

## INTRODUCTION

The regulations included in this handbook are written to provide Eastern students a better understanding of school protocols and policies. Each student is responsible for knowing these regulations.

Eastern provides equal educational opportunities for all students regardless of sex, sexual orientation, race, creed, religion, residence, disability, national origin or ancestry.

## AFFIRMATIVE ACTION

The Board of Education recognizes that as societal pressures become more prevalent in our school communities, it is crucial that we endeavor to teach our students tolerance of components of diversity such as but not limited to: alternative life styles, sexual orientation/preferences, gender-related, cultural, and religious biases. Students must realize that the administration will not accept violations relating to these issues. Disciplinary actions will be imposed in accordance with established code. Students are encouraged to discuss any charges, questions, or concerns regarding staff or pupil discrimination/harassment and/or abuse. **The initial contact person is Mr. William Westerby, at extension 1237..**

## EASTERN CAMDEN COUNTY REGIONAL SCHOOL DISTRICT BOARD OF EDUCATION

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**Mrs. Patricia Breunich**, Supervisor of Guidance and 504 Coordinator

**Mr. Bill Westerby**, Vice Principal/Supervisor of Activities, Business, 21<sup>st</sup> Century Life and Careers, H/PE, Affirmative Action Officer & Anti-Bullying Coordinator

**Mr. Robert Cloutier**, Vice Principal/Supervisor of English, Social Studies, G/T and Media Centers

**Mrs. Alice Ryan**, Vice Principa/Supervisor of Mathematics, Computer Science, BSI/SRA Processes

**Mr. Philip Smart**, Vice Principal of Athletics, Supervisor of Science and Nurses

**EASTERN CAMDEN COUNTY REGIONAL GENERAL NUMBER: (856) 784-4441**

**SCHOOL WEB SITE: [www.eastern.k12.nj.us](http://www.eastern.k12.nj.us)**

## DAILY BELL SCHEDULE

PERIOD	START	END
0	6:50am	7:35am
Homeroom	7:40am	7:50am
1	7:55am	8:40am
2	8:45am	9:30am
3/4, Lunch 1	9:35am	10.05am
3/4/5	9:35am	10:20am
5/6/7	10:10am	10:55am
6/7, Lunch 2	10:25am	10:55am
6/7/8	10:25am	11:10am
8/9/10	11:00am	11:45am
9/10, Lunch 3	11:15am	11:45am
9/10/11	11:15am	12:00
11/12/13	11:50am	12:35pm
12/13, Lunch 4	12:05pm	12:35pm
14	12:40pm	1:25pm
15	1:30pm	2:15pm

### EARLY DISMISSAL - BELL SCHEDULE

PERIOD	START	END
0	6:50am	7:30am
Homeroom	7:35am	7:40am
1	7:44am	8:19am
2	8:23am	8:58am
3/4, Lunch 1	9:02am	9:22am
3/4/5	9:02am	9:37am
5/6/7	9:26am	10:01am
6/7, Lunch 2	9:41am	10:01am
8/9/10	10:05am	10:40am
9/10, Lunch 3	10:20am	10:40am
9/10/11	10:20am	10:55am
11/12/13	10:44am	11:19am
12/13, Lunch 4	10:59am	11:19am
14	11:23am	11:56am
15	12:00	12:33pm

### DELAYED OPENING - BELL SCHEDULE

PERIOD	START	END
1	9:15am	9:50am
Homeroom	9:54am	9:59am
2	10:03am	10:38am
3/4, Lunch 1	10:42am	11:02am
3/4/5	10:42am	11:17am
5/6/7	11:06am	11:41am
6/7, Lunch 2	11:21am	11:41am
6/7/8	11:21am	11:56am
8/9/10	11:45am	12:20am
9/10, Lunch 3	12:00	12:20am
9/10/11	12:00	12:35am
11/12/13	12:24pm	12:59pm
12/13, Lunch 4	12:39pm	12:59pm
14	1:03pm	1:37pm
15	1:41pm	2:15pm

### ACTIVITY PROGRAM

1. The activity program is conducted after school and, on special occasions, during the school day.
2. The activity program includes service and special interest organizations. A list of activities and advisors may be found at [www.eastern.k12.nj.us](http://www.eastern.k12.nj.us).
3. Students are to submit any proposal for a new club to the Vice Principal of Student Activities.
4. The list of clubs will be drawn from the activity evaluation at the end of the year and will depend upon the availability of sponsors.
5. Advisor Assignments will be made on the basis of interest, qualifications, and experience. Teachers may submit a request to advise an activity.
6. Statute 18A (School Law) does not permit fraternities, sororities, or any type of secret organization to be formed or maintained in any public high school. Any student who violates this policy is subject to serious disciplinary measures.

### ATHLETIC PROGRAM

The following items are required to participate in school sports and intramural programs:

1. A completed Athletic Participation Permission form completed by students and their parents/guardians.
2. An official birth certificate must be presented to the athletic office for the initial sign up. It will be copied and returned.
3. A proper physical examination by a personal physician dated 365 days from the 1st practice is required and a completed Athletic Physical Evaluation Form must be returned to the athletic office.

4. A completed Steroid consent form must be returned to the athletic office.
5. A completed Athletic Pre-Participation Examination Form and Health History Questionnaire must be returned to the athletic office. The Health History Questionnaire must be dated 60 days from the first practice and a new form is required for each sport season.
6. School Physician Letters (2) two physician letters must be completed and returned to the athletic office.
7. Concussion Baseline Test - Students participating in football, soccer, wrestling, basketball and lacrosse are required to take the Impact Baseline Test prior to participation. This test is available online at [www.eastern.k12.nj.us/athletics](http://www.eastern.k12.nj.us/athletics). Download the permission form and instructions. Once your child has taken the test, the permission form must be submitted to the athletic office or Mr. Christy, our athletic trainer. If you do not have access to the internet, please contact Mr. Christy at extension 1277 to arrange testing. The test only needs to be taken one time.
8. A student must be at practice the day prior to contest to participate in that contest.
9. Any athlete who is reported to the Vice-Principal's office for scholastic or behavior deficiencies is subject to temporary or permanent removal from the athletic team.
10. All athletes are subject to the rules and regulations established by the N.J.S.I.A.A. and the Olympic Conference.
11. To participate in Fall or Winter sports a student must have passed the following minimum credits for the 2011/2012 school year by September 6, 2011:
  - 9th Grade - All freshman are eligible
  - 10-12<sup>th</sup> Grades – 30 credits from the previous school year
12. To participate in 2012 Spring sports students must pass the following minimum credits during the first semester of this school year:
  - 9th grade - 15 credits
  - 10th, 11th, 12th grade - 13.75 credits
13. For purposes of athletic eligibility, any Incomplete grade not made up within two weeks of report cards will be considered as a Failure

### **N.C.A.A. ELIGIBILITY**

NCAA Eligibility policies and procedures are available in the guidance and athletic office or at [www.ncaa.org](http://www.ncaa.org).

### **ATTENDANCE**

Parents should report all student absences. Absences may be reported 24 hours a day by contacting the attendance office at 784-4441 ext. 1204. Student absences should be reported by 9:00 am on the morning of the absence.

#### **A. ABSENCES FROM SCHOOL AND COURSE(S)**

Absence from school jeopardizes the ability of a student to satisfactorily complete the prescribed course of study and violates statutes requiring children to regularly attend school (NJ18A: 38-25). We cannot succeed at our task of providing a thorough and efficient education unless students are present for all regularly scheduled classroom-learning activities. Recognizing that some absences are unavoidable, for reasons such as illness and appointments that cannot be scheduled during non-school hours, a student may accumulate 14 absences during a school year without jeopardizing credits earned. Any student who accumulates 15 or more unexcused absences will be placed on no-credit status. In addition to full day absences, Students will be marked absent for the day if they are sent home by the nurse and/or they have an early dismissal prior to 10:00am, as per excused/unexcused attendance policy

#### **B. EXCESSIVE SCHOOL ABSENCE PROCEDURES.**

1. Upon a student reaching the fourth (4th) unexcused absence per year, a letter will be sent to the parent/guardian informing them of the situation. An intervention program will be developed.
2. Upon a student reaching the eighth (8th) unexcused absence the same procedure will apply.
3. Upon a student reaching the twelfth (12th) unexcused absence the same procedure will again apply.
4. When a student reaches his/her fifteenth (15th) unexcused absence, they will automatically be placed on No-Credit status. Notification will be sent to the parent/guardian. At this point, the parent/guardian may appeal to the grade level vice principal.

Upon a student's fifteenth (15th) attendance point, the student will be excluded from participation in all co-curricular and extra curricular activities, including but not limited to:

- Athletics
- Activities
- Proms and/or cotillions, dances
- Overnight and/or academic trips
- Serve as an office, library or nurse's aide
- Senior trip, freshman trip, field trips
- Senior banquet
- On campus parking privileges
- Graduation ceremony

#### **C. APPEALS PROCESS**

1. The Attendance Appeals Committee will review all documentation and determine the attendance status of a student. Appeals will not be heard until the student has an excess of 14 unexcused absences. The committee will review the student's attendance appeal after the parent/guardian provides relevant documentation, such as:

- Family death - verified
- Medical/Dental note – signed with date and reason
- College visitation - verified

- Parent permission – written and within 5 days/one per semester
- Religious holiday, as per NJSA 18A, 36:14-16
- Driver’s license examination
- Court attendance – required
- Suspension from school
- IEP requirement, as per IDEA

**D. EARLY DISMISSAL REQUESTS**

1. Early dismissals will be granted only at the discretion of the Administration. Legitimate reasons include academic, medical and/or legal business that cannot be conducted during non-school hours. **No early dismissals will be granted to students in attendance jeopardy.**
2. Appointments should be conducted after school hours when possible. Early dismissal will be granted only after verification has been secured indicating the necessity of the dismissal. Pupils wishing to be dismissed from school early must present a note signed by a parent/guardian to the attendance office before the end of homeroom. This note must include the time and reason for the early dismissal and the telephone number where a parent/guardian may be contacted. No requests will be approved without confirmation from a parent/guardian. If the student does not have an appointment card, he/she will be expected to bring an appointment card to the attendance office before homeroom the next school day.
3. All students entering and leaving the school building while school is in session must sign in/out in the attendance office. Only the parent/guardian with an ID may sign their child in/out in the attendance office.
4. Students who do not complete a day of attendance may not participate in any athletics/activity.
5. These procedures apply to all students, including those who are 18 years old and older.

**E. LATENESS**

1. Three (3) unexcused latenesses to school will equal one (1) unexcused absence. 15 unexcused absences will place the student on No-Credit status.
2. A student who is late to school must report immediately to the attendance office and directly to class. Any student who is late and does not report immediately to the attendance office upon arrival will be considered truant. “0” period students should report directly to their “0” period classroom.
3. Students must arrive by 10am to participate in any extra-curricular or athletic and to be marked present for that day.

**F. FAMILY VACATIONS AND DRIVING LESSONS**

1. Days absent from school because of family vacation will not be considered excused absences and will count toward the 14 point limit.
2. Students will not be excused early or late for driving lessons. Students are encouraged to arrange driving lessons before or after school hours.

