

## CALENDAR OF IMPORTANT DATES FOR 2014-2015

<b>SEPTEMBER</b>	<b>1</b>	<b>Labor Day – Schools Closed</b>
	<b>2</b>	<b>District In-service/ District Staff Development</b>
	<b>3&amp;4</b>	<b>Schools Open for Students/One Session Day District Staff Development Day</b>
	<b>22</b>	<b>Back to School Night- K.H.S./One Session Day</b>
	<b>24</b>	<b>9:20am Late Start Students/Staff Development</b>
<b>OCTOBER</b>	<b>13</b>	<b>Columbus Day/Schools Closed</b>
	<b>22</b>	<b>9:20am Late Start Students/Staff Development</b>
	<b>31</b>	<b>District Staff Development Day/One Session Day</b>
<b>NOVEMBER</b>	<b>5</b>	<b>9:20am Late Start Students/Staff Development</b>
	<b>6&amp;7</b>	<b>N.J.E.A. Convention/Schools Closed</b>
	<b>10</b>	<b>In place of Veteran's Day/Schools Closed</b>
	<b>19</b>	<b>Afternoon Parent Conferences/One Session Day</b>
	<b>20</b>	<b>Evening Parent Conferences/One session day</b>
	<b>26</b>	<b>One Session Day</b>
	<b>27&amp;28</b>	<b>Thanksgiving, School Closed</b>
<b>DECEMBER</b>	<b>5</b>	<b>District Staff Development Day/One Session Day</b>
	<b>10</b>	<b>9:20am Late Start Students/Staff Development</b>
	<b>23</b>	<b>One Session Day</b>
	<b>24-31</b>	<b>Winter Recess, Schools Closed</b>
<b>JANUARY</b>	<b>1&amp;2</b>	<b>Winter Recess, Schools Closed</b>
	<b>5</b>	<b>School Re-opens</b>
	<b>14</b>	<b>9:20am Late Start Students/Staff Development</b>
<b>FEBRUARY</b>	<b>19</b>	<b>Martin Luther King Day, Schools Closed</b>
	<b>30</b>	<b>District Staff Development Day/No School</b>
<b>FEBRUARY</b>	<b>13</b>	<b>Lincoln's Birthday/Schools Closed</b>
	<b>16</b>	<b>Washington's Birthday/Schools Closed</b>
	<b>18</b>	<b>9:20am Late Start Students/Staff Development</b>
<b>MARCH</b>	<b>11</b>	<b>9:20 Late Start Students/Staff Development</b>
	<b>18</b>	<b>District Staff Development Day/No School</b>
<b>APRIL</b>	<b>2</b>	<b>One Session Day</b>
	<b>3-10</b>	<b>Spring Recess, Schools Closed</b>
	<b>13</b>	<b>School Re-Opens</b>
	<b>22</b>	<b>9:20am Late Start Students/Staff Development</b>
<b>MAY</b>	<b>20</b>	<b>District Staff Development Day/No School</b>
	<b>25</b>	<b>Memorial Day, Schools Closed</b>
<b>JUNE</b>	<b>4</b>	<b>KHS PROM</b>
	<b>5</b>	<b>District Staff Development Day/No School</b>
	<b>19</b>	<b>Final Exams/One Session Day</b>
	<b>22-24</b>	<b>Final Exams/One Session Day</b>
	<b>24</b>	<b>Graduation (tentative), 1 session day</b>

## KEANSBURG HIGH SCHOOL

Student-Parent Handbook 2014-2015

## Parent/Guardian Review

\_\_\_\_\_ I have received a copy of the 2014-2015 Keansburg High School Student-Parent Handbook and have reviewed information regarding my child's education. I have also reviewed the information presented in this handbook with my child.

\_\_\_\_\_ I have reviewed the Harassment/Intimidation/Bullying Policy and understand its contents, including both the expectations and consequences.

\_\_\_\_\_ I grant permission for my son/daughter to use Keansburg School District computers, including access to networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I am also aware that all users of the district's computer system are to comply with all rules and policies as set forth in the Board of Education's **Acceptable Usage Policy**. A complete copy of the Board of Education's Policy is available upon request.

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

As a user of the Keansburg Public Schools' computers and computer networks, including Internet access via the computers, I hereby agree to comply with the rules and policies as set forth in the district's **Acceptable Usage Policy** (Board of Education Policy #2361). A complete copy of the Board of Education Policy is available upon request at your school.

