

# ***NEW EGYPT HIGH SCHOOL***

Dear Parent/Student:

Please sign below as acknowledgement of both parent and student having seen and reviewed the New Egypt High School Student/Parent Handbook, located on the high school website ([www.newegypt.us](http://www.newegypt.us)), for the 2018-2019 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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We have received a copy of the New Egypt High School Student/Parent Handbook for the 2018-2019 school year. Our signatures acknowledge our review, understanding, and agreement to abide by the rules, regulations and policies of New Egypt High School as outlined in the handbook.

\_\_\_\_\_  
Parent/Guardian Name (Print)

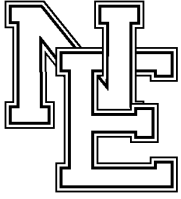
\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



***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

Ms. Leslie Septor, President

Mr. Joseph Surdo, Vice-President

Mr. S. Justin Burnet

Mr. Robert Kudrick

Mrs. Susan Potter

Ms. Monica Sempervive

Mr. Larry Witham

## ADMINISTRATION

Mr. Gerald North, Superintendent

Mr. Michael Mendes, Principal

Ms. Alicia Farese, Assistant Principal

Mr. Christopher Balent, Supervisor of Athletics

Mrs. Katina George, Supervisor of Guidance

Mr. Sean Gately, Business Administrator

Mrs. Colleen Gravel, Director of Special Projects

Mrs. Michelle Halperin-Krane, Director of Literacy

Mr. Thomas Semko, Director of STEAM

Dr. Jessica Howland, Director of Special Services

### Guidance Counselors

Counselor	12 <sup>th</sup>	11 <sup>th</sup>	10 <sup>th</sup>	9 <sup>th</sup>
Mrs. Katina George	V-Z	V-Z		
Mr. Cody Birdsall	KI-U	KI-U	KI-U	KI-Z
Mrs. Alicia DeMarco	A-Ki	A-Ki	A-Ki	A-Ki

## TEACHING STAFF

Lance Armstrong

Jaime Baumiller

Matthew Carroll

Kathleen Clayton

Jonathan Corby

Thomas Corby

Kevin English

Sean Feddema

Steven Fence

Kristine Ford

Michael Forina

Dalton Fowler

Alexis Fox

Gabrielle Fox

Melissa Genovese

Stefania Gonzales

Katie Graziano

Doug Grotto

Mick Hughes

Nelly Hughes

Karen Kasper

Glenn Knigge

Jennifer Kociuba

Sandra Kolankowski

Elisa Lizano

Lisa Malloy

Erin Merwin

Gee Ng

Renée Palumbo

Sam Palumbo

Kaitlyn Panacek

Bridget Patterson

Juliet Pender

Kit Pendleton

Lynn Pryzbylkowski

Alyson Romei

Gail Ryniec

Lauren Sebolt

Claire Smith

Kristen Smith

Ellen Taylor

Jackie Theile (Nurse)

Carolyn Videla

Barbara Weaver

Dennis Wilno

Joni Wisniewski

Jessica Zezza

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**2018-2019**  
**NEW EGYPT HIGH SCHOOL**  
**DAILY SCHEDULE**

**Full Day**

Block 1	7:20 – 8:42	82 minutes
HOMEROOM	8:42 – 8:46	4 minutes
Block 2	8:49 – 10:10	81 minutes
UNIT LUNCH	10:12 – 11:12	60 minutes
Block 3	11:15 – 12:36	81 minutes
Block 4	12:39 – 2:00	81 minutes

**Early Dismissal**

Block 1	7:20 – 8:19	59 minutes
HOMEROOM	8:19 – 8:22	3 minutes
Block 2	8:25 – 9:23	58 minutes
Block 3	9:26 – 10:24	58 minutes
Block 4	10:27 – 11:25	58 minutes

**Two (2) Hour Delay**

Block 1	9:20 – 10:12	52 minutes
HOMEROOM	10:12 – 10:15	3 minutes
Block 2	10:18 – 11:09	51 minutes
UNIT LUNCH	11:12 – 12:12	60 minutes
Block 3	12:15 – 1:06	51 minutes
Block 4	1:09 – 2:00	51 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 in the front of this handbook and should be returned to the main office during the first week of school each year.**

## **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-Thursday**

- Students who remain after school beyond the 2:00 dismissal must be under the supervision of a 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 3:00 p.m. late bus.
- 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 do 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 a 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 an 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 #5114, 5131, 5131.5, 5131.6, 5131.7.