**G. MAKE-UP WORK-ABSENCES**

Students who are absent are afforded a period of time equivalent to the duration of their absence to make up missed work. Example: A student who is absent for six (6) school days has six (6) school days upon his/her return to school to complete the missed work. If a student was present when the course content was taught and/or tests/projects were announced, the student is expected to take the test or submit the project immediately upon their return to school. Make-up work requiring supervision of a teacher must be completed at the discretion of the teacher within the time frame defined above. Students are responsible for securing make up work with the assistance of teachers and or guidance counselors.

**H. CONSECUTIVE ABSENCES**

Any pupil who misses ten (10) consecutive school days and does not appear on home assignment, home instruction, and/or is not medically verified as incapacitated will be issued a written notification to report back to school within five (5) school days. Failure to so comply will result the following:

1. Pupils under the compulsory school age (below sixteen (16) years of age) shall have presented to their parent a formal written notice to cause the child to attend school (NJSA 18:38-29). Failure to comply with the provisions of the law may cause the parent deemed a disorderly person and the parent to be subject to a fine (NJSA 18:39-29).
2. Pupils above the compulsory age, but not complying with the notice to return to school will be notified that within ten (10) days that they may present to the high school principal an explanation of their absence and that failure to do so will cause them to be dropped from the rolls of the school. They may present a written petition to the high school principal for re-admittance. Each case will be reviewed upon the merits of the petitioner..

**I. EXCUSE FOR PHYSICAL EDUCATION**

1. Policy

A student may be excused from physical education for a maximum of THREE days because of physical inability to perform (illness, accident or injury). The presentation of a note from a parent or guardian to the physical education teacher is required. A copy of the note must be given to the nurse. Participation lost as a result of the excuse must be made up within three weeks.

2. Procedure for Physical Education Excuses with Physician’s Notes

A physician’s note must be presented to the **school nurse** if the excuse is for more than three days. This note must include the reason for the excuse, the length of time the student is expected to be excused, and any activity limitations upon return to class. The student should then make an appointment with the guidance counselor. The counselor will file the physician’s note and assign the student to study hall for the duration of the physician’s recommendation (maximum period of two weeks). If the period of time extends beyond two weeks, the counselor should contact the Health & Physical Education supervisor to initiate enrollment in an Adapted Physical Education class. The counselor will update the student’s schedule to reflect the temporary assignment. The school district provides an Adapted Physical Education Program for

students who can not participate in regular classes. Enrollment in Adapted Physical Education is based on the written recommendation of an attending physician, the Physical Education department supervisor, or upon the recommendation of the District Department of Special Services. Inquiries regarding enrollment in this program should be addressed to the department supervisor as soon as possible.

## **BEFORE AND AFTER SCHOOL REGULATIONS**

1. Students MAY NOT loiter outside/inside the school building.
2. All students should proceed to homeroom immediately following the HR warning bell.
3. Students who must stay after school for work or activities must remain with the teacher in charge of that activity.
4. Teacher/advisor/coach is responsible for issuing late bus passes. A late bus pass is required for all late buses.
5. Students loitering are subject to disciplinary action.
6. Students may pass between the Intermediate and Senior High School before and after school. Circumstances may result in this privilege being revoked.

## **BUSES**

1. Students are assigned to a specific bus by the school administration. Students may also be assigned to a specific seat on a bus if circumstances warrant such action.
2. Students will cooperate with the driver by complying with the schedule and conducting themselves in a proper manner.
3. The driver has complete authority on the bus. A student who displays unsatisfactory conduct on the bus or at the bus stop will be referred to the Vice-Principal for disciplinary action.
4. Misbehavior on the school bus will result in the student losing the privilege to ride the bus for a period of time.
5. Each student is issued a bus pass for a specific bus. It will NOT be honored on any other bus. The student will show the pass to the driver when requested. Students without a proper pass will be denied transportation
6. Students requesting to ride a bus not assigned must present to the Transportation Coordinator or Vice-Principal a note from the parent/guardian explaining the reason. Permission may be denied depending on the reason or the number of students riding the bus.

## **CHEATING/PLAGIARISM - Academic Integrity Policy**

As an academic community, Eastern High Schools provide a strong foundation for future success. To fulfill our mission we require a commitment to academic integrity from all members of the community, as active participants in the educational process. Academic integrity requires each student to participate actively and honestly in the educational process, to respect the originality of others' work, as well as his own, and to behave responsibly as a scholar when sharing information. When we agree to maintain academic integrity within our schools, we build an environment of intellectual trust and prepare our graduates for future experiences in post-secondary education and the working world.

Consequences for violations of Academic Integrity are listed in the Discipline code.

## **DANCES/SPECIAL EVENTS**

1. A student may not return to a school function once he/she leaves.
2. Any individual or couple whose social behavior is considered improper will be asked to leave the school activity and will be subject to disciplinary action by the Administration.
3. No alcoholic beverages and/or controlled substances are to be brought or consumed prior to or at school functions. (See Discipline Code). Local authorities will be contacted when appropriate.
4. Student I.D. cards (badges) will be checked. Students not attending Eastern will not be permitted to attend.
5. Students may not attend dances/special events/extra curricular activities during a suspension (including weekends), or if they are absent on the day the event occurs. Extenuating circumstances will be reviewed by the Administration. (See Discipline Policy-Suspension).
6. A calendar is prepared by the administration noting dances and special events. Parents who care to verify any events or school sponsored activities are invited to visit [www.eastern.k12.nj.us](http://www.eastern.k12.nj.us) for additional information.
7. The times of dances and events are posted. Parents are urged not to bring students to events too early. Parents are also urged to pick up their students at the times designated to end the dance/event. To avoid students being left in unsupervised situations, students will be transported to the police station if they are not picked up in a timely fashion.
8. When decorations are used, they must be removed and the area cleaned before the next school day.
9. Special rules and regulations regarding all overnight trips have been developed. Parents will be required to review and sign a copy of these regulations at a special meeting that will be held prior to the trip.
10. Parents are reminded the extra-curricular activities constitute an extension of the school's authority over the behavior and actions of students. The Discipline Code clearly explains the consequences of misbehavior under such circumstances.

## **DISCIPLINE POLICY**

### **TEACHER DETENTION**

Teacher detention is the assignment of a student to remain after school under the teacher's supervision for violating any classroom procedure. The individual teacher makes assignment to a teacher's detention. Students will be given 24-hour notice so they may notify their parents, coach or employer. Transportation for those who normally receive transportation services is provided. Students cutting teacher detention will be subject to further discipline.

**ADMINISTRATIVE DETENTION** a period of forty-four minutes after school for violating school policy. Students are given 24-hour notice so they may notify their parents, coach or employer. Administrative detention begins at 2:20PM and ends at 3:00PM. The student will arrive on time, have meaningful work to accomplish and is required to adhere to detention rules and regulations. Transportation home for those who normally receive transportation services is provided. The following rules and regulations apply to students who have been assigned administrative detention(s).

1. Students must arrive to detention and **be seated by 2:20PM.**
2. Students must bring **school related work** and continue working until dismissed. This includes facing forward and not leaving their seat.
3. Students may not communicate with any other student. This includes, talking, sign language, or passing of notes. **PED's are prohibited.**
4. Students must remain silent until dismissed. Preparation for leaving may not begin until directed by the detention supervisor.
5. Detention officially ends at 3:00PM. Early dismissal will be made only at the discretion of the detention supervisor.
6. Cutting detention will result in further disciplinary action.
7. Removal from detention by an administrator or detention supervisor will result in further disciplinary action.
8. Attempts to reschedule an assigned administrative detention must be made before the scheduled detention is held and is at the discretion of the Vice-Principal.

## **AFTERNOON SCHOOL**

For certain infractions of the disciplinary code, students will be required to attend Afternoon School. These infractions relate primarily to situations where students miss class time due to attendance violations, class cutting, truancy, leaving school grounds without permission, etc. Afternoon School will provide students an opportunity to make-up some of the educational time lost due to the aforementioned infractions. Transportation is the responsibility of the student and/or parent/guardian.

1. Students will arrive at afternoon school no later than 2:25 PM and report to the Senior High School Cafeteria. No student will be admitted to the Afternoon School after 2:25 PM. Any student who is late to an Afternoon School session is required to make-up that session. If a student is late a second time to Afternoon School, it cannot be made up and will result in an assignment of one (1) Behavior Mod Program.
2. Students are responsible to bring schoolwork with them.
3. No food or drink will be permitted in Afternoon School. No PED's are permitted.
4. No breaks are granted. Students may be excused one at a time, to use the lavatory.
5. All time assigned will be served in full.
6. Students must be actively involved in study activities throughout the entire session.

## **DISCIPLINE GUIDELINES**

The administration and staff will apply the guidelines below to produce the consistent administration of discipline.

Decisions will depend on the following:

1. A thorough investigation and presentment of evidence, including due process requirements.
2. Consideration of the severity of the offense.
3. Consideration of the repetitive behavior of the offender.
4. Fairness in light of mitigating circumstances.

The Discipline Consequences at the end of the handbook is intended as a guideline for interpreting the possible disciplinary action to be taken by the faculty and/or administration for various disciplinary offenses. The guide indicates the recommended penalties that may be imposed. It is up to the discretion of the administration to determine the final disciplinary action. It must be emphasized that actions taken by teachers and/or administrators are intended to remediate problems and provide a safe and secure environment for learning.

## **CAUSES OF SUSPENSION/EXPULSION - NJSA 18A: 37-2.**

Any pupil who is guilty of continued and willful disobedience or open defiance of the authority of any teacher or other person having authority over him, or who is guilty of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property or who threatens the health and welfare of school personnel or climate shall be liable to punishment, including suspension or expulsion from school.

Conduct, which shall constitute good cause for suspension or expulsion of a pupil shall include, but not be limited to, any of the following:

- a. Continued and willful disobedience.
- b. Open defiance of the authority of any teacher or other person having authority over him.
- c. Endangering the physical/mental well being of others.
- d. Physical/Mental/Electronic assault upon another pupil, as per Harassment/Intimidation/Bullying Policy.
- e. Extortion - taking, or attempting to take, personal property or money from another pupil by means of force or fear.
- f. Vandalism - willfully causing or attempting to cause, substantial damage to school property.
- g. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the administration or other person then in charge of such building or facility.
- h. Incitement, which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district.
- i. Intentional incitement, which results in the truancy of other pupils.

- j. Knowing possession and consumption of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of such substances while on school premises.
- k. Sale or distribution of intoxicants, narcotics or controlled foreign substances.