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

### PLEASE PRINT THE FOLLOWING INFORMATION

NAME OF STUDENT: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ HR/GRADE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

\_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_

\_\_\_\_\_

**\*\*Please sign the back of this page as well.**

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a website since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as a school district do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child.

Pursuant to law, we will not release any personally identifiable information *without prior written consent* from you as parent or guardian. Personally identifiable information includes student names, photo or image, residential address, e-mail address, telephone numbers and locations and times of class trips.

If you, as a parent or guardian, wish to rescind this agreement, you may do so at any time in writing by *sending a letter to the principal* of your child's school, and such rescission will take effect upon receipt of your letter by the school.

Check ***only ONE*** of the following choices in ***EACH category*** below:

**Category 1 – Internet Usage:**

Check ***ONLY one*** (1) of the four choices below:

\_\_\_\_\_ ***I/WE GRANT*** permission for a photo/image that includes this student without any other personal identifiers to be published on the school and/or district public Internet site.

\_\_\_\_\_ ***I/WE GRANT*** permission for a photo/image *and* name to be published on the school and/or district public Internet site.

\_\_\_\_\_ ***I/WE GRANT*** permission for this student's photo/image *and all other personal identifiers* listed above to be published on the school and/or district public Internet site.

\_\_\_\_\_ ***I/WE DO NOT GRANT*** permission for photos/images that include this student to be published on the school and/or district public Internet site.

**Category 2 – Public Relations Publications, Brochures and  
Press Releases to Local Newspapers**

Check ***ONLY one*** (1) of the two choices below:

\_\_\_\_\_ ***I/WE GRANT*** permission for my child's school and/or the Keansburg School District to publish my child's photo/image and/or name in public relations newsletters, program brochures and/or press releases to area newspapers.

\_\_\_\_\_ ***I/WE DO NOT GRANT*** permission for my child's school and/or the Keansburg School District to publish my child's photo/image and/or name in public relations newsletters, program brochures and/or press releases to area newspapers.

Student's Name: (please print) \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian's Name: (please print) \_\_\_\_\_

Signature of Parent/Guardian: (sign) \_\_\_\_\_

Relation to Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Keansburg**

# High School

## **STUDENT/PARENT HANDBOOK 2014-2015**

HOME OF THE TITANS  
140 Port Monmouth Road  
Keansburg, New Jersey 07734  
Telephone: (732) 787-2007 Ext. 4200  
Fax: (732) 495-5401

### ADMINISTRATION

Ms. Michelle Derpich– High School Principal  
Mr. Sean Brophy– Vice Principal  
Mr. Thomas D. Stark – Director of Athletics / Supervisor of Student Activities  
Mrs. Dianne Clagett-Supervisor of Guidance

### CENTRAL ADMINISTRATION

Mr. Gerald North – Superintendent of Schools  
Dr. Thomas Tramaglini – Chief Academic Officer  
Ms. Corey Lowell – Business Administrator  
Dr. Brian Latwis – Director of Student Services  
Mrs. Donna Glomb- Supervisor of Early Childhood & Elementary Curriculum and Instruction

Mr. Anthony Emmons-Supervisor of Curriculum and Instruction  
Mrs. Kathleen Flanzbaum-Supervisor of Preschool  
Mrs. Donna Glomb- Supervisor of Curriculum and Instruction  
Mrs. Michelle Halperinkrain-Supervisor of Curriculum and Instruction  
Mr. George Hoff – Coordinator of Community Projects

### BOARD OF EDUCATION

Mrs. Judy Ferraro – President  
Ms. Kimberly Kelaher-Moran – Vice President  
Mrs. Dolores Bartram  
Mrs. Ann Marie Best  
Mr. Michael Donaldson  
Mr. Walter Fleming  
Ms. Patricia Frizell  
Mr. Christopher Hoff  
Mr. Robert Ketch

## Message from the Principal

Welcome Students and Parents/Guardians,

On behalf of the employees of Keansburg High School, the Board of Education, and the Superintendent I would like to welcome you for the 2014-2015 school year. It is an honor to serve as Principal of Keansburg High School. Our school is marked by an incomparable commitment to educational excellence and deeply enriched by a supportive school community. The staff at Keansburg High School works very hard, every day, to create a positive and welcoming school climate for your child. We will strive to make strong connections with students, their families and the Keansburg community. Your child will be offered a rigorous and relevant curriculum and be exposed to various learning experiences throughout the year.

