselors/CST/SAC

Counselor	12 <sup>th</sup>	11 <sup>th</sup>	10 <sup>th</sup>	9 <sup>th</sup>
Mrs. Alicia DeMarco	Kn-Z	M-Z	M-Z	M-Z
Ms. Carolyn Santoro	A-Ki	A-L	A-L	A-L
<b>Student Assistance</b>				
Mr. Thomas Chemris	Student Assistance Counselor	9-12		
Ms. Laura Bodrog	Student Case Manager	9,10, 11,12		

## **Teaching/Support Staff**

Jaime Baumiller

Laura Bodrog

Thomas Chemris

Kathleen Clayton

Jonathan Corby

Stacy Corby

Thomas Corby

Christian DiFrancia

Alicia DeMarco

Kim DiGangi

Kayla Drake

Kevin English

Steven Fence

Gabrielle Fox

Doug Grotto

Renee Hogan

Mick Hughes

Nelly Hughes

Lisa Kaczor

Karen Kasper

Michael Kibildis

Glenn Knigge

Jennifer Kociuba

Sandra Kolankowski

Kathy LoPresti

Lisa Malloy

Charles Megules

Anthony Marcario

Erin Merwin

Deborah Neuman

Gee Ng

Cassandra Oleniacz

Renée Palumbo

Sam Palumbo

Bridget Patterson

Juliet Pender

Kit Pendleton

Marco Peralta

Lynn Pryzbylkowski

Alexander Quinn

Tara Richards

Gail Ryniec

Carolyn Santoro

James Sawicki

Thomas Schwartz

Lauren Sebolt

Claire Smith

Regan Sobel

Ashley Sunday

Andrea von Harten

Stefania Watts

Barbara Weaver

Dennis Wilno

Mandy Zapata

Crystal Wise

## TABLE OF CONTENTS

Absences and Lateness	10
Academic Matters	20
Affirmative Action	59
After School Activity Period	7
Assemblies	69
Athletic Department Personnel	76
Athletic Injuries	75
Athletic Program	72
Attendance	9
Board of Education	2
Building Security	9
Cheating	18
Class Advisors	72
Clubs	69
Co-Curricular Participation	67
Conduct Probation	23
Course Credit	7
COVID ADDENDUM	77
Cutting Policy	14
Daily Schedule	6
Dance Rules	56
Dating Violence	49
Delayed Opening	58
Detention	49
Discipline Policy	23
Dress Code	54
Drugs, Alcohol, Chemical Compounds	53
Electronic Devices	51
Emergency Closing	58
Faculty/Staff	3
Field Trips	57
Fire Drill/School Evacuation Procedures	57
Food/Beverages in School Building	56
Gambling	51
Gangs	51
Grading	16
Graduation Requirements	20
Guidance Department	64
Harassment, Intimidation, and Bullying (HIB)	28
Health and Physical Education	57
Health Services	65
Homework	19
Honor Roll	19

ID Cards	59
Individualized Curriculum	20
Intervention and Referral Services Team (I&RS)	67
Lateness to Class	15
Lockers, Desks or Other Storage Facility Inspection	54
Lockers/Locks/Backpacks	53
Lunch Time Policy/Food/Beverages in School Building/Use of Vending Machines	56
Mace	51
Make-Up Work/Incomplete Grades	17
National Honor Society	70
Open Door Policy	8
Parent Conferences	19
Physical Education Excuse Procedures	13
Physical Education Lockers	58
Physical Examination, Athletics	75
Possession/Use of a Weapons	52
Progress Reports	19
Promotion	20
Religious Holiday Policy	13
Report Cards	19
Responsibilities of Sportsmanship	73
Rules and Regulations	22
Schedule Change Policy	21
School Activities	68
School Bus Policy/Regulations	60
School Play	69
Signing Out Early	12
Smoking/Tobacco Use	52
Special Education Students	21
Sports Eligibility	73
Statement of Honesty	17
Student Conduct	22
Student Grievance Procedure	61
Student Parking Procedures	59
Student Services	62
Students' Rights and Responsibilities	8
Student Assistance Counselor	65
Suspension	50
Telephone Calls	59
Theft	51
Truancy	14
Vandalism	52
Visitation Policy	57
Website Information	8
Withdrawals from School	15
Working Papers	67

**2022-2023**  
**NEW EGYPT HIGH SCHOOL**  
**DAILY SCHEDULE**

**Full Day**

Block 1	7:20 – 8:40	80 minutes
Block 2	8:43 – 10:03	80 minutes
UNIT LUNCH	10:03 - 10:33	30 minutes
Mentoring (HR)	10:34 - 11:14	40 minutes
Block 3	11:17 – 12:37	80 minutes
Block 4	12:40 – 2:00	80 minutes

**Early Dismissal**

Block 1	7:20 – 8:12	52 minutes
Block 2	8:15 – 9:07	52 minutes
Mentoring (HR)	9:10 - 9:35	25 minutes
Block 3	9:38 – 10:30	52 minutes
Block 4	10:33 – 11:25	52 minutes

**Two (2) Hour Delay**

Block 1	9:20 – 10:12	52 minutes
Block 2	10:15 – 11:07	52 minutes
Unit Lunch	11:07 - 11:37	30 minutes
Mentoring (HR)	11:37 - 12:10	33 minutes
Block 3	12:13 – 1:05	52 minutes
Block 4	1:08 – 2:00	52 minutes

## **STUDENT/PARENT HANDBOOK**

The purpose of the New Egypt High School Student/Parent Handbook is to serve as a reference tool. Included in the handbook are the procedures and regulations of New Egypt High School. All procedures and regulations are supported by Plumsted Township Board of Education Policies and New Jersey State Statutes and Codes. Also listed are calendar dates, attendance, academic and co-curricular information. Parents and students are expected to sign the student handbook agreement form stating that they have reviewed this book during the first week of classes. **This form is located on the parent portal on Genesis and must be signed prior to portal access being unlocked.**

## **COURSE CREDIT**

The following statements define the parameters for course credit in classes taken outside of New Egypt High School.

- OCC (Ocean County Community College) classes will count as credit towards graduation, but the grades will not be calculated in the students' GPA.
- All non-AP ("Advanced Placement") classes or on-line classes not offered on-site (at NEHS) will receive credit towards graduation, but the grades will not be calculated in the students' weighted GPA. This also includes classes taken at the vocational school.
- On-line/Virtual HS classes that are supervised at NEHS during school time will receive credit towards graduation AND the grades will be calculated in the students' weighted GPA. Only "Advanced Placement" classes will be weighted as AP; all other "college-level" classes will be weighted as "honors".

## **AFTER SCHOOL ACTIVITY PERIOD**

### **2:00–2:40 p.m. Monday-Friday**

- Students who remain after school beyond the 2:00 dismissal must be under the supervision of an NEHS staff member. Any student who is found unsupervised shall be subject to disciplinary action.
- Any eligible student who remains after school can ride the 3:45 p.m. late bus (Tuesday-Friday)
- After 2:40 p.m. all students should be with either a coach or advisor if they are still in the building. Any student who is not with a coach or advisor shall be subject to disciplinary action. A student on school premises after normal hours of operation who is not specifically being supervised by a staff member and who utilizes any facility of the school district on the school site does so at the student's sole risk. Under normal circumstances, school staff does not supervise anyone using the school facilities after normal hours of operation, even if a staff member is on-premises at that time. The use of school facilities after normal school hours does not impose a duty of supervision on the school district, nor does it imply that district staff will be supervising any students.



## **OPEN DOOR POLICY**

The Principal welcomes and encourages visits from any student. All students are welcome to make an appointment with the secretaries in the event that the administrator is not available at the time a student arrives at the office. In an emergency situation, the Principal and the Assistant Principal can always be reached.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

The right to free public school education for all New Jersey children between the ages of five and twenty-one is guaranteed by the New Jersey Constitution. State law also requires compulsory education for children between the ages of six and sixteen.

This right to education has been made subject to certain restrictions. Students must submit to the authority of their teachers, they must pursue their prescribed courses of study, and they must comply with those rules that have been established by law for the governance of the school. Those students, who do not obey the rules of the school system, or who otherwise act in a manner so as to disrupt the school system, are subject to consequences, suspension or expulsion from school in accordance with Board Policy and/or Regulation #5700 & #5600.

Students' rights and responsibilities exist in the areas of inquiry and expression, student press, co-curricular activities, personal appearance, curriculum offerings, student records. The best way to exercise these responsibilities and to protect these rights is through the Student Council. Through active involvement in the Student Council, each student can help our school attain the proper balance between students' rights and responsibilities. If a student is dissatisfied with any aspect of his/her educational experience, an appeal may be submitted to the appropriate level of concern. **Individual disciplinary appeals must be made in writing to the principal prior to the imposition of consequences. The levels of involvement in appealing disciplinary decisions at New Egypt High School include the Principal, the Superintendent of Schools, the Board of Education, and ultimately, the New Jersey Commissioner of Education.**

## **INTERNET ACCESS (*See Board Policy and Regulation #2361*)**

Students wishing to have access to the internet via school computers **must** sign and have their parents sign as well, the "Acceptable Use Policy for Technology Student Network Use Agreement". Copies are available in the IMC. In accordance with Board Policy #5512, students shall not engage in cyber-bullying.

## **PARENT SQUARE INFORMATION**

Parent Square will be used to communicate between school and home. All families must sign up for Parent Square to receive updates, alerts, and information from the district. Sign up at [www.parentsquare.com](http://www.parentsquare.com).

## WEBSITE INFORMATION

Students and parents are encouraged to look at the New Egypt High School website at <http://www.newegypt.us> for information throughout the school year.

## PHOTOS & NAMES ON THE WORLDWIDE WEB AND IN THE PRESS

An authorization form **must** be completed before students' names or photos can appear on the school's web pages and/or local newspapers. These forms are available through the parent portal on Genesis.

## BUILDING SECURITY

All students who **are not** participating in a co-curricular activity shall be out of the building by 2:40 p.m. Monday through Friday.

A student on school premises after normal hours of operation that is not specifically being supervised by a staff member and who utilizes any facility of the school district on the school site does so at the student's sole risk. Under normal circumstances, school staff does not supervise anyone using the school facilities after normal hours of operation, even if a staff member is on premises at that time. The use of school facilities after normal school hours does not impose a duty of supervision on the school district, nor does it imply that district staff will be supervising any students.

## ATTENDANCE

### 1. Absences and Lateness:

Parents who have questions concerning attendance procedures should contact the Assistant Principal at (609) 758-6800, ext. 1400.