### **BEHAVIOR MODIFICATION PROGRAM**

Students assigned to the Behavior Modification Program will be excluded from all classes and will serve their specific period of time in school in the BMP room, as assigned by the grade level vice principal. Students in BMP are excluded from all school activities and athletics during the days of their assignment (Examples: dances, athletic teams, sports events, club activities, etc.). Exceptions can be made by the administration only. The length of this assignment will vary with the seriousness of the violation and the number of previous offenses. (See Discipline Code)

### **SUSPENSION PROCEDURES**

Suspension is identified as the exclusion of a student from school for a specified period of time due to a major violation of school policy. Students who are suspended from school are prohibited from participating in any school activities or athletics (Examples: dances, athletic teams, sports events, club activities, etc.) Each suspension requires parental contact with a vice principal before the student can be reinstated. The length of the suspension will vary with the seriousness of the violation and the number of previous suspensions. (See Discipline Code)

### **THREE SUSPENSION /10 REFERRAL RULE**

If a student is suspended three times or has 10 discipline referrals, or is charged with a criminal offense by the school district, he/she will be required to meet with the building principal, vice principal and parent(s)/guardian(s). (A student who is charged with a criminal offense by the school district will lose class privileges.) At that time, the students will be excluded from participation in all extra curricular activities, including but not limited to:

- Athletic team, and/or extra curricular performance production
- Proms and/or Cotillions
- Honor Societies
- Overnight and/or non-academic trips
- Office, library, guidance or nurses' aide
- Parking privileges
- Graduation ceremony
- Other Senior activities

Students are entitled to an appeal with the building principal one academic month with no further discipline referral after the imposition of this exclusion. It will be the student and/or parent's responsibility to initiate this process. At that time, the student, parent, and principal will review the current discipline record, grades, and attendance. A decision to either continue or rescind the suspension or to establish the conditions for future participation may be made at that time. Due process rights are guaranteed to all students upon the imposition of a suspension or expulsion.

**Any senior excluded from commencement exercises for violating the three-suspension rule may appeal this decision directly to the superintendent. It will be the student and/or parent's responsibility to initiate this process.**

### **EXPULSION PROCEDURE - NJSA 18A: 37-4/18A: 37-2/18A: 37-1**

When circumstances warrant the expulsion of a student, the following procedure will be followed:

1. The superintendent will notify the Board of Education of charges prior to the next regular meeting. A formal hearing will be scheduled within 21 days of such notice.
2. Written notice of charges against the student shall be supplied to the student and his/her parent/guardian.
3. The Board of Education shall ascertain the facts and if the facts indicate the student's guilt, the Board shall review the designated punishment to determine its fairness.
4. The parents shall be present at the hearing unless the student has reached the age of majority and requests otherwise. Legal counsel may represent students. Witnesses may be cross-examined.
5. A written record of the hearing shall be kept.
6. The findings and recommendations of the Board of Education shall be reduced to writing and sent to the student and his/her parents.
7. The student and his/her parents shall be made aware of their right to appeal the decision of the Board of Education.
8. All agencies of the district shall be consulted for their input regarding the student including the Child Study Team.

### **SUSPECTED SUBSTANCE ABUSE PROCEDURES**

Whenever a teacher or staff member suspects that a student is under the influence and/or in possession of any controlled substance, the following procedures shall be adhered to:

1. Verbally report the suspicion to an administrator.
2. The superintendent and police will be notified.
3. Medical review of student by school nurse, if necessary.
4. Parent/guardian and/or police contacted.
5. Student's locker and possessions may be searched

6. Referral to physician or hospital for immediate proper drug screening test. If the school's designated testing center is not used the evaluation used must match Eastern's toleration standards. Copies of all results must be submitted to the Vice Principal.

After being tested, admittance to school requires a note from a physician stating that the student is physically, and mentally able to return. Substance abuse incidents are considered cumulative in nature and carry over each year while in attendance at Eastern Regional High Schools.

**NJ CODE: 18A: 40A-12. Reporting of pupils under influence; examination; report; return home; evaluation of possible need for treatment; referral for treatment.**

a. Whenever it shall appear to any teaching staff member, school nurse or other educational personnel of any public school in this State that a pupil may be under the influence of substances as defined pursuant to section 2 of this act, **other than anabolic steroids**, that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be, or to a substance awareness coordinator, and to the principal or, in his/her absence, to his/her designee. The principal or his/her designee, shall immediately notify the parent or guardian and the superintendent of schools, if there be one, or the administrative principal and shall arrange for an immediate examination of the pupil by a doctor selected by the parent or guardian, or if that doctor is not immediately available, by the medical inspector, if he/she is available. If a doctor or medical inspector is not immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination accompanied by a member of the school staff designated by the principal and a parent or guardian of the pupil if available. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil is under such influence. A written report of that examination shall be furnished within 24 hours by the examining physician to the parent or guardian of the pupil and to the superintendent of schools or administrative principal. If it is determined that the pupil was under the influence of a substance, the pupil shall be returned to his or her home as soon as possible and shall not resume attendance at school until the pupil submits to the principal a written report certifying that he or she is physically and mentally able to return thereto, which report shall be prepared by a personal physician, the medical inspector or the physician who examined the pupil pursuant to the provisions of this act. In addition, a substance awareness coordinator shall interview the pupil or another appropriately trained teaching staff member for the purpose of determining the extent of the pupil's involvement with these substances and possible need for treatment. In order to make this determination the coordinator or other teaching staff member may conduct a reasonable investigation, which may include interviews with the pupil's teachers and parents. The coordinator or other teaching staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate. If it is determined that the pupil's involvement with and use of these substances represents a danger to the pupil's health and well-being, the coordinator or other teaching staff member shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Health.

b. Whenever any teaching staff member, school nurse or other educational personnel of any public school in this State shall have reason to believe that a pupil has used or may be using anabolic steroids, that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be or to a substance awareness coordinator, and to the principal or, in his/her absence, to his/her designee. The principal or his/her designee, shall immediately notify the parent or guardian and the superintendent of schools, if there be one, or the administrative principal and shall arrange for an examination of the pupil by a doctor selected by the parent or guardian or by the medical inspector. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil has been using anabolic steroids. A written report of that examination shall be furnished by the examining physician to the parent or guardian of the pupil and to the superintendent of schools or administrative principal. If it is determined that the pupil has been using anabolic steroids, the pupil shall be interviewed by a substance awareness coordinator or another appropriately trained teaching staff member for the purpose of determining the extent of the pupil's involvement with these substances and possible need for treatment. In order to make this determination the coordinator or other teaching staff member may conduct a reasonable investigation that may include interviews with the pupil's teachers and parent/guardian. The coordinator or other teaching staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate. If it is determined that the pupil's involvement with and use of these substances represents a danger to the pupil's health and well-being, the coordinator or other teaching staff member shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Health.

**Section 5 of P.L. 1987, C.387 (C. 18A: 40A-12)**

**SMOKING**

A student who is found smoking cigarettes will attend a Smoking Cessation program on a Saturday morning at Eastern as well as other possible consequences outlined in the discipline code. This workshop is similar to "smoke-enders" seminars. The curriculum will be developed by the teacher, with the approval of the principal. The American Lung Association, American Heart Association, and the American Cancer Society have offered materials free of charge for the purpose of presenting this type of program.

1. Students will participate in a presentation related to the dangers of smoking.
2. Students will research and write an acceptable essay (paper) on the effects of smoking.
3. Students and/or parents will be responsible for transportation.

**ORDINANCE NO. 18-02**

TOWNSHIP ORDINANCE PROHIBITING SMOKING TOBACCO AT EASTERN REGIONAL HIGH SCHOOLS.

**WHEREAS**, the Mayor and Township Committee of the Township of Voorhees, County of Camden and State of New Jersey, have deemed it in the best interest of the Township of Voorhees to prohibit smoking on school property owned by the Eastern Camden County Regional Board of Education, and **WHEREAS**, the Superintendent of the Eastern Camden County Regional Board of Education has reviewed the request from the Voorhees Township Police Department to prohibiting smoking on school property and on behalf of the Board of Education has expressed support

for such an ordinance. **NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and Township Committee of the Township of Voorhees, that the Code of the Township of Voorhees shall be amended to include the following:

Section 1: The Code of the Township of Voorhees is hereby amended to read as follows:

(1) Scope and Application.

In accordance with Chapter 96 of the New Jersey Public Laws of 1989, smoking of tobacco is Prohibited anywhere in buildings owned, operated, leased or rented by the Eastern Camden County Regional Board of Education, except as part of classroom instruction or theatrical production.

(2) Definitions.

For the purpose of this policy, "smoking" means the burning of a lighted cigar, cigarette, pipe or other matter of substance, which contains tobacco.

(3) General Requirements.

Every entrance to Board of Education buildings shall be posted with a sign stating "SMOKING PROHIBITED, VIOLATORS SUBJECT TO FINE." Signs also shall be located in all lavatories and staff gathering places such as work areas, corridors and classrooms used by the public. Every sign shall contain lettering not less than two inches in height and shall be located clearly visible to the public.

(4) Enforcement

The principal of each school shall be responsible for enforcement of the State law and this ordinance. Violators shall be notified in writing by the school principal to comply with the Board's policy and warned that subsequent violations will result in a complaint to the Voorhees Twp. Police Department.

(5) Penalty

A first offense will result in a fine of not less than \$25.00 nor more than \$50.00; a second offense will result in a fine of not less than \$50.00 nor more than \$100.00. Continued violations will be considered to be flaunting the law and this policy and shall result in barring the person and/or person's organization from school buildings.

Section 2: All other Ordinances or parts of Ordinances inconsistent with the provisions of this Ordinance are hereby repealed to the extent if such inconsistency.

Section 3: If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such subdivision, clause or provision and the remainder of this Ordinance shall be deemed valid and effective.

Section 4: This Ordinance shall take effect immediately upon final passage and publication as required by law.

ATTEST: TOWNSHIP OF VOORHEES

Jeannette Schelberg, Township Clerk Harry A. Platt, Mayor

**INTRODUCED: OCTOBER 14, 2002**

**ADOPTED: OCTOBER 28, 2002**

## **APPEALS PROCEDURE**

Local school districts are required by law to provide proper school facilities and to maintain an appropriate program of education. A public school such as Eastern reflects the democratic principles upon which our great country was developed. Democracy relies on the self-control of the individual to maintain order. For democracy to work there must be a strong respect for law and order and a healthy regard for the rights of others. Democracy implies tolerance. Everyone should have consideration and respect for school policies. Eastern Regional High Schools have attempted to establish a democratic atmosphere where students and teachers can express themselves without fear of reprisal. We recognize that in every school there are conditions in need of improvement and that students should have some means by which their concerns may be effectively expressed and considered. Formal and informal avenues for the expression and correction of grievances do exist.

### **LEVEL I APPEALS**

Any student and/or parent with a complaint may follow ANY or ALL of the **Level I Appeals** listed below:

- A. Discuss his/her complaint with any member of the teaching staff directly or indirectly involved.
- B. Discuss his/her complaint with his/her guidance counselor.

### **LEVEL II APPEALS**

If, after completing the appropriate Level I step(s) the complaint is not resolved, the student and parents have further recourse by implementing the following procedures in order:

1. An appointment may be made with the vice principal to present the complaint for consideration. At this level some disposition will be made concerning the complaint.
2. If the complaint persists, it is to be presented to the Principal for disposition.
3. If the complaint persists, the student and/or parent or the Principal may bring the complaint to the Superintendent for a decision.
4. If the complaint persists, the student and/or parent or the Superintendent may bring the complaint to the Board of Education for a final decision.

A request by a parent or an emancipated student for a Board hearing must be in writing and be submitted through the Superintendent. It is to be known that the law provides even further resort for students or parents beyond the local level. Appeal may be made to the County Superintendent of Schools for his advice and counsel, in attempting to affect a solution. The law also provides for resort to the Commissioner of Education, who is expressly charged to hear and decide controversies and disputes related to the conduct of public schools. Any person may file an appeal to the Commissioner of Education on behalf of any student or group of students protesting an act or a failure to act on the part of local school authorities.