The purpose of the student handbook is to give the students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving a successful and enjoyable education in our school. Student familiarity and compliance with expectations helps ensure a healthy school climate that is conducive for learning. In case of a conflict between a board policy and the provisions of this handbook, the policy most recently adopted by the board will prevail. I would encourage you to visit our district's website at [www.keansburg.k12.nj.us](http://www.keansburg.k12.nj.us) for updates and additional news and information related to Keansburg High School.

As we look forward to the new school year, we anticipate collaborating with you as we continue to provide a comprehensive education and co- and extracurricular opportunities for all students. Parents/Guardians are very important to the success of the educational experience and a cooperative relationship between the school and home is necessary for every child to meet his or her fullest potential. Please do not hesitate to contact your child's teachers, support staff, or building administrators when questions or concerns arise.

On behalf of the staff of Keansburg High School, we sincerely thank you for your support of our school, and for the opportunity to work with the students of this extraordinary community. We would like to wish each of you a wonderful and productive school year!

Titan Pride,

Michelle Derpich  
Principal

## **Mission Statement**

Keansburg High School's goal is to educate and socialize our students to create a learned, thinking and socially responsible individual who will make a positive contribution to society. We will provide the opportunity for our students to pursue their educational, professional and personal goals by utilizing all human, vocational and technological resources that we are able to make available to them.

### **IMPORTANT TELEPHONE NUMBERS**

**All telephone numbers are reached by dialing 732-787-2007**

ALCOHOL or DRUG COUNSELING	Ext. 2556	Mrs. Pecoraro, S.A.C.
ATHLETIC EVENTS/ACTIVITIES	Ext. 4240	Mr. Stark, Director of Athletics
CHILD STUDY TEAM	Ext. 4362	
CONFERENCE WITH TEACHER	Ext. 4300	Guidance Secretary
HEALTH OFFICE	Ext. 4770	Mrs. Klemm, School Nurse
HOME INSTRUCTION	Ext. 3324	Dr. Brian Latwis
MAIN OFFICE	Ext. 4200	
SCHEDULES AND REPORT CARDS	Ext. 4300	Guidance Secretary
SCHOOL-BASED SERVICES	Ext. 2550	
TRANSPORTATION	Ext. 3324	

### **EMERGENCY SCHOOL CLOSING**

In the event that severe weather conditions or other emergency situations make it necessary to close the schools, delay opening school, or have an early dismissal. The two primary methods of communication will be a phone blast and postings on the school district website and Facebook page. The notification announcement will also be broadcast beginning at 6:00 a.m. on the following radio and TV stations: 94.3 FM The Point, <http://www.wor710.com>, WOBM – AM, WHTG (G106.3), 101.5FM, News 12 New Jersey TV, WABC-TV (Channel 7), KYW TV-3, WNBC-TV (Channel 4), WCBS (Channel 2), WJRZ Oldies 100. The Borough whistle also will sound at 6:30 a.m. to notify the public that school will not be in session. Students will report to Homeroom at the beginning of the day. Dismissal will be at the regular time.

## BELL SCHEDULE 2014-2015

Teacher's Day 7:30-2:30

Warning Bell 8:25

### REGULAR DAY

A Day	B Day	Bell Schedule	Minutes
Period 0		7:45-8:30	45 minutes
Homeroom		8:33-8:38	5 minutes
Period 1	Period 2	8:41-9:56	75 minutes
Period 3	Period 4	9:59-11:14	75 minutes
Lunch 1	Lunch 1	11:17-11:47	30 minutes
Period 5a	Period 6a	11:17-12:32	75 minutes
Lunch 2	Lunch 2	12:35-1:05	30 minutes
Period 5b	Period 6b	11:50-1:05	75 minutes
Period 7	Period 8	1:08-2:25	77 minutes

Teacher's Day 7:30-2:30

Warning Bell 9:30

### A/B DAY (Wednesdays-with a delay Weather and PD)

Homeroom	9:35-9:40	5 minutes
Period ½	9:43-10:43	60 minutes
Period ¾	10:46-11:46	60 minutes
Period 5/6 A	11:49-12:49	60 minutes

Lunch 1	11:49-12:19	30 minutes
Period 5/6 B	12:22-1:22	60 minutes
Lunch 2	12:52-1:22	30 minutes
Period 7/8	1:25-2:25	60 minutes

Teacher's Day 7:30-2:30

Warning Bell 8:25

### PARTIAL DAY (Early Dismissal)

Period 0	7:45-8:30	45 minutes
Homeroom	8:33-8:38	5 minutes
Period 1/2	8:41-9:41	60 minutes
Period 3/4	9:44-10:44	60 minutes
Period 5/6A	10:47-11:47	60 minutes
Period 5/6B	10:47-11:47	60 minutes
Period 7/8	11:50-12:50	60 minutes