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 an 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 #6142.10)**

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 #5131.1, students shall not engage in cyber-bullying.

## **WEBSITE INFORMATION**

Students and parents are encouraged to look at the New Egypt High School website at <http://nehs.newegypt.us> for updated 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 in the IMC.

## **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 Thursday and at 2:00 on 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 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.**

**\*\*Any student, who is absent from school for any reason, may not participate in any school related activity during the days of absence.\*\***

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

### **2. Attendance Policy (See Board Policy and Regulation #5113 and #6146.2)**

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:

1.25 credits (quarter courses)	Not to exceed 3 unexcused class absences
2.50 credits (semester courses)	Not to exceed 5 unexcused class absences
5.00 credits (full year 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). Student must be **SEEN** by a medical care provider. **Only original, stamped doctor's notes 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
    - 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 in to 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. Year Long Courses

- A student is allowed ten (10) unexcused absences per year long course.
- 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 in to 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. Quarter Courses (1.25 credits/Health)

- A student is allowed three (3) unexcused absences per quarter course.
- 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 in to 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 #5113)

- 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 #5113

- 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. In addition, after the 9th unexcused late a loss of parking privileges will occur.
- 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 #5113. 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 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.

**Procedures**

- a. 1st - 5th late - disciplinary action by teacher
- b. 6th late and subsequent lates - one (1) day lunch detention, parent/guardian conference
- c. 10th late – Administrative Detention
- d. 14th late-After Hours Detention

Subsequent lates will result in level 2 consequences.

**O. Withdrawals from School (See Board Policy and Regulation #6172)**

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, counselor 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 must be turned in, and all debts must be paid in full.

## GRADING

### 1. Grading System

- A. The grading system is numerical.
- B. Final exams are comprehensive, they cover the entire course work.
- C. Any grade below 65 is failing.

A	=	91-100
B	=	81-90
C	=	71-80
D	=	65-70
F	=	64 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 Guidance 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 receive an additional five (5) points to their final grade.

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

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

Upon a student's return to school following an illness or absence, the student shall obtain specifics regarding all missed work assigned within two (2) school days per day of absence, and develop an individual action plan with each instructor. Generally, all make-up work should be completed within two weeks of the student's last absence.

### **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/voice mail 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 #5124)

These reports will occur during the middle of each 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. Contact Mrs. George 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 each marking period, 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 #5127 and 6146)**

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 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 requirement

### **3. Special Education Students**

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

### **4. High School Promotion (See Board Policy and Regulation #6146.2)**

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 27, 2018 for year long and 1<sup>st</sup> semester courses and February 20, 2019 for second 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 an honors or advanced placement course will be automatically enrolled in the next sequential course.

Any student who wishes to move from a college prep to 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 August 5th
- 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 conduct 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 conduct 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 #5131)

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 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.

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> + Offenses
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				
In hallway without a pass/abuse of 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	2-4 Days ISS	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 and could result in the consequences listed.

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> + Offenses
Failure to identify oneself to staff	1 After Hours Detention	2 -4 Days ISS	3 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 ISS	3 days out-of school suspension	Move to Level 3 second violation

Level 3 Violations:

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

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> + Offenses
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				

Level 4 Violations:

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

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> + Offenses
Bias Incident	Level 4 violations can range from 4 days of out-of-school suspension to 9 days of out-of school suspension with the possibility of an expulsion hearing.			
False Alarm				
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	9 days out-of-school suspension with the possibility of an expulsion hearing			
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). Student can only earn 6 total merits in one day.

-Students are responsible to take initiative to be part of the Demerit Buy Back Program. Students must inform Assistant Principal that they 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 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 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.