At the same time, it must be established that individual rights are not without limit and, that they carry with them a correlative duty to respect and honor the rights of others.

When an individual, in the exercise of his/her claimed rights, interferes with, and/or disturbs or disrupts the legitimate pursuit of others, school authorities must take all legal steps to insure that violence, disruption, vandalism or seizure of school facilities develops under any circumstances.

Society, acting through its legally authorized school officials, has determined that certain standards of decorum and order should be maintained in the classrooms of our public schools to promote teaching and learning there. This is not an arbitrary determination but is made for the obvious purposes of guaranteeing that:

1. All students shall have the right to pursue their schoolwork in a proper and safe atmosphere, free from the disturbing and disruptive effects of unlawful behavior.
2. Taxpayers' rights are violated as a result of damage to the school, school property and/or disruption of the educational program. It is to be further understood that the legally authorized school officials will not tolerate any student behavior which is characterized by violence, potential violence, vandalism, seizure of school facilities, or in any way disruptive to the orderly progress of the educational program.

### **STUDENT DRESS CODE**

The school administration is authorized to establish a dress code in order to meet minimal safety standards. The school officials have the authority to exclude any student until appropriately attired and may modify the dress code for special events, i.e., Spirit Week, or other school sponsored events.

The school administration has the authority to prohibit any attire that creates, lends, or adds to disruption in the school environment. Further, the administration shall have the authority to prohibit any attire, symbol, badge or sign, which has a substantial, disruptive effect on the function and discipline of the school. It is the intention of the school to create an atmosphere in which a student, staff or any other person's well being is not hindered by undue pressure, intimidation, overt gestures or threat of violence.

The following are some examples of unacceptable attire:

1. The wearing of outside wear (heavy jackets, overcoats, head attire, gloves, rain gear, tinted glasses).
2. Clothing which reflects any alcoholic beverage or drugs and/or drug paraphernalia.
3. Shirts and T-shirts imprinted with obscene vocabulary, inappropriate images, sexual references or double-meaning slogans.
4. Any attire that reflects racial and/or ethnic bias or gang affiliation such as "colors" or bandanas.
5. No visible undergarments or clothing deemed immodest.

**The administration will make the final determination on the appropriateness of a student's clothing. Students in violation of this policy will face disciplinary action as outlined in the code.**

### **DRIVING TO AND FROM SCHOOL**

1. Student must secure and complete the appropriate parking form provided in the attendance office.
2. Upon arrival, students must enter through the entrance adjacent to their respective parking area and immediately park in designated area. Cars *illegally* parked will be ticketed by the Voorhees Township Police or towed at the *owner's expense*.
3. Tags are not transferable.
4. **At no time during the school day are students allowed to go to their car without administrative approval.**
5. Reckless driving may result in the loss of driving privileges.
6. Directions of faculty members concerning entering and leaving school property must be followed. Traffic patterns must be observed.
7. The speed limit of 15 mph must be observed.
8. Students parking on school property without permission of the administration are subject to disciplinary action.
9. Students are not to park in lots adjacent to the school (i.e. Nursing Home, Pediatric Center, Summerville Assisted Living Center, etc.). Cars *illegally* parked will be ticketed by the Voorhees Township Police or towed at the *owner's expense*.
10. Driving privileges are reserved for juniors and seniors only.

#### **STUDENTS MAY LOSE PARKING PRIVILEGES FOR THE FOLLOWING:**

- a. Having been disciplined for possession of or under the influence of drugs or alcohol.
- b. Excessive unexplained lateness and/or absence from school.
- c. Violation of school rules causing a third suspension and/or 10 discipline referrals.
- d. Leaving school grounds without permission.
- e. Other disciplinary offenses deemed inappropriate by the administration.
- f.

### **EMERGENCY CLOSING OF SCHOOL**

In case of an emergency, when school must be closed, or delayed, a notice will be sent via the schools **Global Connect** phone system and an announcement will be made on **radio and TV** broadcasts over all major stations as well as Channel 19 ETV on Comcast Cable Television.

**Emergency Closing number is: 578**

**Delayed Opening number is: 6578**

### **FIRE AND EMERGENCY EVACUATION DRILLS**

1. At the sound of the fire alarm, students will proceed to a designated exit quietly and in single file. Students should remain quiet and orderly with their assigned teachers in their assigned location until further directions are given.
2. For an evacuation or lockdown procedure, depending upon the nature of the situation, students will be given specific instructions by staff, as per the Crisis Management Plan

3. Upon the direction to return to class, students must report directly to the class that they left or follow the directions of an administrator or supervising teacher.
4. A student failing to follow the direction of a school employee during an emergency/fire drill, or leaving school grounds during a drill, shall be subject to disciplinary action.

### **GRADE REVIEW PROCEDURES**

The grade review procedures have been established to provide a broad multi-disciplined review of a parent request for review of their children's grades. The procedures have been specifically developed to provide for the due process rights of students to be exercised in a fair and impartial manner. All requests for grade review shall be initiated within ten (10) working days of the official receipt of the grade. The request shall be made through the student's guidance counselor or the guidance supervisor. A Grade Review Committee shall review evaluate the parent and student's concern and render a decision.

### **GUIDANCE SERVICES**

The Guidance staff and resources are located in the 800 Hallway. Counselors are available to students and parents during the school year on a walk-in basis from 7:30 AM to 3:30 PM Monday through Friday. If the counselor is not immediately available, students should complete an appointment request form.

#### Evening Appointments:

During the months of October through May, selected counselors are available on Tuesday evenings from 7PM to 9PM. Appointments are recommended, but not required. Parents may schedule a counselor conference by calling (856) 784-4441, x-1146.

Reasons for meeting with a counselor may include academic, career or personal and social development.

#### **COUNSELORS:**

Mrs. Patricia Breunich – Supervisor of Guidance – ext. 1203

Mr. Banks – ext. 1106

Mrs. Bunnell-Jackson – ext. 1142

Mrs. Fencil – ext 1116

Mrs. Freedner – ext. 1117

Ms. Lattimer – ext. 1153

Ms. Moy-Zwibel – ext. 1151

Mrs. Wasiakowski – ext. 1143

Mrs. Zuk – ext. 1144 (Student Assistance Coordinator)

**Note: A student alphabetical breakdown for each counselor is included in the summer mailing and on the school's web site**

### **HARASSMENT, INTIMIDATION AND BULLYING (HIB)**

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

#### **Response to an Incident of Harassment, Intimidation or Bullying**

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

#### Discipline

**All incidents of HIB will be referred to the anti-bullying specialists in each school, as per state law**

**SHS – Mr. Chris Banks, guidance counselor**

**IHS - Dr. Christina Pissalides – Child Study Team**

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A: 37-1.

**A complete list of responses can be found in the district's HIB policy, which is mailed home in the summer and on the school's website.**

In considering whether a response beyond the individual level is appropriate, the administrator will consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences, past or continuing patterns of behavior and the context in which the alleged incident(s) occurred. The school district's responses may include school and community surveys, mailings, focus groups, adoption of research-based bullying prevention program models and training for certificated and non-certificated staff. The district's responses may range from participation of parent(s) or legal guardian(s) and other community members and organizations, to small or large group presentations for fully addressing the actions and the school district's response. It may also include the involvement of law enforcement officials, including school resource officers.

## **DISCRIMINATION/HARASSMENT/ABUSE**

The Eastern Camden County School District shall provide an equal opportunity for all enrolled students to achieve their maximum potential through the environment and programs at Eastern regardless of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, place of residence within the district, social or economic condition or disability.

Nondiscrimination requires a collaborative responsibility of each administrator, supervisor, employee, and student to affirm in actions and deeds the intent and spirit of governing laws and regulations. No pupil or staff member may harass or abuse any pupil or staff member of this district sexually or in any area covered by the aforementioned statement. A slur against a member of any of these groups constitutes abuse.

Individuals or groups are in violation of this policy if they:

1. Make demeaning remarks directly or indirectly, make racial slurs or “jokes,” or physically threaten or harm an individual on the basis of race, color, religion, national origin, gender, sexual orientation, place of residence, socioeconomic status, or handicapping conditions.
2. Display visual or written material or deface school property or materials to demean these individuals or groups.
3. Damage, deface, or destroy private property of any person because of that person’s race, color, religion, national origin, gender, sexual orientation, place of residence, socioeconomic status, or handicapping condition.

## **SEXUAL HARASSMENT**

The Board of Education mandates that all students have a right to learn and grow in an environment free of discrimination, which encompasses freedom from sexual harassment in any form. Further, the school district must avoid offensive or inappropriate sexual and/or sexual harassing behavior at school and will be responsible for insuring that the learning environment is free from sexual harassment. Harassing behaviors include but are not limited to: commenting about an individual, offensive comments, off-color language or jokes, innuendoes, harmful graffiti, pushing and touching in hallways. Other behaviors include:

1. Unwelcome sexual advances.
2. Requests for sexual favors, whether or not accompanied by promises or threats.
3. Other verbal or physical conduct of a sexual nature made to any student that may threaten or insinuate either explicitly or implicitly that student’s submission to or rejection of sexual advances will in any way influence or deter their academic advancement or participation in a co-curricular activity.
4. Any verbal or physical conduct that has the purpose or effect of substantially interfering with the student’s ability to peacefully co-exist in the school environment.
5. Any verbal or physical conduct that has the purpose of creating an intimidating, hostile or offensive learning environment.
6. Verbal contact, such as sexually suggestive or obscene comments, including remarks about a person’s body or rumors about a person’s sex life; queries, including those about a person’s sexual fantasies, preferences or history; threats, slurs, epithets, jokes about gender-specific traits, or sexual propositions.
7. Nonverbal contact, such as giving unwanted personal gifts or stalking.
8. Physical contact, such as intentional touching, pinching, brushing against another’s body, touching oneself in a sexual manner in front of another person, impeding or blocking movement, assault, or coercing sexual intercourse; AND
9. Visual contact, such as leering or staring at another’s body, gesturing, or displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

**All sexual harassment complaints that involve physical touching will be reported to the local police authorities for further investigation.**

Any student who violates this policy by engaging in conduct defined above that directly or indirectly causes intimidation, harassment or physical harm to another student or staff member will be required to attend a meeting with his/her parents or guardians and a school administrator. Staff members will be informed of incidents as they occur so that they may incorporate reinforcement of this policy in their daily instruction.

Findings of discrimination or harassment will result in appropriate discipline and/or legal action. When investigations confirm the allegations, appropriate corrective action will be taken. Any student found to be in violation of this policy or law will be subject to disciplinary action as outlined in the discipline code. However, if after investigating, any complaint is not bona fide or that the student has provided false information regarding the complaint, disciplinary action may be taken against the individual who provided the false information.

Staff or students may file a formal grievance related to discrimination, harassment or abuse. The Affirmative Action Officer, Mr. William Westerby, will receive all complaints and carry out a thorough investigation. The AAO will endeavor to investigate all complaints as expeditiously and as professionally as possible. The rights of both the person making the complaint and the alleged harasser/abuser will be protected. The AAO will make every attempt to maintain the information provided to the individual in the complaint and investigation process as confidential as possible.