## **WARNING TO STUDENTS**

**Any student found in violation of any article included in this manual during any part of the school year will risk forfeiture of his/her privileges to participate in any school or class activity. This includes, but not limited to, junior/senior prom, class or organizational trips and athletic events and competition.**

### **AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY POLICIES (Board of Education Policy #2260 & #5750)**

The Keansburg Board of Education affirms its responsibility to ensure all students in the Keansburg School District equal education opportunity regardless of race, color, creed, religion, sex, ancestry, national origin or social or economic status. Lack of English language skills will not be deterrent to admission to any program. No otherwise qualified handicapped individuals shall, solely by reason of their handicap, be denied benefits or be subjected to discrimination in any activity.

This equality of opportunity extends to employment within the district without regard to race, creed, color, sex, marital status, national origin and personnel as well as applicants are assured of equal application of benefits and compensation.

Students in the Keansburg Public Schools are expected to treat each other, faculty and staff members with respect, regardless of gender, race, color, creed, religion, national origin or sexual orientation.

Inappropriate touching of a sexual nature, gender or racial-based comments and jokes or name calling of any kind by students are not permitted while on school property or while involved in any school related activity. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communication of a sexual nature, within the school setting. All instances of such harassment are to be reported to the school administration. Additional information relative to the Keansburg Board of Education policy on Harassment, Intimidation and Bullying appears in this booklet (see index for page #).

Students involved in any bias-related incidents will be referred to the Keansburg Human Relations Committee by the administration for intervention and mediation. Parents will be contacted and additional appropriate action will be taken. Additional interventions include, but are not limited to supportive counseling, detention and/or alternated educational placement or out of school suspension.

Continued or extreme difficulty in this area will warrant referral to the Keansburg Police and be dealt with as a bias-related incident.

Affirmative Action Officer: Ms. Dianne Clagett  
140 Port Monmouth Road, Keansburg, NJ 07734 (732-787-2007 x 4340)

504 Officer: Dr. Brian Latwis,  
140 Port Monmouth Road, Keansburg, NJ 07734 (732-787-2007, ext. 3320)

The school district's Affirmative Action Plans for Employment/Contracts Practices and School/Classroom Practices are on file in the Superintendent's office, 100 Palmer Place, Keansburg, NJ 07734.



# ACADEMIC INFORMATION

## PROGRAM ACCESS

All students attending Keansburg High School shall be provided an equal opportunity to achieve their maximum potential through the programs offered in the school, regardless of race, color, creed, handicap, religion, sex, national origin, or social or economic background.

## NEW JERSEY STATE MINIMUM GRADUATION REQUIREMENTS

In order to receive credit for a course, the student must meet all of the proficiencies presented and explained by the instructor at the beginning of each school year/semester.

### High School Graduation Credit Requirements

#### Class of 2015

<b>Subject</b>	<b>Number of Credits &amp; Courses</b>
English/Language Arts Literacy	20 credits (including English I, II, III, IV)
Health & Physical Education	5 credits per year in Health and Physical Education during each year of enrollment
Mathematics	15 credits (including Algebra I and Geometry)
Science	15 credits (Lab Biology, Lab Chemistry, or Lab Physics, or Integrated Science)
Social Studies	15 credits (5 credits in World History, US History I and US History II)
World Languages	5 credits
21st Century Life & Careers, or Career-Technical Education (Freshman Seminar)	5 credits
Financial, Economic Literacy (Junior Seminar)	5 credits
Visual and Performing Arts (Art or Music)	5 credits
Senior Seminar	5 credits

Electives from NJCCS	10 credits
<b>Total # of required credits</b>	<b>120 credits</b>

#### Class of 2016, '17, '18

<b>Subject</b>	<b>Number of Credits &amp; Courses</b>
English/Language Arts Literacy	20 credits (including English I, II, III, IV)
Health & Physical Education	5 credits per year in Health and Physical Education during each year of enrollment
Mathematics	15 credits (including Algebra I and Geometry)
Science	15 credits (Lab Biology, Lab Chemistry, or Lab Physics, or Integrated Science)
Social Studies	15 credits *Class of 2017 US II, US III, World *Class of 2016 US I, US II, World
World Languages	5 credits
21st Century Life & Careers, or Career-Technical Education (Freshman Seminar)	15 credits (5 credits each year)
Financial, Economic Literacy (Junior Seminar)	5 credits
Visual and Performing Arts (Art or Music)	5 credits
Electives from NJCCS	5 credits
<b>Total # of required credits</b>	<b>120 credits</b>

Grade standing is determined by credit earned:

To *achieve* 10<sup>th</sup> grade status (sophomore) 30 credits

To *achieve* 11<sup>th</sup> grade status (junior) 60 credits

To *achieve* 12<sup>th</sup> grade status (senior) 85 credits or earn enough credits to complete graduation requirements by June of that school year.