Regular attendance is necessary if a student is to maintain high scholastic standards. Students who are absent must bring or send a note from a medical care provider (MD, DO, dentist, nurse practitioner, physician assistant) containing the dates and the reason for the absence to the main office. Absentee notes must be brought to school within three (3) school days from the students' return to school. **ABSENTEE NOTES WILL NOT BE ACCEPTED BEYOND THIS DEADLINE EXCEPT UPON FORMAL APPEAL.**

**\*Please send or email all notes to the attention of Mrs. Stacy Corby ([corbys@newegypt.us](mailto:corbys@newegypt.us))**

**\*\*Any student who is absent from school for any reason, may not participate in any school-related activity during the days of absence. Students must be present for four (4) hours to be eligible to participate in any school-related activity on that day.\*\***

**\*\*\*Only parents/guardians listed on the emergency card are permitted to sign out students.**

2. **Attendance Policy (See Board Policy and Regulation #5200)**

A. High School course credit may be withdrawn if a student's total number of absences in a class or classes is excessive. Excessive is defined according to the following criteria based on course credit levels:

2.50 credits (quarter courses)	Not to exceed 5 unexcused class absence
5.00 credits (semester courses)	Not to exceed 10 unexcused class absences

Health and Physical Education

Health – 1.25 credits – Not to exceed 3 unexcused class absences

Phys. Ed. – 3.75 credits – Not to exceed 7 unexcused class absences

B. The following absences **shall not** be counted toward the student's absentee record:

1. School sponsored activities
2. Religious holidays as defined by the NJ Dept. of Education
3. Death in the family- with some form of notification from the funeral home
4. Up to **3** days for college visitation for the year for **juniors and seniors** with verification on college letterhead.
5. Court subpoena, military activation or driver's road test with verification. An excused late will be issued to students who have to take a DMV eye test for their driver's permit with proper verification.
6. Illness must be verified by a note from a medical care provider (MD, DO, dentist, nurse practitioner, physician assistant). Students must be **SEEN** by a medical care provider. **Only original, stamped doctor's notes are accepted. Faxed notes accepted from the doctor's office only. No altered doctors' notes accepted.**
7. Out of School Suspension.

C. If a student exceeds the number of absences allowed during the year, he/she shall be placed in a "No Credit" status, and **may not** qualify to receive credit for his/her courses.

D. Any student with an unexcused absence from school **shall not** participate in any after-school activity (including athletic practices) on that day.

E. Parents will be notified in writing if a student is losing credit because of excessive absenteeism.

## F. Procedure

### 1. Semester Courses (5 credits)

- A student is allowed ten (10) unexcused absences per year-long course.
- Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. Students who fail to make up work will receive a zero for work not completed. If a student is absent one (1) day, he/she has one (1) day for each day out to make up missed assignments. **Obtaining missed assignments is the student's responsibility.**
- If the student's absence is considered an excused absence, a note must be handed into the main office within three (3) school days upon their return.
- **For their own personal record, parents should keep copies of all doctors' notes or any correspondence that is provided to the school. Should an event be called into question, parents will then have the necessary documents in their possession.**

### 2. Quarter Courses (2.5 credits)

- A student is allowed five (5) unexcused absences per semester.
- If a student is absent one (1) day, he/she has one (1) day for each day out to make up missed assignments. **Obtaining missed assignments is the student's responsibility.**
- If the student's absence is considered an excused absence, a note must be handed into the main office within three (3) school days upon their return.
- **For their own personal record, parents should keep copies of all doctors' notes or any correspondence that is provided to the school. Should an event be called into question, parents will then have the necessary documents in their possession.**

### 3. Half Quarter Courses (1.25 credits/Health)

- A student is allowed three (3) unexcused absences per quarter course.
- Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. Students who fail to make up work will receive a zero for work not completed. If a student is absent one (1) day, he/she has one (1) day for each day out to make up missed assignments. **Obtaining missed assignments is the student's responsibility.**
- If the student's absence is considered an excused absence, a note must be handed into the main office within three (3) school days upon their return.
- **For their own personal record, parents should keep copies of all doctors' notes or any correspondence that is provided to the school. Should an event be called into question, parents will then have the necessary documents in their possession.**

**G. Definition of Late (See Board Policy and Regulation #5240)**

- a. Late is defined as an unexcused miss of less than forty (40) minutes of classroom time.
- b. A student who misses forty or more minutes of any particular class will automatically be marked with an unexcused absence pending an excuse, which must be forwarded to the main office within three (3) days of the absence.
- c. Students who participate in the school-to-work program are allowed five (5) unexcused absences per semester. All attendance inquiries (lateness, excuses), must be brought to the attention of the faculty member who is the school-to-work coordinator.
- d. Students must comply with District Policy and Regulation #5240
- e. Every three lates, less than forty (40) minutes, to school will count as one unexcused absence for first block. If a student arrives more than forty (40) minutes late to school, it will count as an absence in first block.
- f. Students who are chronically late to school are subject to discipline as outlined in the discipline section of the handbook.
- g. Lateness to school, as a result of a verified appointment with a physician, dentist, State driver's road test, court appearance, or any other administratively approved reason **shall not** be counted as a class absence.

**H. Appeals Process**

Students who may want to appeal their “no credit” status must do so in writing to the Assistant Principal. Their appeal will be heard by an appeal committee chaired by the Assistant Principal. From that point, if students feel it may be necessary to further their appeal, the appeal must then be made in writing to the Principal. A further appeal will involve the Superintendent and the Board of Education, in that order.

**I. Students Signing Out Prior to End of Day**

In the event that a student needs to be excused from school, prior to the end of the regular school day, his/her parent/guardian must sign the student out in the main office in accordance with Board Policy and Regulation #5230. If a student is ill, permission from the school nurse must be given prior to signing out. Parents must pick up ill students directly from the main office.

Students who are not present for four hours of the school day may not attend or participate in any after-school activities. Exceptions can be made only with the approval of the High School Administration. Emancipated students who are 18 years of age who wish to sign out during the school day must receive administrative permission prior to signing out. All other students must have a

parent/guardian or someone listed on the students' emergency card sign them out through the main office.

**Students who are 18 that wish to sign themselves out of school prior to the end of the school day shall not be allowed to return to the building and are considered unexcused. Such students shall require parental/guardian permission unless the student is legally emancipated.**

**Students shall not be released to anyone that is not identified on the student's emergency card. Written permission and/or verbal confirmations shall not be accepted.**

**J. Religious Holiday Policy**

1. No student who is absent because of a religious holiday may be deprived of any award, or of eligibility or opportunity to compete for any award because of such absence.
2. If a student misses a test or examination because of a religious holiday, that student shall be given the opportunity to take an alternate test or examination.
3. If a student plans to be absent because of a religious holiday, a request for absence signed by the parent or guardian must be submitted to the main office prior to the religious holiday.

**K. Physical Education Procedures Relative to Physical Education Excuses**

1. Students may have a one-day excuse from Physical Education, which will be given by the school nurse.
2. For an extended excuse, the student must have a statement signed by a physician (chiropractor notes are not acceptable by New Jersey State Law). This statement must include the nature of the illness, as well as the duration, designating inclusively, the period during which Physical Education shall not be taken by the student. The physician's statement should be taken to the School Nurse.
3. The School Nurse will provide documentation for the Physical Education Instructor stating the dates of the absence from Physical Education. The official physician's statement will be kept on file in the Health Office.
4. Medical excuses issued until further notice will be effective for 30 calendar days. After that, the medical excuse must be renewed or the student must return to Physical Education.

5. In all cases of an ongoing, serious illness, the physician's statement shall be required only at the beginning of each school year.
6. Students medically excused from Physical Education, for an indefinite period of time, may be assigned a written paper relating to Physical Education for course credit. **REMINDER: Athletes must participate in Physical Education on the day of any event or practice.**

**L. Cutting Policy**

1. Cutting is defined as deliberately missing an assigned class and/or any other school assignment (lunch, guidance, etc.), and is considered an unexcused absence.

2. Cuts are accumulated in individual classes.

3. **Procedure**

- a. 1<sup>st</sup> offense
  - conference with the Administration
  - two (2) Administrative Detentions
  - parent notification
  - zero in class, work cannot be made up
  - possible loss of parking privileges
- b. 2<sup>nd</sup> offense
  - parent conference
  - After Hours Detention
  - zero (0) in class, work cannot be made up
  - possible loss of parking privileges
- c. 3<sup>rd</sup> offense
  - loss of credit in class

**NEW EGYPT HIGH SCHOOL DOES NOT SANCTION A "CUT DAY" FOR ANY GRADE LEVEL**

**M. Truancy**

1. Truancy (cutting multiple periods) is considered an unexcused absence. A student is truant if he/she does not come to school and the parent/guardian is not aware of the absence; leaves the campus prior to the end of the school day, without permission; comes to school but does not attend classes; or obtains permission to go to a specific school station, but does not report there.

## 2. Procedure

- a. 1<sup>st</sup> offense
  - conference with the Administration
  - one (1) cut recorded for each course missed
  - one (1) After Hours Detentions
  - letter to parent/guardian with copy to counselor
  - zero in all classes, work cannot be made up
  - possible loss of parking privileges
- b. 2<sup>nd</sup> offense
  - parent/guardian and guidance counselor conference required
  - conference with the administration, guidance counselor and parent/guardian
  - one (1) cut recorded for each course missed
  - two-four (2-4) After Hours Detentions
  - zero in all classes, work cannot be made up
  - possible loss of parking privileges
- c. 3<sup>rd</sup> offense
  - loss of credit in classes cut
  - 3 days Out-of-School Suspension

## N.

### **Lateness to Class**

1. Lateness to class is defined as failing to be in the classroom when the class begins.
2. If a student is late to class 15 minutes or more, a full cut shall be recorded resulting in an absence and initiation of cutting policy.

## O.

### **Lateness to School**

1. Lateness to school is defined as entering the building after 7:20 am. Consequences for lateness to school are outlined below.

### **Procedures**

- a. 3rd - 10th late - 1 lunch detention per incident.
- b. 11th-19th late- 2 lunch detentions per incident
- c. 20th-30th late – 1 Administrative Detention per incident
- d. 30th late or more -1 After Hours Detention per incident



**P. Withdrawals from School (See Board Policy and Regulation #5130)**

NEHS administrators and staff members make every effort to deter students from dropping out of school. However, when individual circumstances require such action, the appropriate procedure follows: A conference is arranged with the student (aged sixteen or older), parent, school counselor, and/or case manager, and administrator; the conference is documented, and a written request, signed by a parent or guardian is presented; written permission to withdraw is processed through the assistant principal's office, and subsequently, each of the student's teachers. Before the student is released, all textbooks and personal electronic devices must be turned in, and all debts must be paid in full.

Students who are absent with no verification for 15 consecutive school days are subject to school withdrawal and will be notified by certified letter.

**GRADING**

**1. Grading System**

- A. The grading system is numerical.
- B. Final exams are comprehensive, they cover the entire course work.
- C. Grading Scale
  - A=90-100
  - B=80-89
  - C=75-79
  - D=70-74
  - F=69 and below
- D. The New Egypt High School Final Exam Exemption Policy is as follows:
  - Freshmen students must take all exams (**No Exemptions**)
  - Sophomore students must take all exams (**No Exemptions**)
  - Junior students are allowed one (**1**) exemption per year. Junior students must have a numerical average grade of 93% or better to qualify.

- Senior students can take **unlimited exemptions**. Senior students must have a numerical average grade of 91% or better to qualify.

Classes with a project final or performance final **shall not** be included in the exemption policy. Teachers will advise eligible students and provide instructions for exercising the use of an exemption. The School Counseling Department will provide an exemption form to be filled out and signed by teachers.

## **2. Class Ranking**

New Egypt High School prefers not to rank its students. Ranking can prove to be misleading and not beneficial to the individual student. Rank is reported by deciles based on a cumulative grade point average of final grades of subjects completed in Grades 9, 10 and 11.

## **3. Weighted Subjects**

At New Egypt High School subjects are weighted. Students taking Honors classes and/or OCC Dual Enrollment Classes at NEHS receive an additional five (5) points to their final grade. Courses taken at New Egypt High School through Ocean County College shall be factored into the student's GPA.

Students taking Advanced Placement classes receive an additional ten (10) points to their final grade.