**4. Harassment, Intimidation, and Bullying (HIB)** (See Board Policy and Regulation #5131.1)

The Plumsted Township Board of Education believes that a safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Since pupils learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The board of education expects all pupils to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The standards of character education are an essential component of the Plumsted Township School District's Code of Conduct. The board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults; support and assistance of pupils in school, the community and home; our pupils will achieve the above standards of character education.

The board prohibits acts of harassment, intimidation or bullying against any pupil. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of pupil conduct which establishes standards, policies and

procedures for positive pupil development and pupil behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The superintendent shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the superintendent shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The superintendent has the right and authority to impose a consequence on a pupil for conduct away from school grounds that is consistent with the board's approved code of pupil conduct, pursuant to [N.J.A.C. 6A:16-7.1](#) and [N.J.A.C. 6A:16-7.6](#).

This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other pupils, staff or school grounds, pursuant to [N.J.S.A. 18A:25-2](#) and [18A:37-2](#), and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The board directs the superintendent or his or her appropriately trained and qualified designee to develop detailed regulations suited to the age level of the pupils and the physical facilities of the individual schools.

“Harassment, intimidation or bullying” is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils, and that:

A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

B. Has the effect of insulting or demeaning any pupil or group of pupils; or

C. Creates a hostile educational environment for the pupil by interfering with the pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

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

### **Consequences and Remedial Measures for Acts of Harassment, Intimidation or Bullying**

Consequences and remedial measures for a pupil who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance. Consequences shall be consistent with the board approved code of pupil conduct and [N.J.A.C. 6A:16-7](#). Consequences and remedial measures shall be designed to:



A. Correct the problem behavior;

B. Prevent another occurrence of the problem;

C. Protect and provide support for the victim of the act;  
and

D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion, as permitted by law. The consequences and remedial measures may include, but are not limited to:

A.  
Consequences

1.  
Admonishment;

2. Temporary removal from the classroom;

3. Deprivation of  
privileges;

4. Classroom or administrative  
detention;

5. Referral to  
disciplinarian;

6. After Hours  
Detention;

7. After-school programs;

8. Out-of-school suspension (short-term or long-term);

9. Legal action;  
and

10. Expulsion.

B. Remedial  
Measures

1.  
Personal

a. Restitution and  
restoration;

b.  
Mediation;

c. Peer support group;

d. Recommendations of a pupil behavior or ethics council;

e. Corrective instruction or other relevant learning or service experience;

f. Supportive pupil interventions, including participation of the intervention and referral services team;

g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;

h. Behavioral management plan, with benchmarks that are closely monitored;

i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);

j. Involvement of school disciplinarian;

k. Pupil counseling;

l. Parent conferences;

m. Pupil treatment;  
or

n. Pupil therapy.

2. Environmental (Classroom, School Building or School District)

a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;

b. School culture change;

c. School climate improvement;

d. Adoption of research-based, systemic bullying prevention programs;

e. School policy and procedures revisions;

f. Modifications of schedules;

g. Adjustments in hallway traffic;

h. Modifications in pupil routes or patterns traveling to and from school;

i. Supervision of pupils before and after school, including school transportation;

j. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);

k. Teacher aides;

l. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;

m. General professional development programs for certificated and non-certificated staff;

n. Professional development plans for involved staff;

o. Disciplinary action for school staff who contributed to the problem;

p. Supportive institutional interventions, including participation of the intervention and referral services team;

q. Parent conferences;

r. Family counseling;

s. Involvement of parent-teacher organizations;

Classified pupils are subject to the same disciplinary procedures as nondisabled pupils and may be disciplined in accordance with their IEP. However, before disciplining a classified pupil, it must be determined that:

A. The pupil's behavior is not primarily caused by his/her educational disability;



B. The program that is being provided meets the pupil's needs.

### Staff

Consequences and appropriate remedial actions for any staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to disciplinary charges which could result in suspension or termination. The consequences and remedial measures may include, but are not limited to:

A.  
Consequences

1.  
Admonishment;

2. Temporary removal from the classroom;

3. Deprivation of  
privileges;

4. Referral to  
disciplinarian;

5. Withholding of Increment

6.  
Suspension;

7. Legal action;  
and

8. Termination

B. Remedial  
Measures

1.  
Personal

a. Restitution and  
restoration;

b.  
Mediation;

c. Support group;

d. Recommendations of behavior or ethics council;

e. Corrective action plan;

f. Behavioral assessment or evaluation;

g. Behavioral management plan, with benchmarks that are closely monitored;

h. Involvement of school disciplinarian;

i. Counseling;

j. Conferences;

k. Treatment; or

l. Therapy.