## **DATING VIOLENCE**

As per policy state law, Policy 5519 prohibits acts or incidents of dating violence at school, whether verbal, sexual, physical or emotional. Such acts will not be tolerated and will be dealt with in accordance with the school’s Consequences for Discipline section.

**The complete policy, including consequences , and protocols is available on the school’s website.**

## **HEALTH OFFICE**

**SHS- Cathy D'Ascenzo, R.N. –ext. 1136 (600 Hallway near main entrance of building)**

**IHS- Yolanda Small, R.N. – ext. 1250 (Front hall adjacent to IHS Lobby)**

1. A school nurse is on duty during the entire school day. Students should report to the school nurse before contacting parents.
2. A student must secure a pass from his/her teacher before going to the nurse during class time.
3. If a nurse is not available, students must report to the Vice-Principal's Office.

## **IMMUNIZATIONS**

Chapter 14 Administrative Code 8:57-4.1 to 8:57-4.16

Immunizations:

State law requires proper immunization. These include:

- DT Series, 3 doses plus up-to-date booster.
- Polio Series, 3 dose, 6 months between the second and third dose.
- Measles Vaccine over one year old.
- T.B. Test (Mantoux) is required for newly admitted students from out of the country or out of state who do not have a valid record of a Mantoux test result.
- Hepatitis Series

Physicals:

All students, by law, are required to have a scoliosis examination.

(CL. 97-Laws of N.J. -- 1978)

All sophomores, by law, are required to have a hearing examination.

Failure to comply with health requirements will result in exclusion from school.

## **MEDICATION**

All medication, whether prescription or over-the-counter, shall be administered by the school nurse. All medication, whether prescription or over-the-counter, should be brought to nurse's office by the parent/guardian. Prescription medication shall be in the original labeled bottle or container. Ask your pharmacist to divide the medication into two completely labeled containers, one for home and one for school. Over-the-counter medication shall be in a fresh, unopened bottle with the original, manufacturer's label on it. Along with the prescription or over-the-counter medication, the parent/ guardian shall bring two written requests to the nurse's office.

1. One request from the parent/ guardian shall give permission for the administration of medication and shall relieve the Board of Education and its employees of liability for such administration.
2. The other request shall be from the legal prescriber (physician, dentist, or nurse practitioner) and shall include the name and purpose of the medication, the dosage, instructions for administration, the name of the prescriber and the date. For your convenience, there are forms available in the health offices.

Students will be permitted to self-administer medication for asthma, diabetes or other potentially life threatening illnesses or conditions only with written certification by the physician and written authorization by the parent/guardian. Please contact either school nurse if there are any further questions or concerns

## **HONOR ROLL**

1. Students receiving a grade of 92 and above in all subjects will be placed on the Distinguished Honor Roll for the marking period.
2. Students receiving a grade of 83 and above in all subjects will be placed on the Honor Roll for the marking period.

## **INFORMATIONAL POSTINGS**

Title 34 of New Jersey State Statute and its supplements requires that a notice of any construction or other activity involving the use of any hazardous substances will be posted on a bulletin board in the school that is affected. A notice will be posted that hazardous substances may be stored at the school at various times throughout the year, and that hazardous substance fact sheets for any of the hazardous substances being used or stored are available at the school.

## **INTEGRATED PEST MANAGEMENT PLAN**

As part of the District's policy on pest control, a state mandated Integrated Pest Management Plan is on file for review in the office of the Director of Building and Grounds and each Main Office. All questions should be directed to that office, at extension 1155.

## **A Model Integrated Pest Management Policy for New Jersey Schools**

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy.

The law requires the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or lead administrator of a private school, as appropriate, to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. Eastern High Schools shall therefore develop and maintain an IPM plan as part of the school's policy.

### **Integrated pest management procedures in schools**

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

### **Development of IPM plans**

The school IPM plan is a blueprint of how Eastern High Schools will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For Public schools, the Local School Board, in collaboration with the school building administrator (principal), shall be responsible for the development of the IPM plan for this school. For Charter schools and non-public schools, the development of the IPM plan shall be the responsibility of the Board of Trustees or the Principal or Lead Administrator.

### **IPM Coordinator**

The Superintendent shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

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

**The IPM Coordinator for Eastern High School is: Rich Wojdon (856) 784-4441 ext. 1155**

### **Education /Training**

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students and parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

### **Record keeping**

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

### **Notification/Posting**

The Superintendent of Eastern High Schools, is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

### **Re-entry**

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

### **Pesticide applicators**

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

### **Evaluation**

Annually, for public schools, the Principal will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed. For non-public schools and charter schools, the Lead Administrator or Principal shall report to their respective governing boards on the effectiveness of the school IPM plan and make recommendations for improvement as needed. The local school board or other respective governing boards directs the Principal or Lead Administrator to develop regulations/procedures for the implementation of this policy.

## **IPM ANNUAL NOTICE**

The required IPM annual notice is mailed home each summer:

**Eastern High School had no pesticide applications during the 2010-2011 school year.**

## **Authorizing Regulatory references**

The School Integrated Pest Management Act of 2002

N.J.A.C. Title 7 Chapter 30 Subchapters 1-12

Pesticide Control Act of 1971

## **ASBESTOS INSPECTIONS**

The results of the inspection of Eastern High Schools for asbestos was reported at the regular meeting of the Eastern Camden County Regional School District Board of Education Meeting on June 1988. The inspection did not detect the presence of asbestos material in the school building. The testing procedures, results, and management plan are available for review in the office of the Director of Building and Grounds and each main office.

The following health and safety tests are performed annually and results are reported to the Board of Education. Test results are available for review: AHERA, Radon, Water, Fire, Air Quality, Field Inspections, Monthly Health and Safety Check-lists, EMF and Hazard Identification Survey. These results may be found in both main offices and the office of Building and Grounds. Please direct all questions to the office of Building and Grounds at extension 1155.

All questions should be directed to Mr Rich Wojdon, Director of Building and Grounds, at extension 1155.

## **INTERNET POLICY**

### **CONDITIONS AND RULES FOR USE:**

#### **1. Acceptable Use**

a. Use of the Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of a student or user account must be in support of and consistent with the educational objectives of the District. Access to Internet is made possible through an appropriate provider to be designated by the Eastern Camden County Regional Board of Education at its sole discretion. All users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into this document, and are available from the District.

b. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

c. Use for commercial activities is not acceptable; use for product advertisement or political lobbying is also prohibited.

#### **2. Privilege**

Use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The Board of Education, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon its determination of inappropriate use by account holder or user.

#### **3. Monitoring**

The Eastern Camden County Regional Board of Education reserves the right to review any material and to monitor fileserver space in order to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user-accounts and fileserver space, the Board of Education shall respect the privacy of the user. However, if strict security and/or confidentiality are of concern it is recommended that you not utilize the Internet connections provided by the Eastern Camden County Board of Education.

#### **4. Network Etiquette**

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a. Be polite. Do not use abusive language in messages to others.

b. Use appropriate language. Do not engage in activities, which are prohibited under state or federal law.

c. Do not reveal personal addresses or phone numbers of fellow students or colleagues.

d. Eastern does not provide student e-mail accounts. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges.

e. Do not use the network in such a way that you would disrupt the use of the network by other users.

f. All communications and information accessible via the network should be assumed to be the private property of the author and therefore subject to all copyright regulations.

#### **5. No Warranties**

The Board of Education makes no warranties of any kind, whether expressed or implied, for the service it is providing. It will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions caused by the Eastern Board of Education's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Board specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.

6. Security
  - a. Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password if one is assigned. Users should also protect their password to ensure system security and their own privilege and ability to maintain continued use of the system.
  - b. If a security problem is identified on the Internet, notify a system administrator. Do not demonstrate the problem to other users.
  - c. Do not use another individual's account.
  - d. Attempts to log on to the Internet as a system administrator may result in cancellation of user privileges.
  - e. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the Internet.
  - f. Appropriate staff members may visually monitor use of all computers.

7. Vandalism and Harassment

- a. Vandalism and harassment will result in cancellation of user privileges.
- b. Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses.
- c. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

8. Procedures for Use

- a. Student users must always get permission from their instructors and/or librarian before using the network or accessing any specific file or application. FOLLOW WRITTEN AND ORAL INSTRUCTIONS.
- b. All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resources for other non-academic activities when other users require the system for academic purposes. In addition, users shall not waste nor take supplies, such as paper, printer toner, and cd's.

9. Encounter of Controversial Material

Users may encounter material, which is controversial, and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data and an industrious user may discover controversial material. It is the users responsibility not to initiate access to such material. Any decision by the Eastern Camden County Regional Board of Education to restrict access to Internet material shall not be deemed to impose any duty on the Eastern Camden County Board of Education to regulate the content of material on the Internet.

An overview of Eastern's role on the Internet and the complete School Board Policy are available upon request.

#### CONDITIONS, RULES AND ACCEPTABLE USE AGREEMENT

1. Any user violating these rules, applicable state and federal laws or posted classroom and district rules are subject to loss of network privileges and any other district disciplinary options.
2. In addition, pursuant to State of New Jersey law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of the New Jersey Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

**USER:** I understand and will abide by the above Conditions, Rules and Acceptable Use Agreement. I further understand that any violation of the above conditions, rules and Acceptable Use Agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken and/or appropriate legal action.

#### MEDIA CENTER/TECHNOLOGY INFORMATION CENTERS

One of the Centers is open daily from 7:35am until 2:45pm. Students are strongly encouraged to seek assistance from the Media Center whenever they need help.

#### ATTENDANCE

1. Students coming to a Media Center from study hall must have a pass from their teacher and must sign **their own name only** and study hall room number on the attendance sheet at the front desk. **Students must present their I.D. badges in order to be admitted to a Media Center.**
2. During Periods when it is necessary to limit the number of students admitted to a Media Center, students presenting a research pass will be given priority. Research passes may be obtained from classroom teachers who have given assignments that require the use of a Media Center.
3. Students coming to a Media Center from a classroom must present a hall pass and I.D. badge.

#### BEHAVIOR

1. Quiet and courteous behavior is expected from all students at all times. Use of PED's is prohibited.
2. Students are required to engage in individual educational activities or recreational reading while in the Media Center. Permission to work in small groups must be obtained by the librarian.
3. Students using the computer labs are also expected to work individually and quietly.
4. No food or drink is permitted in the Media Centers or Computer Labs.
5. Headphones are permitted for use on multimedia projects ONLY!
6. Failure to comply with the above rules of behavior will result in the appropriate disciplinary measures. See "Media Center Discipline Policy."

## CIRCULATION

1. Non-reference books may be checked out for two weeks and renewed for another two weeks.
2. Reference materials, magazines and newspapers may not be checked out.
3. Reserve books may be checked out after the last period of the school day and returned prior to period 1 the next morning.
4. Overdue notices will be issued periodically. Students should report to an assigned Media Center during the day that the notice is received to discuss resolving this situation.
5. Students are responsible for all lost or damaged materials checked out to them.