## **4. Make-Up Work/Incomplete Grades**

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. If a student is absent one (1) day, he/she has one (1) day for each day out to make up missed assignments. Students who fail to make up work will receive a zero for work not completed.

## **5. Statement of Honesty**

New Egypt High School is committed to the promotion of intellectual and moral development. The fulfillment of these goals depends largely on the personal honesty of each student and on the bond of mutual trust that exists between faculty and students. All course requirements are expected to be fulfilled by work that is the exclusive product of one's own effort, without unauthorized help from any other source. The assumption of academic honesty is an essential element in the educational process.

## **6. Cheating**

Cheating is an act of deception by which a student misrepresents his or her mastery of material on a test or other academic exercise. Some examples of cheating are:

- A. Copying from another student's work, including homework.
- B. Allowing another student to copy your work.
- C. Using unauthorized materials such as a textbook or notebook during a test.
- D. Using specifically prepared materials such as notes written on clothing or other unauthorized notes, formula lists, programmed calculators etc. during a test.
- E. Collaborating with another person during a test by giving or receiving information without authority.
- F. Plagiarism is the act of representing someone else's words, ideas, phrases, sentences or data as one's own work. When a student submits work that includes such material, the source of that information must be acknowledged through complete, accurate and specific footnote references, and whenever verbatim statements are used, they must be acknowledged through quotation marks. To avoid a charge of plagiarism, a student should be sure to include an acknowledgement of indebtedness. Students are encouraged to use [www.turnitin.com](http://www.turnitin.com) to check their work for possible plagiarism.

When an act of plagiarism occurs, teachers will meet with the student and administration. The student shall receive a failing grade when plagiarism is confirmed. A parent conference **must** be scheduled.

- G. For instances of cheating, in most cases, a zero for the assignment will be imposed as a consequence. In the case of a long written assignment, such as a term paper, any students involved in the copying shall receive failing grades.

When an act of cheating occurs, teachers will meet with the student and administration. A student will be given the opportunity to be heard before parents are notified. If cheating is determined, parents **must** come in for a conference. As with all matters of discipline, students have the right to due process. These rights include: notice of charge, statement of the evidence, hearing the student's explanation, and the right to an appeal. A written appeal should be made to the principal.

- H. Forgery is recognized as a form of cheating. Any student who purposefully forges or alters a note may be subjected to disciplinary action.

## 7. **Parent Conferences**

Students and parents may wish to see a guidance counselor and/or teacher about an educational, vocational or personal concern. Parents are urged to avail themselves of the opportunity to work closely with the school. We encourage parents to e-mail/voicemail

our teachers directly. Parents may make appointments with a guidance counselor by calling (609) 758-6800, ext. 1408 or with a teacher by calling (609) 758-6800, ext. 1408.

**8. Progress Reports (*See Board Policy and Regulation #5240*)**

These reports will occur during the marking period to keep the parent informed of their students' progress. Students and parents are urged to review progress directly with subject area teachers for those courses in which progress is difficult. Progress reports may also be used to indicate commendable progress and/or outstanding work. Parents may access their student's grades by signing up for the parent portal and the platform. Contact Mrs. Drucker to set this up.

**9. Report Cards**

Issued at the end of each marking period, report cards show student progress in each subject. The report cards are data processed. Student progress reports and report cards can be viewed through the parent portal. Parents can request hard copies be mailed by contacting the Guidance Department at (609) 758-6800, ext. 1408.

**10. Honor Roll**

At the end of the school year, Honor Roll is made up of all students who have attained a grade of 81 or better in every subject. In addition, there is a High Honor Roll for those students who attain a grade of 91 or above in all subjects.

**11. Homework Assignments:**

Included as a part of the high school grading system, these assignments serve to prepare students for class discussion; to review material learned; and to reorganize content, so that new insights can be derived. Students consistently receive daily homework assignments in all academic subjects: English, Social Studies, Science, Mathematics and World Languages. Homework assignments in other subject areas may be given as needed. Homework is an integral part of the curriculum.

Late homework assignments may result in no credit for the assignment or may have grade points deducted.

**ACADEMIC MATTERS**

**1. Individualized Curriculum**

Student programs are individualized according to the needs, interests, abilities and goals of the student. The offerings of the school are not divided into course patterns with rigid requirements. Students do not pursue a prescribed course of study, which labels them. Rather, students are programmed on the basis of an individualized curriculum, designed to educate young people in relation to their own distinct goals, aptitudes, abilities and interests.

## **2. New Egypt High School Graduation Requirements (*See Board Policy #5460*)**

All students are required to successfully achieve the following State and local requirements:

1. Four (4) courses in English
2. Four (4) years of Physical Education and Health Education (One year of Physical Education, Health and Safety, for each year of enrollment)
3. Three (3) courses in History (United States History I, United States History II) and World History.
4. Six (6) courses in Fine, Practical, or Performing Arts
5. Three (3) courses in Mathematics
6. Three (3) courses in Natural and Physical Science
7. One (1) Personal Finance/Economics course (2.5 credits)
8. One (1) course in a World Language
9. Successful completion of the Senior Seminar, attendance at Vocational Education, dual enrollment at a community college and/or dual enrollment at NEHS, or participation in two (2) or more AP classes during the students' senior year.
10. Successful completion of 130 credits
11. Students must comply with all attendance requirements

## **3. Special Education Students**

The high school graduation requirements apply to all special education students unless specifically exempted within the Individual Education Plan (IEP). All students classified as eligible for special education by the local Child Study Team must have a current IEP which specifically addresses the high school graduation requirements. Successful completion of the components of the IEP qualifies special education students for a New Jersey endorsed diploma.

## **4. High School Promotion (*See Board Policy and Regulation #5410*)**

In New Egypt High School, promotion from one year to the next depends upon the total number of credits accumulated by the student. 130 credits are required for graduation.

## **5. Schedule Change Policy**

The reasons and procedures, noted below, to effect a change in a student schedule from the original program signed by the parent or guardian are designed to regulate the process of making a program change in an orderly, efficient and timely manner.

A. Procedures and reasons for submitting a schedule change request:

1. Students may seek a change under the following conditions by September 11 for 1st-semester courses and February 5 for 2nd-semester courses.

a. A required subject did not appear on the student's schedule.

b. The student has changed career plans.

c. Changes will be authorized between the last day of school and the early part of the new school year if:

1. The student failed a subject (or subjects), attended summer school, and a schedule change must be implemented.

2. The student failed a subject (or subjects) last year, did not attend summer school, and a schedule change must be implemented.

B. A request for a change in schedule from the original program must be signed by the parent or guardian.

C. Exceptions to the prescribed procedure and reasons for a change in schedule may be implemented at the discretion of the high school administration.

## **6. Honors and Advanced Placement Criteria**

All students currently enrolled in honors or advanced placement courses will be automatically enrolled in the next sequential course.

Any student who wishes to move from college prep to an honors course, or an honors course to an advanced placement course, will have to demonstrate success by having a final average of a 90 or above. Student grades will be reviewed at the end of the year for placement

*Advanced Placement Program:*

The Advanced Placement Program is a rigorous academic program built on the commitment, passion, and hard work of students and teachers. The Advanced Placement Program allows students to participate in a college-level course and possibly earn college credit while still in high school. Advanced Placement courses are available to students in the 11<sup>th</sup> and 12<sup>th</sup> grades. Advanced Placement courses have required summer work. Schedule changes will not be made due to the fact that the students have not completed his/her summer work responsibility. All students enrolled in Advanced Placement courses are required to take the Advanced Placement Examinations in May.

- Students cannot add an AP course to their schedule after July 31
- Students who take the AP Exam will be exempt from the final exam
- Students who do not take the required AP Exam in May will receive Honors credit for the course with a notation on his/her transcript indicating that the student did not fulfill the AP requirement (GPA will be impacted).

It is expected that students who enroll in AP classes take the AP exams and pay for the cost of the test. Financial aid is available for those with documented financial hardship. If choosing not to take the AP exam, students will receive only Honors credit for the class.

## **RULES AND REGULATIONS**

New Egypt High School students are expected to act in a socially appropriate manner - one which will reflect favorably upon the individual and the school. Students are expected to show consideration for their fellow students, and to help create a harmonious school atmosphere. In order to accomplish these goals and maintain positive school spirit, all students need to accept their individual responsibilities and obligations, and obey all school rules and regulations.

### **1. Student Conduct (Code of Conduct)**

Student conduct at New Egypt 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.

At New Egypt High School, we believe that all members of our school community should act with character and dignity at all times. Listed below are the standards we have set based on the six pillars of character:

**Caring:** I will be sensitive to the beliefs, ideas, feelings and experiences of others.

**Citizenship:** I will take pride and be a good role model in my country, my town and my school.

**Fairness:** I will treat others equally regardless of their ideas, opinions or moral standards.

**Respect:** I will be considerate of the feelings and property of others and treat them without bias or judgment.

**Responsibility:** I will act in a mature manner and be prepared for any consequences both positive and negative.

**Trustworthiness:** I will be reliable, honest and dependable.

## 2. **Conduct Probation**

As part of disciplinary consequences, a student may be placed on conduct probation. Students who are on probation will not be permitted to practice or participate in any sport, attend any school social event, participate in any club or other activity, or function in any capacity in the co-curricular program. This includes such things as proms, senior barbeque, driving privileges, graduation and any other event or activity deemed by administration.

Any student, who is on probation and participates in any of the above activities, will be disciplined accordingly.

Any student with outstanding fines for books, uniforms, athletic equipment, etc. will be placed on conduct probation until such time as that fine is paid or the property of the Plumsted Board of Education, as noted above, is returned.

## 3. **Discipline Policy (See Board Policy and Regulation #5600)**

The discipline policy is based on a progressive series of consequences, just as our judicial system. There are four groups of violations: Group I - Minor Violations, Group II - Serious Violations and Group III/IV - Major Violations. Each group has a series of consequences. If a student continues to violate the rules of the school, even if they are Group I, he/she will ultimately face Group III or IV consequences. An outline of the groups of violations and consequences are listed below. Please read carefully.

All discipline matters will be handled on an individual basis; therefore disciplinary consequences may not follow the sequence listed below. Disciplinary consequences will also be based upon the severity of the infraction. **The New Egypt High School Administration recognizes that explicitly listing all possible unacceptable behaviors and their disciplinary consequences are not practicable. Therefore, the absence of specifically listed behavior will not prevent the administration from imposing consequences for behaviors deemed inappropriate including expulsion, if warranted.** The principal has the discretion to suspend student privileges, including a student's participation in co-curricular activities and/or athletics. Examples include, but are not limited to, athletic events, practices, meetings, theater productions, concerts, field trips, assemblies, dances, parking privileges, graduation ceremonies and class meetings.



**NOTE:** All students returning to school from an out-of-school suspension must be accompanied by a parent/guardian for a mandatory post-suspension re-entry conference.

**Some disciplinary violations may result in police notification/involvement.**

**Level 1 Violations:**

The following violations could result in the consequences listed.