2. Environmental (Classroom, School Building or School District)

a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;

b. School culture change;

c. School climate improvement;

d. Adoption of research-based, systemic bullying prevention programs;

e. School policy and procedures revisions;

f. Modifications of  
schedules;

g. Supervision;

h. Small or large group presentations for fully addressing the behaviors  
and the responses to the behaviors;

i. General professional development programs for certificated and  
non-certificated staff;

j. Professional development plans for involved staff;

k. Disciplinary action;

l. Supportive institutional interventions, including participation of the  
intervention and referral services team;

m. Conferences;

n.  
Counseling;

Reporting Harassment, Intimidation and Bullying  
Behavior

The superintendent, principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

The board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, board member, contracted service provider, pupil, visitor or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation or bullying, must report the incident to the building principal or his/her designee.

The following procedures shall apply to the reporting of incidents of harassment, intimidation and bullying:

A. All acts of harassment, intimidation, or bullying shall be reported verbally to the school principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;

B. The principal shall inform the parents or guardians of all pupils involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and

C. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a pupil had been subject to harassment, intimidation, or bullying.

A board member, school employee, contracted service provider, pupil or volunteer who has witnessed, or has reliable information that a pupil has been subject to, harassment, intimidation or bullying shall report the incident to the building principal and any appropriate school official, or to any school administrator or safe schools resource officer, who shall immediately initiate the school district's procedures concerning school bullying.

A board member or a school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school district's policy, or to any school administrator or safe schools resource officer, and who makes this report in compliance with the procedures in this policy, shall be immune from a cause of action for damages arising from any failure to remedy the reported incident.



A school administrator who receives a report of harassment, intimidation, or 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.

District Anti-Bullying  
Coordinator

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, and bullying of pupils;

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, and bullying of pupils in the district;

C. Provide data, in collaboration with the superintendent, to the Department of Education regarding harassment, intimidation, and bullying of pupils; and

D. Execute such other duties related to school harassment, intimidation, and bullying as requested by the superintendent.

The district anti-bullying coordinator shall meet at least twice a school year with the school anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

School Anti-Bullying  
Specialist

The principal in each school shall appoint a school anti-bullying specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the principal shall appoint that individual to be the school anti-bullying specialist. If no individual meeting these criteria is currently employed in the school, the principal shall appoint a school anti-bullying specialist from currently employed school personnel. The school anti-bullying specialist shall:

A. Chair the school safety team;

B. Lead the investigation of incidents of harassment, intimidation, and bullying in the school; and

C. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.

School  
Safety/Climate  
Team

The district shall form a school safety team in each school to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school and to address school climate issues such as harassment, intimidation, or bullying. The school safety team shall meet at least two times per school year.

The school safety team shall be appointed by the principal and consist of the principal or his or her designee who, if possible, shall be a senior administrator; a teacher in the school; the school anti-bullying specialist; a parent of a pupil 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 team.

The school safety team shall:

A. Receive any complaints of harassment, intimidation, or bullying of pupils that have been reported to the principal;

B. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;

C. Identify and address patterns of harassment, intimidation, or bullying of pupils 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 pupils;

E. Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils;

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;

G. Collaborate with the district anti-bullying coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of pupils; and

H. Execute such other duties related to harassment, intimidation, and bullying as requested by the principal or district anti-bullying coordinator.

No parent/guardian who is a member of the school safety team shall:

A. Receive complaints of harassment, intimidation or bullying of pupils that have been reported to the principal;

B. Receive copies of reports prepared after an investigation of a harassment, intimidation or bullying incident;

C. Identify and address patterns of harassment, intimidation or bullying of pupils; or

D. Participate in any other activities of the team which may compromise the confidentiality of a pupil.

### Investigating Reported Harassment, Intimidation and Bullying

All reported incidents of harassment, intimidation and bullying shall be investigated promptly and in accordance with law and the following procedures:

A. All investigations shall be thorough and complete, and documented in writing, and shall include, but not be limited to:

1. Taking of statements from victims, witnesses and accused;

2. Careful examination of the facts;

3. Support for the victim;  
and

4. Determination if alleged act constitutes a violation of this policy.

B. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation.

C. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation, or bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.

D. The results of the investigation shall be reported to the superintendent within two school days of the completion of the investigation, and in accordance with law and board policy. The superintendent may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.

E. The results of each investigation shall be reported to the board of education no later than the date of the next board meeting following the completion of the investigation, and include:

1. Any services provided;

2. Training established;

3. Discipline imposed; or

4. Other action taken or recommended by the superintendent.

F. The superintendent or his or her designee shall ensure that parents or guardians of the pupils who are parties to the investigation shall receive information about the investigation. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board and include:



1. The nature of the investigation;
  
2. Whether the district found evidence of harassment, intimidation, or bullying; or
  
3. Whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying.

#### Range of Ways to Respond to Harassment, Intimidation or Bullying

The board of education recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and provide support programs for victims. 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 levels or by law enforcement officials.

In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom; school building; school district) responses include:

A. School and community surveys;

B. Mailings;

C. Focus groups;

D. Adoption of research-based bullying prevention program models;

E. Training for certificated and non-certificated staff;

F. Participation of parents and other community members and organizations;

G. Small or large group presentations for staff, pupils, and the community for fully addressing a positive school climate and culture as well as the issues surrounding harassment, intimidation and bullying in the school community; and

H. The involvement of law enforcement officers, including school resource officers.

For every incident of harassment, intimidation or bullying, the district shall respond to the individual who committed the act. Responses may include:

A. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion);

B. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management;

C. School responses can include theme days, learning station programs, parent programs and information disseminated to pupils and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices;

D. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs and coordination with community-based organizations (e.g., mental health; health services; health facilities; law enforcement; faith-based).

The range of ways in which the school shall respond once an incident of harassment, intimidation or bullying is identified shall be defined by the principal in conjunction with the school anti-bullying specialist, and shall include an appropriate combination of counseling, support services, intervention services, and other programs as defined by the commissioner.

Retaliation and Reprisal  
Prohibited

The board prohibits reprisal or retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation or bullying by any pupil, school employee, board member, contracted service provider, visitor or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the superintendent and/or principal or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and board policies and procedures.

Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any pupil, school

employee, board member, contracted service provider, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

#### A. Pupils

The consequences and appropriate remedial action for a pupil found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and shall be consistent with this policy. Consequences may include positive behavioral interventions, notification of the parents/guardians, up to and including short or long-term suspension or expulsion, as permitted by law;

#### B. School Employees

Consequences and appropriate remedial action for a school employee found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including suspension or dismissal from service;

C. Board  
Members

Consequences and appropriate remedial action for a board member found to have committed an act of harassment, intimidation, or bullying; or found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including a public sanction or filed ethics charges;

D. Visitors, Volunteers, Contracted Service Providers, and All Other Persons

Consequences and appropriate remedial action for a visitor, volunteer, contracted service providers and all other persons found to have engaged in harassment, intimidation or bullying; or engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined by the superintendent after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Consequences and remediation for pupils, employees, board members, visitors, volunteers, and contracted service providers, engaging in harassment, intimidation or bullying or engaged in retaliation, reprisal and/or false accusations may include the following:

A.  
Consequences

1.  
Admonishment;

2. Temporary removal from the classroom or school;

3. Deprivation of privileges

4. Prohibited from access to the school facilities (visitors, vendors, board members, all other people);

5. Classroom or administrative detention;

6. Referral to disciplinarian;

7. After Hours  
Detention;

8. After-school programs;

9. Out-of-school suspension (short-term or  
long-term);

10. Legal action;

11. Withholding of Increment;

12.  
Suspension;

13.  
Expulsion;



14. Termination;

15. Termination of service agreements or contracts (vendors, volunteers);

16. Public sanction (board members);

17. Ethics charges (some administrators, board members).

## B. Remedial Measures

1. Personal

a. Restitution and restoration;

b.  
Mediation;

c. Peer support  
group;

d. Recommendations of a pupil behavior or ethics council;

e. Corrective instruction or other relevant learning or service experience;

f. Supportive pupil interventions, including participation of the  
intervention and referral services team;

g. Behavioral assessment or evaluation, including, but not limited to, a  
referral to the child study team, as appropriate;

h. Behavioral management plan, with benchmarks that are closely monitored;

i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);

j. Involvement of school disciplinarian;

k.  
Counseling;

l. Conferences;

m. Treatment; or

n. Therapy.