**\*\*\*All students must complete a minimum of 120 credits in order to graduate from KHS\*\*\***

## GRADING SYSTEM

Report card grades are issued in numeric form. The grades represent the academic achievement of the student in a particular course. A grade of 65 represents a minimum passing grade for each course offered. A grade of 64 or lower represents a failure to achieve academic credit for the course. Final grades are computed as follows:

#### Semester Courses

	Percentage
1 <sup>st</sup> Marking Period	40%
2 <sup>nd</sup> Marking Period	40%
Mid-Term Exam	10%
Final Exam	10%

#### Full Year Courses

	Percentage
1 <sup>st</sup> Marking Period	20%
2 <sup>nd</sup> Marking Period	20%
Mid-Term Exam	10%
3 <sup>rd</sup> Marking Period	20%
4 <sup>th</sup> Marking Period	20%
Final Exam	10%

#### Physical Education

	Percentage
1 <sup>st</sup> Marking Period	25%
2 <sup>nd</sup> Marking Period	25%
3 <sup>rd</sup> Marking Period	25%
Mid-Term Exam	12.5%
Final Exam	12.5%

#### MARKING PERIOD DATES

Marking Period	Dates
1 <sup>st</sup> Marking Period	September 3 – November 5
2 <sup>nd</sup> Marking Period	November 11 – January 29
3 <sup>rd</sup> Marking Period	February 2 – April 12
4 <sup>th</sup> Marking Period	April 21 – June 24
Final Exams	June 19,22,23,24

#### GRADING SCALE

90-100=A      80-89=B      70-79=C      65-69=D      64 or below=F

#### HONOR ROLL

The Guidance Department will review report cards to determine student eligibility for honor roll. To be eligible, students must have grades as follows:

Honors: Grades of 90 or better in all classes

An incomplete grade (I) or withdrawn failing grade (WF) in any subject makes a student ineligible for the honor roll. In addition, the minimum credit required for the honor roll is 7 courses or their equivalent.

### **EXAMINATIONS**

Students must take mid-term and final examinations in order to gain course credit. Only a medical note will be accepted to make up examinations. If a mid-term or final examination is not taken, a grade of "0" will be recorded for that student. In order for a senior to be considered exempt from final exams in any class, a grade of 90 or better must be achieved in every marking period of the class. Students **MAY** not alter an exam schedule even with teacher permission. Any changes to an exam schedule must be pre-approved by administration.

### **SUMMER SCHOOL**

Students who receive a failing final grade in required courses may be eligible for summer school. Students must apply for entrance into the Summer School program through the Guidance Department at the end of the fourth marking period. A packet of registration materials and regulations will be provided at the time of the meeting.

### **ACADEMIC ASSISTANCE**

A teacher will be available for extra help in the media center on Mondays, Tuesdays, Thursdays and Fridays from 2:30 to 4:30 p.m. to assist students who may be struggling in their classes. Students are also encouraged to discuss additional extra-help options with their individual teachers.

### **NATIONAL HONOR SOCIETY**

To be eligible for membership into the KHS National Honor Society, a student must have a 90% or better weighted average from freshman through the second marking period of his/her sophomore year. Additionally, potential members must meet high standards of leadership, service, and character.

Leadership is based on a student's participation in two or more community or school activities or on election to an office. The student who exercises leadership demonstrates initiative in promoting school activities, inspires positive behavior in others, contributes ideas that improve the civic

life of the school, exercises influence on peers in upholding school ideals, and is thoroughly dependable in any responsibility accepted.

The criterion of service is often defined in terms of value of contributions. I.e. What contribution has this candidate made to school, classmates, and community? What is the student's attitude toward service? The student is willing to uphold scholarship and maintain a loyal school attitude, cheerfully and enthusiastically renders any requested service to the school, shows courtesy by assisting visitors, teachers, and students, participates in some outside activity, volunteers dependable and well-organized assistance, is gladly available and is willing to sacrifice to offer assistance. To meet the service requirement, the student must actively participate in community service projects or develop a community service project of their own. A minimum of 30 hours community service from freshman year through September 30th is required for eligible juniors and 40 hours for seniors. These hours must consist of two service roles – one role of service in the school – and one role of service in the community. A minimum of 15 hours must come from service to the community! All other service hours can be completed either in the community or the school.