<i>Infraction</i>	<i>1<sup>st</sup> Offense</i>	<i>2<sup>nd</sup> Offense</i>	<i>3<sup>rd</sup> Offense</i>	<i>4<sup>th</sup>+ Offenses</i>
Bus misconduct	Warning or 1 Lunch Detention	1 Admin Detentions	1 After Hours Detention	Move to Level 2 second violation
Dress Code Violation				
Excessive tardiness to class/school (6,10,14 lates)				
Failure to report to teacher detention				
Food or drink outside designated area				
Class disruption				
Leaving class without permission/pass				
Public Displays of affection (Inappropriate)				
Violation of computer use policy (minor)				
Any other negative conduct, which, in the judgment of the administration, warrants a Level 1 violation				
Possession of any electronic device* (see cell phone section for further consequence)	2 Admin Detentions	1 After Hours Detention	1 Day OSS	Move to Level 2 third violation
Cutting Class* (see cutting class policy)				
Failure to report to Admin Detention (will receive 2 <sup>nd</sup> Offense consequence)				

**Level 2 Violations:**

The following violations could result in the consequences listed.

<i>Infraction</i>	<i>1<sup>st</sup> Offense</i>	<i>2<sup>nd</sup> Offense</i>	<i>3<sup>rd</sup> Offense</i>	<i>4<sup>th</sup>+ Offenses</i>
Failure to identify oneself to staff	1 After Hours Detention	2 - 4 Days OSS	4 days out-of school suspension	Move to Level 3 second violation
Forgery (minor)				
Leaving school without permission				
Open defiance to authority				
Obscene language/gestures to a peer				
Vandalism (minor)				
Trespassing				
Truancy				
Any other negative conduct, which, in the judgment of the administration, warrants a Level 2 violation				
Cutting After Hours Detention	2 After Hours Detentions	2-4 Days OSS	4 days out-of school suspension	Move to Level 3

				second violation
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**Level 3 Violations:**

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

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup>+ Offenses</b>
Continued and/or willful disobedience (Insubordination)	3 days out-of-school suspension	6 days out-of-school suspension	9 days of out-of-school suspension	Move to Level 4 violation
Removal From ISS				
Inappropriate physical contact with another student				
Forgery (Major)				
Obscene Language toward staff				
Possession, smoking, including electronic cigarettes and paraphernalia, and/or use of any tobacco product on school grounds or at school sponsored events. *See vaping policy for full details.				
Vandalism (major)				
Any other negative conduct, which, in the judgment of the administration, warrants a Level 3 violation				
Confirmed HIB	1-9 days OSS			

**Level 4 Violations:**

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

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup>+ Offenses</b>
Bias Incident	Level 4 violations can range from 5 days of out-of-school suspension to 9 days of out-of-school suspension with the possibility of an expulsion hearing.			
Extortion				
Food Fight				
Gambling				
Gang Activity				
Pornography				
Theft				
Threatening a staff member				
Any other negative conduct, which, in the judgment of the administration, warrants a Level 4 violation				
Inciting a riot				

Assault	9 days out-of-school suspension with the possibility of an expulsion hearing
Causing a fire	9 days out-of-school suspension with the possibility of an expulsion hearing
Use, possession or sale of drugs, alcohol, drug paraphernalia; or being under the influence of alcohol/drugs during school or school-related activities	9 days out-of-school suspension with the possibility of an expulsion hearing
Possession of dangerous and/or offensive weapons	9 days out-of-school suspension with the possibility of an expulsion hearing
Fighting	9 days out-of-school suspension with the possibility of an expulsion hearing

**Demerits:** In addition to the consequences served for a discipline infraction students shall receive demerits outlined below. Please note that once a student reaches a certain number of demerits, they will not be able to participate in any extracurricular activity until the demerits are reduced.

Level 1 Violation = 1 Demerit

Level 2 Violation = 3 Demerits

Level 3 Violation = 5 Demerits

Level 4 Violation = 10 Demerits

**Receipt of Merits (Demerit Buy-Back Program)**

There are several ways that a student can earn merits that will allow them to buy back demerits that they have accrued over the course of the year.

1. Promptness/No tardies to any class =1 Merit (in a period of 30 consecutive school days)
2. Perfect attendance = 1 Merit (in a period of 30 consecutive school days)
3. Superior academic achievement/improvement: Student overall marking period grade average increases by 3 points (1 merit), 6 points (2 merits) 9 points (3 merits), 12 points (4 merits)
4. Detention attendance on top of regularly assigned consequence= Admin Detention (1 merit) and After Hours Detention (3 merits)

5. Community Service- To be arranged with administration and school approved. 2 Hours (3 merits). Students can only earn 6 total merits in one day.

-Students are responsible to take the initiative to be part of the Demerit Buy Back Program. Students must inform the Assistant Principal that they are seeking to buy back demerits and it is their responsibility to show proof of merits accrued.

-Students cannot bank merits for future use.

### Accumulation of Demerits

1. Students who accumulate **15** Demerits will receive the following consequences:

-No participation or attendance in any activity including but not limited to athletic events, proms/dances, clubs, non-curricular music performances/theater performances, honor societies, field trips, graduation, etc. until the demerits are reduced to less than 15

2. Students who accumulate 16-19 demerits will receive the following consequences:

-No participation or attendance in any activity including but not limited to athletic events, proms/dances, clubs, non-curricular music performances/theater performances, honor societies, field trips, graduation, etc. until the demerits are reduced to less than 15.

-The student will be placed on disciplinary probation. If the student receives any additional demerits at this point, they will be unable to participate in any activity (including but not limited to athletic events, proms/dances, clubs, non-curricular music performances/theater performances, honor societies, field trips, graduation, etc. ) for 90 calendar days.

-Driving privileges will be revoked until the demerits are reduced to fewer than 15 plus 90 calendar days (for example, if it takes 14 days to reduce the demerits to fewer than 15, the student will have their parking revoked for 104 calendar days).

-Parents are required to attend a meeting.

3. Students who accumulate 20 or more demerits will have the following consequences:

-Students are ineligible for the demerit buy-back program at this point.

-No participation or attendance in any activity including but not limited to athletic events, proms/dances, clubs, non-curricular music performances/theater performances, honor societies, field trips, graduation, etc.

-Driving privileges will be revoked for the remainder of the year.

-Students will lose the privilege of walking in graduation.

-Parents will be required to attend a meeting.

#### A. Policy Statement

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

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); or adoptive parent(s);, legal guardian(s);, foster parent(s);, or parent surrogate(s) of a student. When Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

#### B. Harassment, Intimidation, and Bullying Definition

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, 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, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their his/her person or damage to their his/her property; or
  - b. Has the effect of insulting or demeaning any student or group of students; or
  - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

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

### C. Student Expectations

The Board expects students to conduct themselves in keeping with their

levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

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

Students 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 Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

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

1. Student responsibilities (e.g., requirements for students 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. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community

organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

#### D. 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 students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct.

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 students.

#### Consequences – Students

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board’s approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student’s disability, if any, and to the extent relevant; the developmental age of the student; and the student’s history of problem behaviors and performance consistent with the Board’s approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

#### Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

#### Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

### Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

In accordance with N.J.S.A. 18A:37-15.b.(4), the consequences for a student who commits an act of harassment, intimidation, or bullying may vary depending on whether it is the first act of harassment, intimidation, or bullying by a student, the second act, or third or subsequent acts. If it is the third or subsequent act of harassment, intimidation, or bullying by a student, the Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan which shall be approved by the Superintendent or designee, and may require the student, accompanied by a parent, to complete in a satisfactory manner a class or training program to reduce harassment, intimidation, or bullying behavior.

### Appropriate Remedial Actions – Students

Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of Harassment, Intimidation, and Bullying problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8.

### Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

#### Environmental

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways they he or she can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment,

- intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
  5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
  6. Develop a learning plan that includes consequences and skill building;
  7. Consider wrap-around support services or after-school programs or services;
  8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
  9. Arrange for an apology, preferably written;
  10. Require a reflective essay to ensure the student understands the impact of their his or her actions on others;
  11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
  12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
  13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
  14. Schedule a follow-up conference with the student.

#### Personal – Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure they he or she do does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

## Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

## Examples of Remedial Measures – Environmental (Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g., locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school’s response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from

school;

20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

#### Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

#### Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victim's physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;
9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

#### E. Harassment, Intimidation, and Bullying 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 students 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 students, also shall submit a report in writing to the Principal within two school days of the verbal report. The written report shall be

on a numbered form developed by the New Jersey Department of Education in accordance with N.J.S.A. 18A:37-15.b.(5). A copy of the form shall be submitted promptly by the Principal to the Superintendent.

The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents. The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. 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.

Students, 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. A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report. The district shall provide a means for a parent to complete an online numbered form developed by the New Jersey Department of Education to confidentially report an incident of harassment, intimidation, or bullying.

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.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.



The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

#### F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
- e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
- b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
- c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.

3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;

- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

#### G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.

#### [Option – Principal’s Preliminary Determination

However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14.

The Principal shall report to the Superintendent if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying. The Superintendent may require the Principal to conduct an investigation of the incident if the Superintendent determines that an investigation is necessary because the incident is within the scope of the definition of harassment, intimidation, and bullying. The Superintendent shall notify the Principal of this determination in writing. An investigation required by the Superintendent must be completed as soon as possible, but not later than ten school days, from the date of the written notification from the Superintendent to the Principal.

The Principal shall complete the written report form developed by the New Jersey Department of Education, in accordance with N.J.S.A. 18A:37-15.b.(5), even if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:37-14. This written report form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal law.

The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3.

A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation, and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.

The Superintendent shall provide annually to the Board of Education

information on the number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of harassment, intimidation, or bullying for the purposes of the State's monitoring of the school district pursuant to N.J.S.A. 18A:17-46.]

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 in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The Superintendent or designee will appoint a staff member to complete investigations involving allegations against a staff member serving in a supervisory or administrative position.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling as a result of the finding of the investigation, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action including seeking further information, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination. A redacted copy of the completed written report form developed by the New Jersey Department of Education that removes all student identification information shall be confidentially shared with the Board of Education after the conclusion of the investigation if a hearing with the Board of Education is requested by the parents pursuant to N.J.S.A. 18A:37-15.b.(6)(d).

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

#### H. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. 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.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate

positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.

2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.

3. School responses can include theme days, learning station programs, "acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or peer leadership programs, "upstander" programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.

4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

#### I. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or 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 students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds.

Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

#### J. 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.

1. Students - Consequences and appropriate remedial action for a student 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 N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.45, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

2. School Employees - Consequences and appropriate remedial action

for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

#### K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, 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 N.J.S.A. 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 student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent or designee shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school

email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website. The

Superintendent or designee shall post the contact information for the New Jersey School Climate State Coordinator on the school district's and on each school's website in the same location as this Policy is posted.

The Superintendent or designee shall post on the school district's and each school's website the current version of "Guidance for Parents on the Anti-Bullying Bill of Rights Act" developed by the New Jersey Department of Education.

#### L. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement

pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

#### M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment, and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with students.

The Superintendent, Principal(s), and the Anti-Bullying Coordinator, with

input from the schools' Anti-Bullying Specialists, shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, and any report(s) and/or finding(s) of the School Safety/School Climate Team(s). The Superintendent shall recommend to the Board necessary revisions and additions to the Policy consistent with N.J.S.A. 18A:37-15.c., as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

N. Reports to Board of Education and New Jersey Department of Education  
The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

#### O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

#### P. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice. Some acts of harassment, intimidation, and bullying may be bias-related acts and school officials must report to law enforcement officials any bias related acts, in accordance with N.J.A.C. 6A:16-6.3.(e), and pursuant to the provisions of the

## Memorandum of Agreement Between Education and Law Enforcement Officials.

### Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

### R. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

### S. Approved Private Schools for Students with Disabilities (APSSD)

In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy, occurring on Board of Education school buses, at Board of Education school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:3737

N.J.A.C. 6A:16-7.1 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education

Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

**Dating Violence:** Dating violence occurs when a person in a current or past dating relationship uses physical, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a current relationship with the individual who is or was once in a dating relationship with the person committing the offense.