2. Environmental (Classroom, School Building or School District)

a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;

b. School culture change;

c. School climate improvement;

d. Adoption of research-based, systemic bullying prevention programs;

e. School policy and procedures revisions;

f. Modifications of schedules;

g. Supervision;

h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;

i. General professional development programs for certificated and non-certificated staff;

j. Professional development plans for involved staff;

k. Disciplinary action;

l. Supportive institutional interventions, including participation of the intervention and referral services team;

m. Conferences;

n.  
Counseling;

Appeal  
Process

The parent or guardian may request a hearing before the board after receiving the information from the superintendent regarding the investigation. The hearing shall be held within 10 days of the request. The board shall meet in executive session for the hearing to protect the confidentiality of the pupils. At the hearing the board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.

At the next board of education meeting following its receipt of the report, 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 law, no later than the 90 days after the issuance of the board's decision.

A parent, pupil, guardian, or organization may file a complaint with the Division on Civil Rights within 180 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."

## Week of Respect

The week beginning with the first Monday in October of each year is designated as a “Week of Respect” in the State of New Jersey. The district, in order to recognize the importance of character education, shall observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation, or bullying as defined by law ([N.J.S.A. 18A:37-14](#)). Throughout the school year the district shall provide ongoing age-appropriate instruction focusing on preventing harassment, intimidation, and bullying in accordance with the Core Curriculum Content Standards.

## Training

### A. School Leaders

Any school leader who holds a position that requires the possession of a superintendent, principal, or supervisor endorsement shall complete training on issues of school ethics, school law, and school governance as part of the professional development for school leaders required in accordance with State Board of Education regulations. This training shall also include information on the prevention of harassment, intimidation, and bullying ([N.J.S.A. 18A:26-8.2](#)).

## B. Teaching Staff Development

Each public school teaching staff member shall complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in pupils who are members of communities identified as having members at high risk of suicide ([N.J.S.A. 18A:6-112](#)).

## C. Board Members

Within one year after being newly elected or appointed or being re-elected or re-appointed to the board of education, a board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities as required by law ([N.J.S.A. 18A:37-13 et seq.](#)). A board member shall be required to complete the program only once ([N.J.S.A. 18A:12-33](#)).

## D. Staff, Pupil and Volunteer Training



The school district shall:

1. Provide training on the school district's harassment, intimidation, or bullying policy to school employees and volunteers who have significant contact with pupils;
2. Provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements;
3. Ensure that the training includes instruction on preventing bullying on the basis of the protected categories as required by law ([N.J.S.A.18A:37-14](#)) and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying; and
4. Develop a process for discussing the district's harassment, intimidation or bullying policy with pupils.

Information regarding the school district policy against harassment, intimidation or bullying shall be incorporated into a school's employee training program and shall be provided to full-time and part-time staff, volunteers who have significant contact with pupils, and those persons contracted by the district to provide services to pupils.

Throughout the school year, the district shall provide ongoing age-appropriate instruction on preventing harassment, intimidation and bullying, consistent with the Core Curriculum Content Standards.