## LOST BOOKS

1. In the case of lost book, or other materials, the student will be charged with the cost of replacement.  
In the event the materials are paid for and found later in the school year, the student's money will be refunded. However, any materials not returned by the end of the school year during which they are borrowed will be considered lost and the student will be charged with the cost of replacement. In this case, the refund policy does not apply.

## DISCIPLINE

1. No passes will be issued for lavatory, lockers, or any other reason.
2. Infractions of the Media Center rules including excessive talking, disruptive behavior, not following librarian's directions, gum chewing, and eating, etc. will be referred to the grade level vice principal.

## **NATIONAL HONOR SOCIETY**

The National Honor Society (NHS) is a nationwide organization sponsored by the National Association of Secondary School Principals (NASSP), which honors those special students who possess and exhibit with distinction the ideals of scholarship, leadership, service and character.

Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, leadership, service and character. Only Junior students who have a cumulative, unweighted, grade of 90 or higher, at the end of the second semester and including mid term exam grades, (beginning with the class of 2010) meet the scholarship requirement for membership in the National Honor Society. These students are then eligible for consideration on the basis of leadership, service, and character.

Scholastically eligible students are surveyed to determine interest in membership and to obtain information regarding service, leadership and participation in activities. Students who receive said surveys (Student Activity Information Form) should understand that they are not applications and that review of the information does not in any way guarantee selection. Only students completing surveys accurately and in a timely manner will be given further consideration.

Students selected are given written notification by the Senior High School Principal and NHS advisors. A formal induction ceremony is held in the spring. Once the student has become a member, they must retain their GPA and attend all NHS meetings as well as complete a service requirement during the school year.

Membership information is available on the School's website.

## **PARENT ACCESS TO STUDENT RECORDS**

Access to your child's records requires a written request to the building principal. Procedures and restrictions will be explained upon receipt of your request.

## **STUDENT INFORMATION RELEASE**

Regulations regarding the release of student biographical data and other information and procedures for opting out of this process may be found on the school's website.

The protocol followed is in accordance with Federal law, as mandated in the Family and Privacy Act (FERPA) and the Elementary and Secondary Education Act of 1965 (ESEA).

## **STUDENT PASSES**

Students must have a pass from their respective teachers to leave class.

## **PHYSICAL EDUCATION REQUIREMENT**

All students are required by State Law (18A: 35-5-8) (NJAC 6: 8-42) to enroll in and successfully complete one credit year of physical education, health, and/or safety for each year of enrollment. It is important to be familiar with the following practices and procedures to be successful.

## **ATTIRE**

Appropriate physical education attire includes T-shirt, shorts, athletic socks and athletic shoes. A warm-up suit is also acceptable under appropriate weather conditions. Coats, sweaters, hats, jeans and "street clothes" are NOT acceptable. All jewelry, with the exception of pierced, stud earrings must be removed. Athletic shoes must be tied.

## LOCKERS

Ample lockers are available for storing personal property during the physical education classes. Students are required to use a lock to secure personal property and valuables. Combination locks are recommended over those that require keys. Locks left on lockers will be removed. Items left in lockers will be taken to lost and found.

### LOCKER ROOM SECURITY PROCEDURES

Students are not permitted in the gym or locker room area unless they have the permission of the physical education teacher on duty or are accompanied by a teacher. (See Discipline Code)

Students are warned not to leave clothes, money, rings or other valuables in an unlocked locker. Coats, books, etc. should be kept in the assigned hall locker during the day. **The school is not responsible for the loss, theft or damage of personal property.**

Students should bring only those items required for physical education class to the gym area. Money, valuables, watches, etc., should not be left in the gym lockers. Gym lockers should be secured with an appropriate lock.

Gym lockers are only to be used during physical education class, athletic practice and games

Students should refrain from taking more money to school than is necessary.

Students should pay all expenses (pictures, yearbook, trips, etc.) by check whenever possible.

### GRADES:

Students are graded in accordance with the following guidelines:

1. Daily participation, class activities = 40% of marking period grade.
2. Written tests and quizzes = 30% of the marking period grade.
3. Skills tests and/or evaluations = 30% of the marking period grade

### ADDITIONAL PROCEDURES:

1. Daily participation credit cannot be earned if a student is absent, does not participate, cuts class or leaves (without permission) before dismissal time.
2. Credit will be lost if a student is not dressed appropriately for class.
3. At the conclusion of an activity, students are to remain in the gym or locker room, as directed by their instructor, until the passing bell. Gym and locker room doors always remain closed. Students are not permitted in halls.
4. All gym areas are closed to students unless directly supervised by a member of the professional staff.
5. Students will adhere to safety rules and procedures at all time. Any student whose behavior is inconsistent with departmental expectations (such as overly aggressive play, flagrant violations of rules, abusive behavior, vulgar language, etc.) will be dismissed from class, lose participation credit for that class, and be referred to the appropriate general office for disciplinary action.
6. Health and physical education teachers regularly schedule make up sessions after school for students whose participation grades are incomplete.
7. Gum chewing is prohibited in all locker rooms, gyms, on playing fields, athletic courts and on the track.
8. Athletic socks, not shoes, are to be worn by students while participating in activities that involve training mats.
9. Students are financially responsible for supplies and equipment damaged due to negligence or willful misuse.

## POSTERS/SIGNS

All signs and posters must be approved and initialed by an administrator or advisor prior to being displayed. Posters/signs must be created in compliance with school rules. Efforts should be made to hang signs and posters in the cafeteria, 500 and 700 hallways in the SHS and the cafeteria and cafeteria hallways in the IHS general office for this purpose. All signs and posters are to be secured with staples and/or tacks. . Appropriate tack boards are available to help secure these materials. Staplers may be signed out from the general office. The use of scotch tape is prohibited. Signs that have not been approved or are inappropriately hung will be removed and discarded. All posters/signs must be removed at the conclusion of the activity.

## PROHIBITED STUDENT ORGANIZATIONS

Students may not participate in or be members of any secret organization that is, in any way school affiliated. The Board of Education may deny all privileges of the school to any student who violates this law, or it may expel such student for failure to comply.

**(N.J.S.A.C.. 18A:42-5,6)**

## SAT PREPARATION

An extra-curricular program to help prepare students for the Scholastic Achievement Test is available. Details may be secured in the Senior High School General Office.

## SCHOOL INSURANCE

All students are provided excess medical insurance during attendance at school. Students may purchase additional insurance. All injuries must be reported to the teacher or coach in charge of the activity. For injuries, all family insurance coverage must be exhausted prior to submitting a claim to the school's insurance carrier. An accident report will be sent home by the for submission with the unpaid bills.

**The school is not responsible for the loss, theft or damage of personal property.**

## SCHOOL SAFETY AND SECURITY MEASURES

The Eastern Camden County Regional School District uses electronic devices and may use law enforcement resources to maintain a safe and drug free and environment. State, County, and Local Law Enforcement authorities and resources, including drug sniffing dogs will be utilized to inspect lockers, and other school district grounds and storage facilities on an ongoing basis. **18A: 36-19:2.**

In a continual effort to create and maintain a secure school environment, the Eastern Camden County School District has incorporated various strategies and technological devices over the years to assist with this pursuit. The current provisions include administrative cell phones, staff hallway monitors, surveillance cameras, assigned parking spaces, locked exterior doors and visitor sign-in. A student identification process is in place to provide a proactive, efficient means to readily and easily identify the student population and staff personnel.

The possession of staff and student IDs will be tied in to many school programs and procedures, such as bus passes, media centers, as a requirement for attendance at school-related/athletic events, etc., in addition to providing a reliable means for personal identification of individuals. **Students are required to carry student identification cards when on school premises.** They will serve as the link that networks all the existing safety/security devices to form a more complete and comprehensive security plan.

## SCHOOL STORE

1. The school store is operated on a non-profit basis for the convenience of all students.
2. The store will be open during posted hours.
3. Locks, stationery, notebooks, paper, pens, pencils, book covers, t-shirts, sweatshirts, emblems and various novelties and healthy snacks will be available in the school store.

## GRADING

A = 92 – 100      B = 83 – 91      C = 74 – 82      D = 65-73      F = 64 and below

### GPA Calculation System

Class rank will not be reported on transcripts. Seniors with GPA of 88 to 91.9 at the end of the third marking period, as calculated using the weighted system, will graduate with honors.

Seniors with a GPA of 92 and above at the end of the third marking period, as calculated using the weighted system, will graduate with high honors. GPA will be calculated to three (3) decimal places.

**To calculate GPA:** Multiply the final numeric grade by the credit value of each course divided by the total credits attempted

**Any courses that are graded through special grading are excluded from GPA.**

There are two systems for calculating Grade Point Average, an unweighted and a weighted scale. The weighted system will only consider courses that are from the academic disciplines of English, World Language, Mathematics, Science, Social Studies plus Gifted/Talented Seminar, courses designated as Honors, and all Advanced Placement Courses.

### Ranking Systems

**A. Unweighted system** – All courses are given weight and value (This is in effect for ALL students). Every course a student takes and the grade in the course is included in determining grade point average. This includes courses that are repeated to make up a failure or to improve a grade. *Courses taken through a county college or university will not count toward a student's GPA.* This ranking procedure treats all courses equally in value regardless of academic challenge or academic difficulty.

**B. Weighted System** – Only subjects in the five traditional areas of **English, World Language, Mathematics, Science, Social Studies plus Gifted/Talented Seminar, Advanced Placement and all other courses designated as Honors courses are included in this GPA calculation system.** This includes courses in those subjects that are repeated to make up a failure or to improve a grade. *Courses taken through a county college or university will not count toward a student's calculated GPA.* Each subject is assigned a numerical value, according to its "academic challenge", which determines the number of points added to the final grade for the course. The adjusted final grade is then multiplied by the number of credits earned. The product of this process is then divided by the total academic course credits attempted.

### Minimum Grades for Failures

No student will be assigned a grade lower than a 50 for the first, second, or third marking periods. A student must earn a grade of 50 or above in the fourth marking period, regardless of final average, to pass a course for the year. For semester courses, no student will be assigned a grade lower than a 50 for the first marking period of the semester. A student must earn a grade of 50 or above in the second marking period of the semester, regardless of final average, to pass a course for the year.

**GRADUATION** – The seniors with the highest GPA at the end of the third marking period, as calculated using the weighted system, will be designated as the valedictorian. The senior with the second highest GPA at the end of the third marking period, as calculated using the weighted system, will be designated as the salutatorian. GPA will be calculated to three (3) decimal places.

The seniors with a GPA of 88 to 91.9 at the end of the third marking period, as calculated using the weighted system, will graduate with honors (silver tassel). The seniors with a GPA of 92 and above at the end of the third marking period, as calculated using the weighted system, will graduate with high honors (gold tassel). GPA will be calculated to (3) decimal places. *(this is in accordance with board policy 5430 – Class Rank)*

This academic weighted ranking system will apply to all students including transfer students. Courses taken in these academic disciplines at other schools will also be included in this ranking system. Foreign Exchange students will not be included in either the weighted or equal class ranking systems, as they are guests of the Eastern Regional Board of Education.

Completion of courses to remediate subject failures or to improve grades will receive a value equal to that of the course the student took previously. Transfer courses will be evaluated by the Guidance Counselor and included on both ranking systems in accordance with our school district's established criteria.