School staff members are required to report all acts or incidents of **dating violence** at school they witness or upon receiving reliable information concerning acts or incidents of **dating violence** at school. Acts or incidents may include but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of **dating violence**; and/or patterns of behavior that are threatening or controlling.

School administrators shall implement discipline and remedial procedures to address acts or incidents of **dating violence** at school consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of **dating violence** at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

## **5. Detention**

### **A. Lunch Detention**

Lunch detention is held from 10:03 am to 10:33 am as scheduled.

### **B. Administrative Detention:**

After-school detention on scheduled days from 2:45 pm - 3:45 pm.

### **C. After Hours Detention:**

After Hours detention is held on scheduled days from 2:45 p.m. to 5:45 p.m. STUDENTS SHALL NOT BE ADMITTED AFTER 2:55 P.M. Textbooks and other work materials must be brought to detention, as students must be prepared to work and study for the entire detention. Students are responsible for securing a ride home from detention.

Failure to report to After Hours detention, first offense, without an excused absence shall result in doubling the consequence. Subsequent offenses shall result in further disciplinary action including Out of School Suspension.

## **6. Suspension and In-School Suspension (ISS)**

A. Students assigned to out-of-school suspension must:

- Complete class and homework assignments while on suspension
- Make up tests that were missed during the suspension period

Failure to comply with the above guidelines shall result in loss of credit for those assignments.

Suspended students are automatically placed on social probation and shall not participate in or attend co-curricular activities during the suspension.

Students have one (1) day to make up missed work for each day out of school.

B. Vocational students assigned Out-of-School Suspension **shall not** be permitted to attend vocational school for the duration of the suspension. Students suspended from vocational school **are not** permitted to attend NEHS during the time of suspension.

C. **In School Suspension:** When a student is assigned ISS he/she will report to the Assistant Principal's office by 7:20 a.m. The student will be escorted to the ISS classroom and remain there for the duration of the school day.

Students will be expected to complete school assignments provided by their subject area teachers and any additional work provided by the ISS supervisor. Failure to behave in accordance with normal school policies or to otherwise fail to cooperate with ISS supervisor will result in additional Out-Of-School Suspension.

All extra-curricular sanctions applied to Out-Of-School Suspensions will also be in effect for ISS.

## 7. **Fighting**

If a student or students engage in a physical conflict where one or more parties are injured, students may be charged criminally based on the discretion of the school administration and the school resource officer.

## 8. **Gangs/Secret Societies/Fraternities/Sororities (See Board Policy #5615 and 5841)**

New Jersey Revised Statutes Title 18A:42-5, 18A:46-6, declare that gangs, secret organizations, fraternities and sororities, have a negative impact on the school system, its principles and ideals. Boards of Education are required to adopt regulations providing for the necessary disciplinary measures in order to enforce the law against their existence in public schools.



**9. Theft**

The unlawful taking of another's property without his/her consent shall result in disciplinary consequences.

**10. Gambling**

Gambling is an illegal act and prohibited at New Egypt High School. This includes betting pools, such as those related to athletic contests, and any involvement in a game of chance for money or other stakes. Card playing or games with dice are considered gambling, even if no money is visible.

**11. Electronic Devices**

Students may utilize electronic devices when deemed appropriate by teachers. Students who abuse the cell phone, or electronic device privilege during school hours shall have it confiscated by the teacher and handled accordingly.

1<sup>st</sup> offense - returned at end of class.

2<sup>nd</sup> offense - returned at the end of the school day.

3<sup>rd</sup> offense - item turned over to the assistant principal and parent will be contacted.

Chronic offenders may be subject to Level III/IV disciplinary procedures. Failure to relinquish these items to school personnel upon request will result in further disciplinary consequences, including direct defiance to authority (Level II Violation).

**12. Mace/Pepper Spray**

It is illegal to be in possession of mace/pepper spray if under 18 years of age; it is prohibited, in school, for students of any age (NJSA 2C:39-5)

**13. Vandalism**

Vandalism is the wanton, deliberate, and/or malicious destruction or defacement of school property, rendering it inoperable, unusable or seriously unsightly, thereby causing an economic loss to the district. Also included in vandalism, are any acts involving arson and fireworks. Any student apprehended for acts of vandalism shall be suspended and may be subject to legal ramifications. The total cost of repairing the damage caused by the vandalism, including the cost of labor, shall be charged to the student(s) involved to be paid within a reasonable period of time. Failure to pay these charges will result in appropriate legal action against the responsible party.

**14. Possession/Use of a Weapon**

Weapons may include, but not be limited to, any instrument or item that can be used to inflict harm on another person, such as a gun, knife, razor, brass knuckles, chain, pipe, etc. Items that might not usually be considered a weapon, such as a large ring or large belt buckle, may also be considered a weapon. Some items used in a workplace, such as a razor-knife, become illegal and considered a weapon if carried into school.

**15. Smoking Regulations/Possession – Tobacco & E-Cigarettes (Chewing or Smoking) (See Board Policy #5533)**

Smoking is defined as having a lighted cigarette or E-Cigarette/Vape in one's possession or having smoke coming out of one's mouth or nostrils. Chewing tobacco is the act of having tobacco in the mouth. Students caught using tobacco products shall receive 3 days out of school suspension and the products shall be confiscated. Second time offenders shall be charged at Municipal Court. Repeat offenders are subject to additional disciplinary action with administrative discretion.

Due to the rising use of e-cigarettes (vaping, vape-pens, etc.) and the fact that THC (the active ingredient in marijuana) oils can be used with one of these devices, the following apply:

1. Any student who is found in possession of and/or using vaping materials/paraphernalia, will be automatically be subject to drug screening. If the results of the screening return as positive for illegal drugs the Students Under the Influence policy will be followed.
2. Vaping paraphernalia includes vape pens, Juuls, Juul chargers, pods, oils, and anything that the administration deems to be paraphernalia.
3. As per the code of conduct, the consequence for possession or use of these materials will be three days out of school suspension and increase with each subsequent offense. Second offense is 6 days and third and subsequent offenses is 9 days.
4. Each student will be referred to the Student Assistance Counselor (SAC).

**16. Drugs, Alcohol, Chemical Compounds (See Board Policy #5530)**

Students are forbidden from selling or transferring any alcohol or illegal drugs while at school, attending any school function, or on school property. Such activity shall result in suspension with possible recommendation for expulsion.

Students in school, on school property, or attending a school function who illegally use or possess alcohol, drugs, narcotics or certain chemical compounds are in violation of the law. The Principal shall notify the parents of the violation and shall indicate that the student is to be removed from school.

Students who are suspected of being under the influence of alcohol and/or drugs shall have their parents called and the student shall be tested for substance abuse. The disposition of the incident shall be handled as per Board of Education policy.

The Principal will notify the Student Assistance Counselor and other school personnel who can provide help to the students and family, and who can also provide counsel for the Principal in future contacts with the student. The Principal shall notify the Superintendent of Schools regarding the nature of the incident and the action taken.

**17. Lockers/Locks/Backpacks**

All students shall be issued a locker. Students should try to limit the number of trips to their lockers throughout the day. Students are encouraged to go to their lockers at the beginning of the day, prior to lunch or during Unit Lunch. In order to assure student security, lock combinations should be kept confidential, not shared with others. **Students who wish to carry any type of bag during the school day must use a clear backpack or clear tote bag. Drawstring bags, pocketbooks/purses, or any other non-clear bags must be stored in student lockers.**

**18. Lockers, Desks and/or Other Storage Facilities Search Policy (NJSA 18A: 36-19.2)** Student lockers, desks, or other storage facilities are owned and maintained by the Board of Education. They are loaned to the students for their convenience in storing books, coats and other school related items. No student may use a locker, desk or other storage facility as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself. The Board of Education reserves the right of joint control and lockers, desks or other storage facilities, without further notice, may be routinely searched throughout the school year. Any contraband goods found in lockers, desks or other storage facilities shall subject students to suspension. Search procedures may be performed at any time by any or all of the following:

1. School Administration
2. Police/Police Dogs

This section serves as notice for any and all search procedures that may take place throughout the school year.

**19. Dress Code (See Board Policy #5511)**

A. Philosophy: Parents have the primary responsibility for determining appropriate dress and grooming for their children. While it is not the intent of these regulations to usurp parent or student prerogatives in the selection of clothing styles, which frequently change and reflect personal taste, it is necessary to establish guidelines and limits of what will be permitted within the school

environment. Of paramount importance in this dress code is the health and safety of the students and the avoidance of distractions to the educational process.

B. Purpose: The purpose of the dress code is to establish standards for what is acceptable dress and grooming within the school setting with particular concern for the health and safety of the students. In addition, the code is designed to encourage a mode of dress and grooming which is conducive to establishing a climate for teaching and learning. An "acceptable mode of dress" shall be based upon the following criteria:

1. Cleanliness
2. Cause for disruption
3. Health and safety

The following are the regulations governing student attire:

1. Student attire shall be school-appropriate, neat, clean and reflecting an appearance of modesty.
2. Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, profanity, weapons, tobacco, gang affiliation slogans, offensive or obscene language, symbols, signs or slogans degrading race, societal group, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation or people with disabilities is not permitted. Drug related pictures and messages that support and/or condone drug use are also unacceptable.
3. Buttons, pins and other accessories are permitted as long as they comply with the above-mentioned regulations and do not cause disruption, disorder or a danger.
4. Bare midriff, crop tops which expose the abdominal area are not permitted. Strapless shirts and dresses are not permitted. Tops that expose even partial cleavage are also not permitted.
5. Pants are not permitted to be slouched. No underwear should be showing.
6. Clothing which is extremely ragged or extreme in tightness or transparency is not permitted. Bathing suits are not permitted.
7. Very short shorts and/ or very short skirts not permitted. The length of the garment should minimally be mid-thigh or longer.
8. Lingerie, including bra straps and underwear, and sports bras may not be exposed. Students are required to wear appropriate undergarments at all times.

9. Articles which can cause damage to other students and/or property are not permitted. This includes but is not limited to chains; wallets with chains attached; spiked or studded bracelets or necklaces; or belts/accessories.
10. Students are not permitted to wear long, concealing coats, hats, headwear (bandanas, hoods, skull caps, sweatbands, sunglasses, etc.), or outerwear of any kind during school hours unless required by religious custom and/or extenuating circumstances. Inappropriate attire such as hats, bandanas, and skullcaps will be confiscated by the High School Disciplinarian and returned only to a parent or guardian.
11. **Students shall only be permitted to carry clear backpacks, bags, or purses. All other items must be stored in the student locker provided during the school day. This includes bags for Physical Education and shoulder bags.**
12. Any body piercing considered a safety hazard is not permitted. Students may not have exposed body piercing in non-cartilaginous areas.

**20. Dance Rules (See Board Policy and Regulation #5850)**

The Student Council Officers and the New Egypt High School Administration have agreed upon the following regulations regarding school dances.