### Reporting to the Board

Two times each year between September 1 and January 1 and between January 1 and June 30, the school board shall hold a public hearing at which the superintendent will report to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

A. The number of reports of harassment, intimidation, or bullying;

B. The status of all investigations;

C. The nature of the bullying based on one of the protected categories identified in [N.J.S.A. 18A:37-14](#) 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;

D. The names of the investigators;

E. The type and nature of any discipline imposed on any pupil engaged in harassment, intimidation, or bullying; and

F. Any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying.

#### Reporting to the Department of Education

The information, including but not limited to, oral reports, written reports or electronic reports shall also be reported once during each reporting period between September 1 and January 1 and between January 1 and June 30, to the Department of Education. The report shall include:

A. Data broken down by the enumerated categories including the protected categories as listed above and the type of harassment, intimidation and bullying (any gesture; any written, verbal or physical act; or any electronic communication, whether it be a single or series of incidents); and

B. Data broken down by each school in the district, in addition to district-wide data.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with law ([N.J.S.A. 18A:37-13 et seq.](#)). The district shall receive a grade determined by averaging the grades of all the schools in the district.

Each school shall post the grade received by the school and the overall district grade on the homepage of the school's website. The district shall post all the grades for each school of the district and the overall district grade on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the websites within 10 days of the receipt of a grade by the school and district.

It shall be a violation to improperly release any confidential information not authorized by federal or State law for public release.

The superintendent will annually submit the report to the Department of Education utilizing the Electronic Violence and Vandalism Reporting system (EVVRS). The superintendent shall accurately report on each incident of violence, vandalism, alcohol and other drug abuse, and incident of harassment intimidation and bullying within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in [N.J.A.C. 6A:16-5.3\(g\)](#).

The State Board of Education shall impose penalties on any school employee who knowingly falsifies the report. Therefore, the superintendent shall make a reasonable effort to verify reports of violence, vandalism, and harassment, intimidation, or bullying. The board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements. The majority representative of the school employees shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, and harassment, intimidation, or bullying.

#### Program Assessment and Review

Each school and the school district shall annually establish, implement, document, and assess bullying prevention programs or approaches, and other initiatives involving school staff, pupils, administrators, volunteers, parents, law enforcement and community members. The programs or approaches shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying.

#### Policy Development and Review

The district harassment, intimidation and bullying policy shall be adopted through a process that includes representation of parents or guardians, school employees, volunteers, pupils, administrators, and community representatives.

The district shall annually conduct a re-evaluation, reassessment, and review of this policy, making any necessary revisions and additions. The board shall include input from the school anti-bullying specialists in conducting its re-evaluation, reassessment, and review. The district shall transmit a copy of the revised policy to the appropriate executive county superintendent within 30 school days of the revision (beginning September 1, 2011).

#### Publication, Dissemination and Implementation

In publicizing this policy, the community including pupils, staff, board members, contracted service providers, visitors and volunteers, shall be duly notified that the rules detailed within apply to any incident of harassment intimidation and bullying that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils in accordance with law.

The superintendent shall take the following steps to publicize this policy:

- A. Provide a link to this policy on a prominent place on the district website;

B. Provide a link to this policy on a prominent place on each school's website;

C. Distribute this policy annually to all staff, pupils and parents/guardians; and

D. Print this policy in any district publication that sets forth the comprehensive rules, procedures and standards of pupil conduct and in pupil handbooks;

The district shall notify pupils and parents/guardians that the policy is available on the district's website. The district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the district website. Each school within the district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator and their school anti-bullying specialist on the home page of the school's website. The information concerning the district anti-bullying coordinator and the school anti-bullying specialists shall also be maintained on the Department of Education's website.

Additionally, the district shall make available, in an easily accessible location of its website, the Department of Education's guidance document for the use by parent/guardians, pupils and district staff to assist in resolving complaints concerning pupil harassment, intimidation or bullying.

The superintendent shall ensure that the rules for this policy are applied consistently with the district's code of pupil conduct ([N.J.A.C. 6A:16-7](#)) and all applicable laws and regulations. All disciplinary sanctions shall be carried out with necessary due process.

This and all related policies shall be reviewed on a regular basis.

Adopted: December 19,  
2007  
NJSBA Review/Update:  
August 2011 Readopted:  
February 8, 201

**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 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 which 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. Administrative Detention:**

After-school detention is held Wednesday and Thursday from 2:45 pm - 3:45 pm.

### **B. 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 A.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 turned in to the Assistant Principal.

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

2<sup>nd</sup> offense - returned only to parent

3<sup>rd</sup> offense - item will be held until the last day of school.