The final decision with respect to interpretation of the academic weighted ranking system is the responsibility of the school Principal.

Value	Level	Points Added
Value 1	AP	10
Value 2	Honors	6
Value 3	Accelerated	3
Value 4	College Prep	0

### **INCOMPLETE GRADES**

All incomplete grades must be made up by the established deadline, or they will become a failure.

In determining athletic eligibility, students will have two weeks (10 school days) after the issuance of report cards to make up any incomplete report card grades. Any incomplete grades remaining at the end of the two-week period will be recorded as a failure..

### **TRANSFER STUDENTS**

Every effort will be made to secure numerical grades for incoming transfer students. If a student's transcript from his/her previous school reflects letter grades, the guidance office will contact the school in an effort to obtain numerical grades. If numerical grades cannot be obtained within 30 days of registration, the following conversion scale will be used.

*Conversion Scale for Incoming Transfer Students*

A = 92 B = 83 C = 74 D = 65 F = 50

**Note:** Point changes will not be made to accommodate (+) or (-) grades.

### **SENIOR ESSAYS**

Senior Essays are considered a course standard and graduation requirement and must be completed prior to a student receiving his/her diploma. Seniors who fail to comply with course requirements such as senior essays will receive an incomplete grade, thereby preventing participation in the graduation ceremony. Diplomas will be issued only upon successful completion of stated requirements.

### **MID-TERM AND FINAL EXAMINATIONS**

Mid-term and final exams test curriculum standards. Therefore, all students, except those on senior exemption, are required to take mid-term and final exams, which count toward the calculation of the final grade. All exams and make up exams will be scheduled by the administration. Students may not take an exam prior to the scheduled date of that exam.

### **STUDENT SENIOR EXAM EXEMPTION**

Any senior with an A average in a semester or full year course is exempt from taking the final exam.

Copies of the senior exam policy will be distributed to all seniors at the beginning of the school year. Additional copies are available in the guidance offices. Questions with regard to this policy should be addressed to the vice principal assigned to the Senior class.

### **COURSE FAILURES**

Students may make up failures by successful completion of an approved summer school. Permission to make up a failure in summer school must be secured from the Guidance Office before registration. A list of schools and appropriate forms may be obtained in the Guidance Office.

### **STUDENT ELECTIONS - CAMPAIGN**

All students running for a class or student council office will follow the procedure below during the campaign period:

1. Signs/Posters must conform to the stated policy.
2. No edible products and/or promotional items may be distributed, including flyers and stickers.
3. All campaign literature must pertain to the candidate and their campaign process. No statements or comments are permitted against the opposition.
4. Students who present inappropriate speeches during the taping process will be denied the right to redo the tape.
5. No internet campaigning is permitted.

In order to run for a student council office, a student must be an active member in a club or organization.

An active member is defined as:

1. Attending a minimum of 50% of the regularly scheduled club meetings.
2. Involvement in a minimum of two club projects or activities outside of regular school hours.

The administration has the right to amend the above process any time it deems necessary.

## STUDENT LOCKERS

1. The school administration reserves the right to inspect lockers when deemed necessary, including the use of law enforcement dogs and or electronic devices. Lockers are the property of the Board of Education. In addition, lockers will be inspected randomly during the school year.
2. Lockers are to be kept neat and clean.
3. If a pupil loses or forgets his/her locker combination, he/she should report to the General Office to receive the combination.
4. **Lockers should be locked at all times and combinations kept private.**
5. Stickers and scotch tape are not to be used on lockers.
6. Vandalism of lockers will result in disciplinary consequences.
7. Sharing of lockers is strongly discouraged.

**The school is not responsible for the loss, theft or damage of personal property.**

## SUBSTITUTE TEACHERS

Substitute teachers are employees of Eastern High Schools and have the same authority and privileges as the regular faculty.

## TRANSFERS/WITHDRAWALS

1. A student who is moving or permanently leaving school must report to the Guidance Office where he/she will be processed for withdrawal.
2. A parent or guardian must affix his/her signature on the official "Withdrawal Form" in person.
3. The student must complete the withdrawal procedures and fulfill all obligations.
4. Individual records will be withheld until the above procedures are fulfilled.
5. All students transferring to Eastern must register in the guidance office and bring transcripts, test scores and proof of residency.

## MISCELLANEOUS

1. Students of Eastern are not to cross over any private property adjacent to the school. Students will receive disciplinary action should they ignore this policy.
2. Courtesy should be extended to all school personnel and students.  
Students should accept and view the diversity of the community as a positive attribute and contribute to the environment of the school in a positive way.
3. A special effort should be made to impress upon any visitors to Eastern that our students are well mannered, courteous, and respectful.
4. Students are to display mature actions and meet the standards of proper behavior at after-school and evening functions as well as during the school day.
5. It is expected that Eastern students will become involved in the various activities of the school.
6. The enthusiasm, attitude, hard work, and interest of the members of the Eastern student body will determine the quality of the school. **All students should work to excel!**
7. Valuable items are not to be brought to school.
8. Eating and drinking are not permitted in the building without the permission of the administration. The cafeteria has facilities to accommodate students' nutritional needs. Water and juices should be purchased and consumed in the cafeteria.
9. Students are not permitted to have hand held devices such as PDA's or laptop computers. In addition, unauthorized network/Internet access may result in a suspension.
10. All athletic events are under the auspices of the Board of Education. The Board of Education will only support tailgate parties on school property or a school event that is sponsored by a board-approved booster club. All food and beverages must be sanctioned by the Board of Education, administration and the booster club.
11. Students are not permitted to take an exam before its scheduled date and time. Please see the department supervisor to make arrangements for taking the exam upon their return.

## CONSEQUENCES FOR DISCIPLINE

The following code is used to interpret the discipline chart.

**AD/AS** -Administrative Detention/After School                      **PC** -Parent Contact (Telephone)

**AH** - Administrative Hearing - Principal Hearing                      **WG**-Warning Given

**Phys. Ref.** - Physician Referral                      **BMP** -Behavior Modification Program

**Police** -Police Notification                      **CR** -Counselor Referral

**RC** -Removal from class, loss of credit                      **CST** - Child Study Team Referral

**REST** -Restitution or Payment of loss                      **EH** -Expulsion Hearing – Superintendent **TRC** -Temporary Removal from class

Affirmative Action Referral

**AAR** –

**OSS** - Out of School Suspension (the number indicates total day(s) of SS)

**(Administrators may use discretion in determining consequences)**

**BEHAVIOR EXPECTATIONS - EASTERN REGIONAL HIGH SCHOOL STUDENTS**

## **I. Attend school and class regularly**

1. Absent from school
  - a. \*Please see attendance policy
2. Truancy – violation of NJ attendance laws (18A:14 and 18A:14-39)
  - a. 1st Offense= BMP 1 & notify SRO
  - b. 2nd Offense= BMP 2 & notify SRO
  - c. 3rd Offense= OSS 2, AH & notify SRO
3. Cutting class, lunch, study hall, and/or failure to sign in to the general office.  
(includes 10 or more minutes unexcused late to school/class)
  - a. 1st Offense= 3 AD
  - b. 2nd Offense= 4 AD
  - c. 3rd Offense= BMP 1
  - d. 4th Offense= BMP 2
  - e. 5th Offense= OSS 3
4. Leaving school grounds without permission
  - a. 1st Offense= BMP 1, Loss of parking privileges for 30 days.
  - b. 2nd Offense= OSS 1-3, Loss of parking privileges for the remainder of the year.
  - c. 3rd Option= OSS 4, AH
  - d. 4th Option= EH
5. Late to school:
  - a. \*Three unexcused lates will equal one referral point.
  - b. \*See attendance policy
6. Unexcused lateness to class
  - a. 1st Offense= Teacher detention
  - b. 2nd Offense= 2 Teacher detentions, parent contact
  - c. 3rd Offense= 3 AD, counselor contact
  - d. 4th Offense= 4 AD
7. Cutting teacher detention
  - a. 1st Offense= 1 AD, make up detention with teacher
  - b. 2nd Offense= 3 AD, make up detention with teacher
  - c. 3rd Offense= 4 AD, make up detention with teacher
8. Cutting administrative detention
  - a. 1st Offense= 3 AD
  - b. 2nd Offense= BMP 1
  - c. 3rd Offense= BMP 2
9. Cutting afternoon school
  - a. 1st offense/subsequent offenses = BMP 1

## **II. Respect yourself and all others**

1. General misconduct / horseplay\*
  - a. 1st Offense = teacher discretion, PC
  - b. 2nd Offense= 2- 4 teacher detentions
  - c. 3rd Offense= AD 2
  - d. 4th Offense= AD 3
    - i. \*consequences may be adjusted depending on infraction
2. Major Disruption within school day or school activity
  - a. \*Administrative discretion with appropriate referrals
3. Bus Misconduct
  - a. 1st Offense=possible 5 day bus suspension, AD 3, PC
  - b. 2nd Offense=OSS 1-3, possible 10 day bus suspension
  - c. 3rd Offense=OSS 3, possible 15 day bus suspension
  - d. 4th Offense=AH
4. Obscene or Vulgar language
  - a. 1st Offense=AD 2, PC
  - b. 2nd Offense=AD 4, PC
  - c. 3rd Offense=BMP 1, PC
  - d. 4th Offense=BMP 1-3, PC
5. Verbal Assault – obscene and vulgar language, gestures, and/or threats toward any school employee.
  - a. 1st Offense=OSS 1-4, police contact
  - b. 2nd Offense=AH, police contact
  - c. 3rd Offense=EH