- A. Any student that is absent from school, suspended or expelled **will not** be permitted to enter the dance.
- B. The dress code shall be in accordance with school regulations and students are expected to dress in an appropriate manner. Style of dress may be determined by the sponsoring organization.
- C. No student shall be permitted into a dance wearing a gang emblem of any kind on any item of apparel.
- D. The price of class and club dances will be announced by the sponsors of these organizations.
- E. The doors will close at 9:00 p.m., and no one will be permitted to enter after that time. Students will not be allowed to return to the dance once they have left.
- F. Each New Egypt High School student is to have a Student Activities ID Card for identification purposes. In the event that a student loses his or her card, a new one may be issued from the Student Activities Office for a small fee.

- G. Any student who fails to comply with the above regulations shall forfeit his or her Student Activities ID Card, and may not be permitted to attend any high school function thereafter, for a period of time as determined by the High School Administration.
- H. Dances are only open to new Egypt High School students, with the exception of those dances approved in advance by the high school principal.

**21. Unit Lunch Time Policy/Food/Beverages in School Building/Use of Vending Machines**

New Egypt High School students eat lunch utilizing the cafeteria and other areas which may be designated by the administration.

- Students are expected to throw their trash away and clean up after themselves.
- At no time during single lunch are students allowed to leave the campus. If such an event should happen it will result in a truancy offense and students will be subjected to disciplinary measures under truancy.
- Students who violate any other lunch rules (e.g. throwing food, leaving trash in your eating area, disrupting the lunch line) will be subject to disciplinary action.
- Use of vending machines is prohibited during the school day.

**22. Visitation Policy (See Board Policy #9150)**

All visitors must sign in and out of the General Office and wear a Visitor's Badge throughout their stay at New Egypt High School. Student visitations are permitted only as a part of the enrollment process.

**23. Fire Drill/School Security Drill**

Routine fire drills and school security drills are an important part of the safety program at New Egypt High School. As directed by New Jersey Statutes 18A:41-1 through 4, all high school students and personnel are hereby directed to comply with the statutes regarding "Fire Drills and Fire Protection".

At the sounding of the fire alarm, every person is to evacuate the building in a quiet, orderly, efficient and safe manner as directed by responsible staff members. Students must leave all bags and personal items in the classroom when exiting the building. Students are to follow all directions given by staff, and proceed to the fire exits, as posted throughout the building. Under no circumstances is anyone permitted to remain within the building when the fire alarm is sounded.

**24. Field Trips (See Board Policy and Regulation #2340)**

All field trips must be approved by the principal at least one (1) month in advance of the trip. Overnight field trips must be approved by the Superintendent of Schools and the

Plumsted Township Board of Education 45 days prior to the trip. The school administration will assign faculty chaperones that will provide appropriate supervision. Each student must be in good academic standing to attend and must present a permission slip properly signed by his/her parent or guardian and all teachers. The parent/guardian is the only person allowed to administer prescribed or over-the-counter medication to his/her child on a field trip if the school nurse or registered nurse substitute is not in attendance with the exception of the asthma inhaler for asthma and/or Benadryl/Epi-pen for anaphylaxis with written medical authorization. Medication cannot be held or distributed to a student by any other New Egypt High School staff member. Please contact the nurse's office with any questions regarding the administering of medication.

## **25. Health and Physical Education**

The New Jersey Department of Education and the Plumsted Township Board of Education require every student to take Health and Physical Education for each year of enrollment.

All students will be assigned a gym lock to use during Physical Education. It is strongly encouraged that all students lock up valuables in their gym locker. Students are required to supply and dress in appropriate gym clothing. Students must change into clothes, other than those worn to school, for Physical Education. Gym clothes should be appropriate: Shorts, T-Shirts and/or Sweatshirts, sneakers and socks. White socks should be worn, but the color and style of the shorts and shirts is optional. Good taste and the school/departmental dress code shall be observed.

## **26. Physical Education Lockers**

- A. All personal equipment shall be locked in a locker during physical education classes and removed after class.
- B. Athletic teams may use individual lockers during regularly scheduled practices or game situations. All personal equipment shall be removed after each session.
- C. Individual instructors and coaches will be responsible for locker supervision during regularly scheduled activities.
- D. The school will not be responsible for any lost or stolen items.

## **27. Delayed Opening/Emergency Closing**

Public Announcements for all day closing or delayed opening of school will be made on the following radio/TV stations:

News 12 - TV  
Station NJ101.5 – 101.5 FM  
Station PST – 94.5 FM

A recorded announcement from the Superintendent of Schools may be obtained by calling (609) 758-6800. **DO NOT CALL THE POLICE DEPARTMENT.**

The district's all call system will be used. Please be sure the school has a valid phone number on record.

The district website will also be updated with information, [www.newegypt.us](http://www.newegypt.us).

In the event of a one-hour delayed opening, school will begin at 8:20 a.m. and will remain in session until 2:00 p.m.

In the event of a two-hour delayed opening, school will begin at 9:20 a.m. and will remain in session until 2:00 p.m.

### **Emergency Dismissal Procedures**

Should it become necessary to hold an early dismissal for an emergency (e.g., snowstorm), all high school students will be released at the time designated by the Superintendent unless prior directive in writing from the parent or guardian has been filed with the Principal.

### **28. Student ID Cards**

Students will be photographed and provided with a laminated ID card. This ID card must be carried at all times for instant identification during school and at all school events or activities.

### **29. Telephone Calls**

Students are not permitted to make phone calls on their cell phones. Students will be permitted to utilize the front office phones for emergency purposes.

### **30. Affirmative Action**

Affirmative Action exists in the New Egypt Public Schools in order to ensure that all Federal, State and Local laws and policies, which guarantee the rights of students, are enforced. Basically the laws state that: No student in a public school in this State shall be discriminated against in admission to, or in obtaining any advantages, privileges, or courses of study of the school by reason of race, color, creed, sex, handicap or national origin. Students who have any questions or believe they have been discriminated against, in any way, including sexual harassment by other students or staff members, should follow the regular grievance procedure as outlined in this handbook, or contact the District Affirmative Action Officer.



**31. Student Parking Procedures (See Board Policy #5514)  
(Parking privileges will be limited to juniors and seniors only)**

- A. Driving to school is a privilege granted to junior or senior students who are 17 years of age and have been issued a parking permit by the Assistant Principal. Students must adhere to the following policies and procedures to avoid losing that privilege:
1. The Student Parking Lots are located in the front and back of the New Egypt High School. Students must be aware that the parking lot is a New Jersey School Zone. Any vehicle entering the parking lot is subject to search at the direction of school authorities. Search may be conducted for any reasonable purpose **without** warrant. The school reserves the right to inspect a student's car parked on school property when there is reason to believe that the car is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the school. Search of the vehicle includes all compartments and components thereof. Once notified of intent to search, the person in control of the vehicle **will not** be permitted to remove it from the premises until the search is completed. Students who fail to comply with this policy shall be cited for insubordination and lose their privilege to utilize the student parking lot.
  2. Prior to driving to school all students and parent/guardian must sign a formal agreement, provide proof of license, registration, and insurance of their vehicle.
  3. There are **172** spaces available for student parking on campus. Students **must** park in the designated lots on a first come first serve basis. If students fail to comply the following actions shall be taken:
    - First offense – a warning by the Assistant Principal shall be issued
    - Second offense – loss of driving/parking privileges
  4. Student parking tags are numbered and must be displayed in rear window. Tags numbered 1-106 indicate the front lot and tags 107-172 indicate the back lot.
  5. Student parking is a privilege. This privilege can be revoked at the administration's discretion.
  6. Students are not permitted to drive mopeds, motorcycles, and any other type of motorbike on school grounds.

**32. School Bus Policy/Regulations (See Board Policy #8600)**

Violation of any of the transportation policies/regulations, outline below, may result in suspension of transportation privileges. A student may be excluded from the bus for disciplinary reasons by the principal or designee. The student's parents shall provide his/her transportation to and from school during the period of such exclusion (N.J. Statute 18A:25-2).

- All students are required to be at their designated bus stop five (5) minutes before their scheduled pick-up time (ten (10) minutes prior for the first week of school).
- All students are required to wear seat belts by New Jersey State Law.
- All students are to remain seated while the bus is in motion.
- All students must ride their assigned bus to and from school. Students will only be picked-up and dropped off at their designated stop.
- Fighting, bullying, profane language and/or any other inappropriate behavior are not permitted on the bus. All actions will be reported to the School Disciplinarian. Disciplinary actions will be in accordance to the discipline policy outlined in this handbook.
- No eating or drinking on the bus.

**33. Student Grievance Procedure (See Board Policy #5700)**

The following procedure has been developed for use in processing New Egypt High School student dissatisfactions. The procedure will be made known to every student, and will be strictly adhered to whenever a student wishes to process a concern regarding his or her high school experience. This is official school policy, approved, and in use for any problems which may arise.

The New Egypt High School Administration places major emphasis upon student rights and responsibilities. Furthermore, students are provided with the opportunity to voice their concerns to those who have the authority to act upon them.

The following procedure has been developed in order to provide the means whereby this philosophy can be implemented in New Egypt High School in an efficient, timely and systematic manner:

- A. The individual student (or group of students) who is concerned or dissatisfied with some aspect of his or her educational experience, and wishes to initiate a change, shall first submit her/his proposal in writing to the Student Council.
- B. The Student Council, at its regularly scheduled meeting, shall take the matter in question under consideration and process the matter in one of the following ways:
  1. Declare the proposal indefensible and deny its support.

2. Modify the student's proposal, and with the student's approval, forward the revised proposal to the High School Principal in the form of a recommendation.
3. Agree with the proposal in its original form, and submit same to the High School Principal in the form of a recommendation for implementation.

The decision of the Student Council shall be submitted in writing to the originator of the proposal within five (5) school days following the meeting at which the matter was considered. A copy of the decision by the Student Council should be forwarded to the High School Principal together with a brief resume of the deliberation proceedings of the Student Council.

- C. Matters forwarded by the Student Council to the High School Principal for determination shall be taken under advisement and given full consideration. In considering the proposal, the High School Principal shall utilize any one, combination, or all of the following processes:

1. Confer with the originator of the proposal.
2. Confer with the Officers of the Student Council, or its entire Membership, in conjunction with the Coordinator of Student Activities.
3. Confer with the Superintendent of Schools.

The High School Principal shall issue his/her first communication in the form of a progress report to the Student Council within five (5) school days from the date the referral was received from the Council.

A copy of the decision submitted to the Student Council shall be forwarded to the Superintendent of Schools together with a brief resume of the proposal and the deliberation proceedings related thereto.

- D. In the event that the proposal submitted to the High School Principal calls for a final determination by the Superintendent of Schools, the Principal shall forward the proposal with a brief resume of background information to the Superintendent of Schools within five (5) days from the date the referral was received.

The Superintendent of Schools shall normally render a decision within ten (10) school days following the receipt of the referral from the High School Principal. If a longer period of time is required to make a decision, a progress report will be submitted to the Principal within the designated ten (10) day period. A copy of the progress report will be forwarded to the Student Council who in turn, shall share the report with the originator of the proposal.

If the originator of the proposal is dissatisfied with the decision rendered by the responsible party at any level of the aforementioned procedure, he or she shall have the right to appeal the decision to the official at the next higher level of responsibility within three (3) school days of the receipt of the decision.

The levels of involvement in the decision making process are: originator of the proposal (Student or group of Students), New Egypt High School Student Council, New Egypt High School Principal, Superintendent of Schools, and ultimately, the Plumsted Township Board of Education.