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 #5131.6)

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 sent out automatically for a 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 #5131.6)

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 combination lock by their teacher/Advisor. The lock must be returned to their Advisor at the end of the year, or at any time that a student signs out of New Egypt High School. ALL STUDENTS ARE REQUIRED TO USE THE SCHOOL LOCKS, WHICH HAVE BEEN ISSUED TO THEM. Any unofficial lock shall be removed. If a lock is lost or stolen, it must be replaced through the Principal's office. The replacement cost is the retail price of the lock. 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. In addition, backpacks are to be kept in the student's locker during the school day.

**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 #5132)**

- 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. Good taste
4. 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, halter tops, tube tops and tank tops with straps that are less than one inch wide 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. 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 #6145.7)

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.
- No food or beverages are permitted in the IMC or gymnasium.
- Use of vending machines is prohibited during the school day.

**22. Visitation Policy (See Board Policy #1250)**

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 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 #6153)**

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/departamental 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**

During the month of September, students will be photographed and provided with a laminated ID card. This ID card must be carried at all times for instant identification 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 #5131.3) (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 #3541.1)**

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 #5145.6)

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 dissatisfactions 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: Director 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. Guidance Department**

The function of the Guidance 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 Guidance 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.

### **GUIDANCE DEPARTMENT/STUDENT SUPPORT PERSONNEL:**

#### **Guidance Counselors**

Cody Birdsall

#### **School Social Worker**

Jordan Brody

Alicia DeMarco

**School Psychologist**

Dr. Erin Sappio

**Student Assistance Counselor (SAC)**

Jeff Jaegal

**PROCEDURE FOR MEETING WITH GUIDANCE STAFF:**

In an emergency or crisis situation, counselors are always available. For a routine conference with a counselor, students should stop in the Guidance Office, and request an appointment. The Guidance 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 2:43 p.m. at (609) 758-6800, ext. 1408.

**C. Health Services** (See Board Policy and Regulation #5141 and 5125)

The School Nurse, Jackie Theile, 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 NEHS Guidance Department. When the SAC is not in



the high school, an appointment can be made, or messages can be left with the Guidance 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 #5131.6)

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 #5131.6.

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 5131.6. 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 requirement 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 e-mail, 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 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 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 physical examination prior to participation.

**D. Clubs**

A wide variety of Clubs are available to the students at New Egypt High School. Students are not required to become a member of any club, but are expected to participate for at least one full year after joining. 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.

College Club  
Environmental Club  
FBLA Club  
Fishing & Archery Club  
French Club  
Interact Club  
Model UN

School Newspaper  
Spanish Club  
Student Council  
Volleyball Club\*  
Yearbook Club  
Model Congress  
Book Club  
Peer Leaders  
Art Club

\*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 63 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 a 3.7 on 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 recommendation graciously, attempting to initiate any necessary changes
2. Exemplifies desirable qualities of personality
3. Upholds principles of morality and ethics
4. Cooperates 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: 2018-2019 School Year**

Freshman Class:	Kevin English
Sophomore Class:	Kristen Smith/Sean Feddema
Junior Class:	Barbara Weaver/Claire Smith
Senior Class:	Sandra Kowlankowski/Jordan Brody

**G. ATHLETIC PROGRAM**

Fall sports and athletic activities include: Cheerleading, Co-ed Cross Country, Football, 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, Co-ed Golf, 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. Student 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**

Supervisor of Athletics	Christopher Balant
Athletic Trainer	Jim Sawicki
Baseball	
Basketball, Boys	Mick Hughes
Basketball, Girls	Caitlyn Panacek
Bowling	Samuel Palumbo
Cheerleading	Kathleen Clayton
Cross Country	Mick Hughes
Drill Team	
Field Hockey	Lisa Malloy
Football	Steven Fence
Golf	Glenn Knigge
Lacrosse, Girls	Lisa Malloy

Lacrosse, Boys	Brendan McCarthy
Marching Band	Doug Grotto
Soccer, Boys	Matt Carroll
Soccer, Girls	Jennifer Kociuba
Softball	Kevin English
Tennis	Jeffrey Page
Track, Boys	Samuel Palumbo
Track, Girls	Renée Palumbo
Wrestling	Kevin English