6. Fighting / physical altercation
  - a. 1st Offense=OSS 1-4, CR
  - b. 2nd Offense=Superintendent's hearing, OSS
  - c. 3rd Offense=EH
  - d. \*Assault charges may be filed with the police. When appropriate, additional BMP days may be assigned.
7. Obstructing staff members from breaking up fight
  - a. 1st Offense=OSS 4
  - b. 2nd Offense=OSS 4 + BMP 2
  - c. 3rd Offense=EH
  - d. When appropriate, additional BMP days may be assigned.
8. Congregating at scene of fight
  - a. 1st Offense=AD 3
  - b. 2nd Offense=AD 4
  - c. 3rd Offense=BMP 1-3
9. Indecent exposure, including "pantsing"
  - a. 1st Offense= OSS 3, AAO referral
  - b. 2nd Offense= OSS 4, BMP 1, AAO referral
10. Insubordinate or defiant behavior. Failure to report to office when required.
  - a. 1st Offense=AD 3, PC
  - b. 2nd Offense=BMP 2
  - c. 3rd Offense=OSS 3
  - d. 4th Offense=AH
11. Insubordinate or defiant during an emergency or emergency evacuation.
  - a. 1st Offense=OSS 4, BMP 3 + AH
  - b. 2nd Offense=EH
12. Use of tobacco products on school property and/or busses
  - a. 1st Offense=PC, Smoking Seminar
  - b. 2nd Offense=BMP 2, PC, Police contact/charges
  - c. Subsequent offenses=OSS, Police contact/charges, violation of ordinance 18-02 pg 14.
13. Possession of tobacco products and smoking items on person during the school day and/or on busses.
  - a. 1st Offense=Smoking Seminar, AS, PC
  - b. 2nd Offense=AD 4, PC
  - c. 3rd Offense=BMP 1, PC
  - d. 4th Offense=OSS 3, PC
14. Smoking situation
  - a. 1st Offense=AD 2, PC
  - b. 2nd Offense=AD 4
  - c. 3rd Offense=BMP 1
  - d. 4th Offense=OSS
15. Use, abuse, possession and/or under the influence of intoxicants or narcotics or controlled foreign substance and/or possession of paraphernalia indicating possession of or use of controlled foreign substance(s) on school property or during a school activity. (*Substance abuse incidents are considered cumulative in nature and carry over each year while in attendance at Eastern Regional High Schools.*)
  - a. 1st Offense=OSS 4, BMP 3 + AH + Police contact
  - b. 2nd Offense=Superintendent's hearing, OSS
  - c. 3rd Offense =EH
16. Sale or distribution of intoxicants or narcotics or controlled foreign substance.
  - a. Police contact + Expelled from school for a period not less than one year. (*Substance abuse incidents are considered cumulative in nature and carry over each year while in attendance at Eastern Regional High Schools.*)
17. Possession of "look-alike weapons" and/or water guns.
  - a. 1st Offense=EH, Police Contact
18. Unauthorized electronic devices (headphones, CD players, pagers, phones, games, cameras, radios, MP3 players, etc.)
  - a. 1st Offense=AD 1, possible confiscation
  - b. 2nd Offense=AD 2, possible confiscation
  - c. 3rd Offense=BMP 1, possible confiscation
  - d. 4th Offense=OSS 1, confiscation
  - e. To prevent interference with the academic/educational process, **cell phones or other personal electronic devices must be turned off and not visible during class, assemblies, or fire/emergency drills. Any use of a cell phone during testing will be considered cheating.** Any electronic device may be confiscated and not returned until arrangements are made with the parent and/or guardian. Repeat offenders will be denied the opportunity to carry cell phones in the school building. Appropriate arrangements will be made with parents for emergency contact.
19. Possession or use of fireworks/chemical devices.
  - a. 1st Offense=OSS 4, police contact
  - b. 2nd Offense=AH, police contact
  - c. 3rd Offense=EH, police contact

20. Sexual Harassment (any incidents which involve physical contact and/or verbal threat will automatically be referred to the local police authorities).
  - a. 1st Offense=Referral to affirmative action officer, PC
  - b. 2nd Offense=OSS 1-3
  - c. 3rd Offense=AH, CST
  - d. 4th Offense=EH
21. Harassment and/or Bullying (annoying or persistent threatening behavior or comments).
  - a. Referral to school anti-bullying specialist
  - b. See harassment/bullying policy for protocols
22. Dating Violence
  - a. Possible Consequences – PC, Admonishment, class change, detention, ISS, OSS, Police, Expulsion
  - b. Remediation – PC, Counseling, Support group, Corrective instruction, I&RS, Behavior plan, Alternative placement
23. Hazing – forcing another to do ridiculous or humiliating acts for membership to any group.
  - a. AH, Police contact
24. Racial/ethnic slurs/gender-related bias and/or inflammatory statements
  - a. 1st Offense=OSS 4
  - b. 2nd Offense=AH
  - c. 3rd Offense=EH
  - d. *\*All cases will also be referred to the District Affirmative Action Officer (William Westerby).*
25. A student who is charged with a criminal offense by the school district will lose class privileges. (i.e. trips, dances, proms, graduation, etc.).
26. Cheating/Plagiarism
  - a. 1st Offense=Grade of 0, CR
  - a. 2nd Offense=Grade of 0, AH

### **III. Respect school property and property of others**

1. Eating and drinking in an unauthorized area.
  - a. 1st Offense =confiscation, warning
  - b. 2nd Offense=confiscation, AD 3
  - c. 3rd Offense=confiscation, AD 4
2. In an unauthorized area without permission and/or supervision. Loitering between classes and/or after school.
  - a. 1st Offense=AD 2
  - b. 2nd Offense=AD 3, PC
  - c. 3rd Offense=OSS 1-3
  - d. 4th Offense=AH
3. Stealing school property or property of others and/or possession of stolen or missing items\*.
  - a. 1st Offense=OSS 1-3
  - b. 2nd Offense=OSS 4
  - c. 3rd Offense=AH

\*Possible police notification
4. Destruction and/or defacing of school property
  - a. 1st Offense=OSS 1-3
  - b. 2nd Offense=OSS 4
  - c. 3rd Offense=AH
5. Gun Free School Zone Act (any student who is determined to have brought a weapon to school).
 

\*Expelled from school for a period not less than one year.
6. Use of an implement as a weapon
  - a. *\*Any instrument which can be used to cause physical injury, harm or destruction to another person or property is considered a weapon.*
  - b. EH, Police contact
7. Bomb Threat/Generation of false alarm/terroristic threats
  - a. EH, Police notification
8. Abusive conduct - any act of physical aggression toward any school employee.
  - a. EH, Police contact
  - b. *\*N.J.S.A. 18A: 37 – 2.1 – Abusive conduct toward a school employee.*
9. Any comment or statement implying physical harm and danger to property and/or person(s).
 

\*Administrative discretion including but not limited to OSS
10. Incitement and/or hostile encounter. (May or may not result in physical confrontation).
  - a. 1st Offense=OSS 4, CR, Police contact
  - b. 2nd Offense=AH, Police contact
  - c. 3rd Offense=EH, Police contact

11. Gang activity – group of two or more persons joined together for destructive purposes.
  - a. EH, Police contact
12. Parking violations- parking on school grounds without permission. Parking in an unauthorized parking space.
  - a. 1st Offense= Municipal ticket
  - b. 2nd Offense = Municipal ticket, loss of parking privileges.
  - c. 3rd Offense= Municipal ticket, towing of vehicle at owner’s expense.
13. Forgery (attendance notes, early dismissals, hall passes, etc.)
  - a. 1st Offense=AD 3, PC
  - b. 2nd Offense=OSS 1-3
  - c. 3rd Offense=OSS 3
  - d. 4th Offense=AH
14. Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed by a person in authority.
  - a. EH, police contact
15. Gambling
  - a. 1st Offense=OSS 1-3
  - b. 2nd Offense=OSS 4
  - c. 3rd Offense=AH
16. Inappropriate use of technology
  - a. 1st Offense=OSS 1-4, PC, loss of privileges for 30 days.
  - b. 2nd Offense = AH
  - c. 3rd Offense= EH

**NOTE:**

1. Each discipline referral equals one Referral point
2. Three (3) unexcused latenesses to school (10 minutes or more) equal one referral point.
3. **Any accumulation of ten (10) referral points or three (3) out of school suspensions will exclude a student from participation in all co-curricular and extra-curricular activities and athletics until a period of thirty (30) days without a referral or suspension has passed.**

**Attendance Policy Notice – Excused Absence/Lateness**

- a. Medical/Dental note – signed, with date and reason
- b. Family death – verified
- c. College visitation (3 max) – verified
- d. Written parent permission – one per semester & within 5 days of absence (may excuse consecutive days absence)
- e. Religious Holiday, as per NJSA 18A, 36:14-16
- f. Driver’s license examination - verified
- g. Required court attendance - verified
- h. Suspension from school
- i. IEP requirement – in accordance with IDEA

1. A student who reaches 15 or more unexcused absences will be placed in “no-credit” status for the year.
2. A student who accumulates 15 or more unexcused absences in a course will be placed in “no-credit” status for that course.
3. All appeals of the above will be through the Attendance Appeals Committee

**SECTION #504 – GRIEVANCE PROCEDURE**

This grievance procedure shall apply to qualified handicapped/disabled persons who are pupils with alleged discriminatory act(s) under the provisions of Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act.

1. The parent(s) or legal guardian(s) of a qualified handicapped/disabled pupil or adult qualified handicapped/disabled pupil who believe the pupil has a valid basis for a grievance under Section 504, or the American Disabilities Act shall file an informal complaint in writing, stating the specific facts of his/her grievance and the alleged discriminatory act, with the District Coordinator.
2. The District Coordinator shall make all reasonable efforts to resolve the matter informally by reviewing the grievance with appropriate staff which may include, but not be limited to, the Principal, Child Study Team staff and/or the classroom teacher(s).
3. The District Coordinator will investigate and document the complaint including dates of meetings, dispositions and date of dispositions. The District Coordinator will provide a written reply to the aggrieved individual within seven working days.
4. If the complainant is not satisfied with the District Coordinator’s written reply, the complainant must file a formal complaint in writing, setting out the circumstances that give rise to the alleged grievance. This written complaint must be filed with the District Coordinator within three working days.

5. The District Coordinator will appoint a qualified hearing officer within seven working days of the receipt of the written grievance. The hearing officer will conduct a hearing within seven working days. The hearing officer will give the parent(s) or legal guardian(s), pupil or adult pupil a full and fair opportunity to present evidence relevant to the issues raised under the grievance. The parent(s) or legal guardian(s), pupil or adult pupil may, at their own expense, be assisted or represented by individuals of their choice, including legal counsel. The hearing officer will present a written decision to the District Coordinator and aggrieved individual within seven working days of the hearing.
6. The complainant may file a written appeal to the Board of Education if not satisfied with the hearing officer's decision. The Board, through the Superintendent, will provide a written disposition of the alleged grievance.
7. The complainant may request Mediation and Due Process in accordance with N.J.A.C. 6A:14-2.6 and 2.7 if unsatisfied with the written decision of the Board, or if specifically requested by the parent(s) or legal guardian(s), or adult pupil the aforementioned N.J.A.C. 6A:14-2.6 and 2.7 grievance procedure must be followed.

#### **TITLE IX – GRIEVANCE PROCEDURE**

1. A complainant shall discuss his/her complaint with the staff member most closely involved, in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within thirty working days, the complainant may submit a written complaint to Dr. Talarico. It will include:
  - a. The pupil's name and, in the complaint of a person acting on behalf of the pupil, the name and address of the complainant;
  - b. The specific act or practice that is believed to be in violation.
  - c. The school employee, if any, responsible for the alleged discriminatory act;
  - d. The results of any discussions conducted, as per # 1.
  - e. The reasons why those results are not satisfactory.
3. The Title IX Officer will investigate the matter informally and will respond to the complainant in writing no later than seven working days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.
4. The response of the Title IX Officer may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint and the reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have acted discriminatorily.
5. On his/her timely request, submitted before the expiration of the time within which the Superintendent must render a decision, the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with a discriminatory act and any other person with knowledge of the alleged discriminatory act .
6. The Superintendent will render a written decision in the matter no later than ten working days after the appeal was filed or the hearing was held, whichever occurs later. Copies of the decision will be given to all parties and to the Board of Education.
7. The complainant may appeal the superintendent's decision to the Board of Education, by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal will include:
  - a. The original complaint,
  - b. The original response to the complaint,
  - c. The Superintendent's decision,
  - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented.
  - e. The complainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with the alleged discriminatory act.
9. The Board of Education will review all information submitted and may render a decision. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
10. The Board of Education will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
11. The complainant will be informed of his/her right to appeal the Board's decision to the Commissioner of Education or to the New Jersey Division on Civil Rights.