- D. Every New Egypt High School student, once having been made aware of this procedure, shall be expected to follow the procedure in the formal processing of school concerns or dissatisfactions. Circumvention of or ignoring the procedure in processing student dissatisfaction shall be dealt with as an infraction of school policy.

## **STUDENT SERVICES**

### **A. Special Services**

1. **Section 504** is a federal law prohibiting discrimination against individuals with a disability or impairment by any program or activity receiving federal financial assistance. In order to fulfill our obligation under section 504, our school will not knowingly permit discrimination against any person with a disability or impairment in any of the programs and practices of the school. The school district has the responsibility to identify, evaluate, and, if deemed eligible under Section 504, afford access to appropriate educational services.
2. **Child Find.** Educational opportunities for children with disabilities are available in the Plumsted Township School District as required by state law. If you live within the boundaries of the Plumsted Township School District and either have or know of a child between the ages of birth and twenty-one that may have physical, mental, or emotional disability, please contact the Department of Student Services at (609) 758-6800, ext. 2173. The school district will arrange for a free evaluation by the Child Study Team.
3. **Family Educational Rights and Privacy Act (FERPA)** applies to all students attending institutions receiving federal financial assistance and requires that these institutions adhere to the following requirements:

**Accessibility-** Parents and eligible students over 18 years of age have the right to see, inspect, reproduce, and challenge the accuracy of education records. These rights extend to custodial and non-custodial parents unless a court order is issued denying the non-custodial parent access rights.

Additionally, schools must explain and interpret records to parents if they ask school officials to do so. School officials must comply promptly with

parental requests to inspect educational records. The response must be made in a “reasonable time frame”- within 45 days of the parent’s request.

**Amending Records-** If parents believe educational records are misleading or incorrect, they may request that the school amend the records. The school may deny the parent’s request.

**Confidentiality of Information-** Third-party access to educational records is permitted only if the parents provide written consent. The exceptions to these confidentiality provisions include (a) *school personnel with legitimate educational interest*; (b) officials representing schools to which the student has applied; (c) persons responsible for determining eligibility for financial aid; (d) judicial orders for release; and (e) in emergency situations, persons who act to protect the health and safety of the student.

FERPA covers all records, files, documents, and other materials that contain personally identifiable information directly related to a student, which are maintained by the educational agency by the person acting for that agency. Records that are not covered by the FERPA disclosure rules include those records made by educational personnel who are in the sole possession of the maker and are not accessible or revealed to other persons except substitutes.

4. The Plumsted Township School District does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The Plumsted Township School District also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator:

Name and Title: Supervisor of Special Services  
Office Address: 115 Evergreen Road  
New Egypt, NJ 08533  
Phone Number: (609) 758-6800, ext. 2173

This notice is available from the ADA and Section 504 compliance coordinator in large print, on audiotape, and in Braille.

## **B. School Counseling Department**

The function of the School Counseling Department is to provide services to students, parents, teachers, and administrators. Services to students are given through individual

conferences, small and large group meetings, and parent conferences. Services include academic and career planning, personal and social counseling, and planning for college and other post high school experiences.

The School Counseling staff aims to assist each student in becoming a self-sufficient individual who can deal confidently and successfully with all of the experiences and responsibilities of the adult world. Any student experiencing serious problems such as substance abuse, pregnancy, abuse, or sexual harassment, should see his or her Guidance Counselor, the Student Assistance Counselor, or other student support personnel, immediately, for confidential and appropriate assistance.

#### **SCHOOL COUNSELING DEPARTMENT/STUDENT SUPPORT PERSONNEL:**

##### **School Counselors**

Alicia DeMarco  
Carolyn Santoro

##### **School Case Managers**

Laura Bodrog

##### **Student Assistance Counselor (SAC)**

Tom Chemris

#### **PROCEDURE FOR MEETING WITH SCHOOL COUNSELORS:**

In an emergency or crisis situation, counselors are always available. For a routine conference with a school counselor, students should stop in the School Counseling Office, and request an appointment. The School Counselor will then contact the student as soon as possible with a conference time and date. Parents may call for a conference between 7:30 a.m. and 2:40 p.m. at (609) 758-6800, ext. 1408.

#### **C. Health Services (*See Board Policy and Regulation #5310 and 5320*)**

The School Nurse, Andrea von Harten, is available to students and parents throughout the school day at (609) 758-6800, ext. 1409. The New Egypt High School Nursing Office is responsible for:

- Maintaining health records ensuring that all students are in compliance with immunization requirements. This includes the mandated Hepatitis B series.
- First aid and related services
- Health screenings
- Mantoux testing for tuberculosis, as required by the New Jersey State Department of Health and Senior Services
- Medication administration only with a Medication Administration Form signed by the medical care provider (MD, DO, dentist, nurse practitioner, physician assistant). This includes over-the-counter medications

- The Free and Reduced Lunch Program
- School accident insurance

Students needing to be dismissed from school because of illness must secure a medical pass from the nurse and permission by the administration before the student is released to the parent or guardian. Students will not be released to anyone not indicated on the student's emergency card.

**D. Student Assistance Counselor**

The Plumsted Public School District employs a full-time staff member who is responsible for Substance Awareness Activities, 6-12. The high school Student Assistance Counselor (SAC) has an office located in the NEMS & NEHS School Counseling Department. When the SAC is not in the high school, an appointment can be made, or messages can be left with the School Counseling Department secretarial staff.

The SAC is responsible for prevention as well as intervention activities. Students voluntarily seeking help for themselves, family members, or friends, should contact the SAC's office. It is important to note that information is protected by the Federal Laws of Confidentiality.

**SUBSTANCE ABUSE (See Board Policy and Regulation #5530)**

The school district will work, through curriculum and classroom activity, administrative and faculty effort, and disciplinary procedures, to prevent and intervene in the abuse of drugs by members of the student population.

Prevention: All students shall be given instruction on the nature of tobacco, alcohol, drugs and narcotics, their effects on the human body, and the laws relating to these subjects. Such instruction shall be at least as comprehensive as, but not limited to, the program prescribed by relevant legislation. A curriculum emphasizing primary prevention of alcohol, drug and substance abuse, shall be implemented, providing students with information and developmental exercises regarding chemical substances.

Any student found to be under the influence of a substance while on school property or at a school function shall be dealt with according to the Board of Education Substance Abuse Policy #5530.

When a student is found to have distributed, attempted to distribute or possessed with intent to distribute, alcohol or other drugs or drug paraphernalia in school or on school property, there shall be:

- A. Immediate notification of the parents.
- B. Immediate notification of the local police.

- C. Immediate notification of the Superintendent of Schools.
- D. No less than nine (9) days of Out-Of School Suspension, or expelled. Parking privilege revoked for the balance of the school year.
- E. Following the suspension, a conference will be scheduled with the student, parent(s) or guardian(s) and the Student Assistance Counselor (SAC).

Whenever a student voluntarily seeks help for chemical dependency through a staff member, the staff member shall reinforce the student's actions by expressing approval of a decision to seek help, indicate concern for the student, and offer immediate aid to the student through the SAC, who is the primary intervention resource.

In the case of a family seeking help for a suspected chemically dependent student, or a chemical abusing student, the SAC shall arrange a meeting with parents to discuss the need for treatment, medical attention and family counseling.

If any student is reasonably suspected of using any controlled dangerous substance on the way to or from school, or during a school sponsored activity, administrator in charge will be notified. Parents will be contacted and required to pick up student and comply with provisions of SA Policy #5530. Appropriate disciplinary action shall be taken as per district guidelines.

The Plumsted Township Board of Education recognizes the importance of communication and collaboration among those involved with student substance use and abuse. To utilize these sources, the Plumsted Township Board of Education, through appropriate staff members, shall maintain communication and work cooperatively in addressing both general and specific issues and incidences of substance use and abuse. These sources shall include parents, local police personnel, sources of medical assistance and non-school agents who provided input in the development of this policy.

**E. New Egypt High School Intervention and Referral Services Team (I&RS)/Section 504 Child Find Committee**

I&RS Team and the CORE Team are interdisciplinary committees whose members identify, refer and provide support services for the at-risk student. These groups meet on a regularly scheduled basis in order to make recommendations regarding students who have been referred to them. The goal is to facilitate early identification of students that have any special needs.

The CORE Team makes recommendations and plans programs and services for students who have been referred to them for substance abuse problems. The goal of this group is to facilitate early identification of students with possible substance abuse issues, as well as to work with those students currently attending and/or re-entering from specialized programs and agencies. It is important to note that information is protected by the Federal Laws of confidentiality.



I&RS/CORE Team members provide the school community with reliable intervention strategies and treatment referral processes for these students. Confidentiality and parent involvement are critical components of I&RS/CORE Team programs and procedures.

## **F. Working Papers**

Working Papers are required for all minors between the ages of 14 and 18 who plan to work. Students who desire working papers must be in good scholastic standing, and abide by the attendance requirements of the school. Working papers can be obtained in the Guidance Office, and must be signed by the high school principal.

## **CO-CURRICULAR PARTICIPATION**

### **1. Philosophy**

The Plumsted Township Board of Education recognizes the value of a program of co-curricular activities as an integral part of the total school experience to the students of the district and to the community. Through its programs, the Board of Education offers students the opportunity to test and enrich their abilities in a context greater and more varied than that which can be offered within the school district alone. Students who participate in the co-curricular program have responsibility to their parents, school, advisors, coaches, peers and to themselves.

1. A student has passed any required physical examinations;
2. The student has met any other requirements unique to that particular student organization/athletic team for which he/she wishes to participate; and
3. The student has met all New Jersey State Interscholastic Activity Association credit requirements. (15.00 credits passed at the end of the first semester and 30.00 at the end of the second semester)

### **Lateness to School and Participation in Co-Curricular Activities:**

A student shall be considered absent from school if he/she participates in less than 4 instructional hours during the school day. A student who is absent may not participate in any after school activities or district events. Exceptions can be made only with the approval of the New Egypt High School Principal.

Students participating in the school-to-work program must adhere to the rules and regulations as outlined in the student handbook. The program's advisor maintains the right to add additional rules and requirements upon the students that participate in the program. Students that are involved in the school-to-work program must be in school prior to 10:45 a.m. in order to participate in the work program that day.

## **2. School Activities**

### **A. Computers**

The use of computer services in the Plumsted Township School District is a privilege not a right. Students are expected to use computers and information services responsibly, ethically and appropriately at all times. Network and computer services include: Use of personal and school computers and peripherals, use of the Internet, use of email, and use of all associated software. Students must realize that these services are costly and that such things as time, money and hardware are wrongfully restricted or appropriated when these services are abused. Please refer to the Technology Student Network Use Agreement for policies and procedures that a student and parent must sign to use school computers.

Students that abuse the computer privilege will be subjected to disciplinary consequences as deemed appropriate by the severity of the misconduct.

### **B. Assemblies**

Assemblies are held from time to time as announced. These are entertaining, educational, and appeal to a variety of interests.

### **C. School Play**

A school play is an optional activity for New Egypt High School students in grades 9-12 to be held in the spring of the year. All activities must be approved by the New Egypt High School Principal. All participants must have a physical examination prior to participation.

### **D. Clubs**

A variety of Clubs are available to the students at New Egypt High School. Students are not required to become a member of any club. Clubs are held before and/or after school, at the convenience of the Faculty Advisor and the membership of the club. All co-curricular clubs can meet twice per month during the after-school activity period. Dependent entirely upon student interest and response, clubs are added, revised and deleted each year.

All new clubs must be approved by the New Egypt High School Principal. All clubs are required to have a Faculty Advisor who is a regular staff member of the New Egypt Public Schools. Students are permitted to join more than one club, if their individual schedules allow.

\*Any club or intramural activity which involves physical activity shall be required to have a physical examination prior to participation.

## **Eligibility**

Eligibility for co-curricular activities has the same requirements as those for athletics. Please refer to page 70 for eligibility requirements.

### **E. National Honor Society**

Selection for membership in the National Honor Society is the highest honor that can be accorded as a high school student. This honor is bestowed upon students who can meet rigorous standards in four areas: scholarship, service, leadership, and character. The formal National Honor Society council evaluates each candidate, along with the total school faculty, and ultimately by a faculty council, in the four areas using specific guidelines. Standards developed by the National Association of Secondary School Principals have been adopted as the basis of selection to the New Egypt High School Chapter of the National Honor Society.

#### **Scholarship:**

The student must have an unweighted grade point average of 91 or better (equivalent to 3.7 on a 4.0 scale) and cannot have received a failing grade in any class. All classes must be at a college prep level or higher.

#### **Service:**

The student must show continuing service each year to the satisfaction of the Faculty Advisory Council. Students must prove through documentation, provided on the organization's letterhead and signed by an official with the organization, they have completed at least 20 hours of community service since the start of their freshman year. Service hours must include a minimum of two separate organizations. The community service that is required includes but is not limited to: toy drives, food drives, the March of Dimes, Relay for Life (counts as 3 hours per year unless otherwise approved), environmental clean ups, and volunteer coaching. Students must show they have done community service outside of school sponsored events or clubs.

#### **Leadership:**

Leadership qualities will be judged by teachers, administration and the Faculty Council. The student who exercises leadership:

1. Is resourceful in proposing new problems, applying principles and making suggestions
2. Promotes school activities
3. Shows influence on peers in upholding school ideas
4. Contributes ideas that improve the civic life of the school
5. Is able to delegate responsibility

6. Exemplifies positive attitudes
7. Inspires positive behavior in others
8. Demonstrates academic initiative
9. Successfully holds school officers of positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding
10. Is thoroughly dependable in any responsibility accepted
11. Does so in the classroom and in school activities

**Character:**

Character qualities will be judged jointly between teachers, administration and the faculty council.

1. Takes criticism willingly and accepts recommendations graciously, attempting to initiate any necessary changes
2. Exemplifies desirable qualities of personality
3. Upholds principles of morality and ethics
4. Cooperate by complying with school regulations concerning property, programs, office, halls, etc.
5. Demonstrates the highest standards of honesty and reliability
6. Show concern, and respect for others by listening courteously
7. Observes instructions and rules, punctuality and faithfulness both inside and outside the classroom
8. Has a power of concentration and sustained attention as shown by perseverance and application to studies
9. Manifest truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing willingness to profit by the mistakes of others
10. Actively helps rid the school of bad influences or environment

**Membership Requirements:**

In order to maintain membership and receive the NHS sash to be worn at graduation, NHS members are expected to complete the following:

1. Sign NEHS Pledge of Honor
2. Participate in all NHS Induction Ceremonies
3. Be an active member of the NEHS NHS Chapter
4. Attend all meetings (3 excused absences)
5. Participate in all NHS sponsored activities
6. Participate in all fundraisers
7. Pay \$20.00 per year dues
8. Maintain at least an unweighted 91 or equivalent 3.7 GPA, receive positive comments on progress reports and report cards, and may not receive a failing grade in any course
9. Maintain Leadership and Character Requirements of NHS
10. Maintain a clean disciplinary record
11. Adhere to all NEHS NHS by-laws

12. Complete 20 hours of community service from the time of induction. At least ten of the twenty hours must be NHS sponsored events or activities.

**Requirements upon Dismissal:**

Any member of the National Honor Society that does not adhere to the membership requirements as outlined in the New Egypt High School National Honor Society Bylaws will be subject to an immediate review by the faculty council. A meeting and discussion of past actions of the alleged member will be conducted to determine the standing of the student. The faculty council has the power to dismiss members who fail to uphold all aforementioned requirements.

**F. CLASS ADVISORS: 2022-2023 School Year**

Freshman Class:	Kevin English/Barbara Weaver
Sophomore Class:	Jennifer Kociuba/Andrea von Harten
Junior Class:	Kit Pendleton/TBD
Senior Class:	Ashley Sunday/Kathleen Clayton

**G. ATHLETIC PROGRAM**

Fall sports and athletic activities include: Cheerleading, Co-ed Cross Country, Football, Marching Band, Soccer (Boys and Girls), Girls Tennis, and Field Hockey.

Winter sports and athletic activities include: Basketball (Boys & Girls), Bowling (Boys and Girls), Cheerleading, and Wrestling.

Spring sports include: Baseball, Softball, Track (Boys & Girls) and Lacrosse (Boys and Girls).

Our Athletic Teams participate in the Burlington County Scholastic League (BCSL). The League membership consists of the following seventeen high schools:

Holy Cross	Cinnaminson	Florence
Moorestown	Delran	New Egypt
Northern Burl.	BCIT West Hampton	Palmyra
Pemberton Twp.	Burlington Twp.	Riverside
Rancocas Valley	Bordentown	BCIT Medford
Willingboro	Maple Shade	Trenton Catholic
	Burlington City	Pennsauken

Athletic programs are an important part of the school's activities. Boys and girls are encouraged to go out for the teams. There is room for every girl and boy in our sports program, whether she or he is a player, or a manager. Players must keep up their grades, and display good sportsmanship as well as good school citizenship.

**The goals of the athletic program are:**

1. To develop sportsmanship\* by learning to play fairly and by the rules of the game.
2. To train athletes to accept winning and losing graciously.
3. To develop self-discipline and confidence.
4. To develop a sense of responsibility.
5. To develop leadership and fellowship.
6. To develop physical fitness in order to meet the demands of the sport.
7. To develop the athlete's skills in a particular sport to his or her maximum potential.

\*Sportsmanship applies to both the athlete and the spectator. Student spectators represent their school, just as the athletes do. The conduct of student spectators and athletes at athletic contests is as important to the climate of sportsmanship as is the quality of athletic play.

**NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION (NJSIAA)**

**THE RESPONSIBILITIES OF SPORTSMANSHIP *(See Board Policy and Regulation #6145.1/6145.2)***

New Egypt High School is recognized by the New Jersey State Athletic Association as a member school; therefore we are required to uphold standards for student-athlete eligibility. The following is an overview of eligibility requirements for anyone participating in an athletic program at New Egypt High School. Any eligibility issues will be handled on an individual basis in conjunction with the NJSIAA and the guidelines that govern eligibility.

**Eligibility:**

A. Age

An athlete becomes ineligible for high school athletics if he/she attains the age of nineteen prior to September 1. However, any athlete attaining age nineteen on or after September 1 shall be eligible for the ensuing school year. A birth certificate, issued at the time of birth, is the normal proof of age; in the absence of this, other proofs may be used. The records used will be baptismal records or the earliest school record.

B. Credits

1. To be eligible for athletic competition during the first semester (September 1 – January 1) of the 10<sup>th</sup> grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30.0) required by the State of New Jersey for graduation (110), during the immediately preceding academic year.
2. To be eligible for athletic competition during the second semester (February 1 – June 30) of the 9<sup>th</sup> grade or higher, a pupil must have passed the equivalent of 12% of the credits (15.0) required by the State of New Jersey for graduation (110) at the close of the preceding semester (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

### **The Player:**

1. Treats opponents with respect.
2. Plays hard, but plays within the rules.
3. Exercises self-control at all times, setting the examples for others to follow.
4. Respects officials and accepts their decisions without gesture or argument.
5. Wins without boasting, loses without excuses and never quits.
6. Always remembers that it is a privilege to represent the school and community.

### **The Spectator:**

1. Attempts to understand and be informed of the playing rules.
2. Appreciates a good play no matter who makes it.
3. Cooperates with and responds enthusiastically to cheerleaders.
4. Shows compassion for an injured player, applauds positive performances, does not heckle, jeer or distract players, and avoids the use of profane or obnoxious language and behavior.
5. Respects the judgment and strategy of the coach, and does not criticize players or coaches for the loss of a game.
6. Respects the property of others and the authority of those who administer the competition.
7. Censures those whose behavior is unbecoming to the school and community.

### **Lateness to School and Participation in Athletic Activities:**

A student shall be considered absent from school if he/she participates in less than 4 hours of instructional hours during the school day. A student who is absent may not participate in any after school activities or district events. Exceptions can be made only with the approval of the New Egypt High School Principal.

## **Physical Examination**

Parental permission and a physical examination, performed by a medical care provider (MD, DO, nurse practitioner, physician's assistant), are required for participation in all school sports, the marching band, the play and cheerleading.

1. Parent and student must complete a medical/consent form.
2. Students must present the completed form at the time of the physical examination. (No athlete shall receive a physical examination unless he/she has a completed form, signed by a parent.)
3. Upon completion of the physical examination, the coach/advisor shall be notified if the student is permitted to participate on the team. No student-athlete is permitted to participate on a team or other unless cleared by the Athletic Director and the Athletic Trainer.
4. A physical is good for 365 days. If the physical will lapse during the student's sport/activity an updated physical must be completed or the student **shall not** be allowed to participate.
5. Transportation can be reached at (609) 758-6800, ext. 4201.

## **Athletic Injury Accident Report:**

1. All injuries must be reported to the coach and Certified Athletic Trainer, Mr. Jim Sawicki (ATC) within 24 hours of the injury.
2. The coach will follow-up with an accident report.
3. The ATC will then evaluate the injury and determine if a physician referral is necessary. At which point depending on the severity of the injury, the parents will be contacted.
4. The ATC will treat the injury, as necessary, and log this information in the daily treatment log.
5. It is recommended that athletes and parents of athletes consult with Mr. Sawicki concerning all injuries, medical follow-up and rehabilitation.
6. An injury report will then be filled out by the ATC and will be filed in the student-athlete's personal file for up to three (3) years after the student has graduated.
7. The athletic insurance coverage is an umbrella policy only. The parents' coverage is primary. Athletic insurance coverage will only cover eligible medical expenses,



which are not covered by the parents' own personal or group insurance. This coverage is subject to restrictions and limitations.

There is always a place for those who do not wish to participate on the team. Students are needed in the bleachers, on the field or in the gym, cheering the team on to victory. School spirit demonstrated by student attendance and support at all athletic activities helps us to gain a special victory.

#### **ATHLETIC DEPARTMENT SPORTS AND PERSONNEL**

Director of Athletics	Ken Mason
Athletic Trainer	Jim Sawicki
Baseball	
Basketball, Boys	Mick Hughes
Basketball, Girls	Jay Corby
Boys Bowling	Samuel Palumbo
Girls Bowling	Carolyn Santoro
Fall Cheerleading	Kathleen Clayton
Winter Cheerleading	Ashley Sondag
Cross Country	Mick Hughes
Field Hockey	Lisa Malloy
Football	Steven Fence
Lacrosse, Girls	Lisa Malloy
Lacrosse, Boys	Ryan Prendergast
Marching Band	Doug Grotto
Soccer, Boys	Justin Schmid
Soccer, Girls	Kevin English
Softball	Kevin English
Tennis	Sean McCarthy
Track, Boys	Samuel Palumbo
Track, Girls	Renée Palumbo
Wrestling	Kevin English