The student of character takes criticism willingly and accepts recommendations graciously, upholds principles of morality and ethics, shows courtesy, concern, and respect for others. "Once inducted into the National Honor Society, "members should understand fully that they are subject to dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection.

\*Please contact Mrs. Lidon if you have any question regarding the National Honor Society or to view the National Handbook. The National Handbook is used as a guide for selection or dismissal.

### **ACADEMIC INTEGRITY (Board of Education Policy #5701)**

Plagiarism of any kind constitutes academic dishonesty. Therefore, engagement in any of the following acts **will not** be tolerated: cheating on examinations, including but not limited to, the non-authorized use of books or notes, use of crib sheets, copying from other pupils' papers, exchanging information with other pupils orally, in writing, or by signals, obtaining copies of the examination illegally, the use of text messaging, electronic transfer of information and other similar activities. Plagiarism, according to MLA (Modern Language Association), "is the act of using someone else's ideas or phrasing and representing those ideas or phrasing as one's own, either on purpose or through carelessness. 'Ideas or phrasing' includes written or spoken material, from whole papers and paragraphs to sentences and phrases. It can also include statistics, lab results, artwork, etc. 'Someone else' can mean a professional source, such as a published writer or critic in a book, magazine, encyclopedia, or journal; an electronic resource such as material discovered on the World

Wide Web; another student's work, a paper writing 'service' (online or otherwise) which offers to sell written papers for a fee." Plagiarism is not permitted in rough drafts, term papers, themes, essays, reports, images, take-home examinations, and other academic work. Sources are to be credited in all academic papers and projects, including items submitted to outside agencies by extracurricular groups. . Students found to be plagiarizing extracurricular papers or projects will forfeit the privilege of participating in said activity. Charges of plagiarism shall be reviewed by a committee appointed by the vice principal. If the charges are substantiated, the student will receive a grade of "0" for the work. Additionally, substantiated charges may result in jeopardizing a student's consideration for, or membership in the National Honor Society.

## MEDIA CENTER

During the school day a student may not go to the media center without a pass from a teacher. The pass will only be given to those students who will be using the media center for work that cannot be completed in their classroom environment; Students must remain in the media center for the entire class period. The use of the Library/ Media Center is a privilege. Any student who violates the rules established for this area will lose this privilege. Students may sign up to attend the Media Center during lunch period. Students may also sign up to attend the Media Center after school on Monday, Tuesday, Thursday, and Friday from 2:30 – 4:30. Students must sign in with the Media Center teacher after school.

## COMPUTERS/INTERNET POLICY (Board of Education Policy #2360, 2361, 2363)

A copy of the Board of Education policies regarding acceptable use of the computer network, computers, and resources will be provided for students and parents in the Student/Parent laptop agreement. This information will be provided when student laptops are distributed. Prior to using any

computer in the district, students **must** have returned the first page of this handbook, completed and signed, to the main office. Without a signed form, students **will not** be allowed access to the Internet.

## GUIDANCE DEPARTMENT INFORMATION

The purpose of the Guidance service is to help each student in his/her social, educational, vocational and personal development. Counselors are in the Guidance Office daily from 7:30 a.m. until 2:30 p.m. Guidance Counselors are assigned to work with students as listed below:

Counselor	Grade Level	Student Responsibility Alphabetically
Mr. Tirpack (ext. 4342)	Grades 9-12	A → L
Mrs. Toole (ext. 4230)	Grades 9-12	M → Z

Mrs. Clagett (Ext. 4340) Vocational School, Naviance, Genesis (Student Information System), College Information

Students requesting an appointment with their Guidance Counselor are requested to make the appointment with the guidance secretary, ext. 4300.

**Appointments** - Any student who wishes to schedule an appointment with his/her guidance counselor should visit the Guidance Office and submit his/her name to the secretary or they should email their guidance counselor directly to schedule an appointment. The student's Guidance Counselor will then

contact the student. Students are expected to sign in and out of the office and indicate times of arrival and departure. **Under no circumstances may a student sit in the Guidance Office waiting for a counselor (missing class) without an appointment. Such behavior subjects the student to disciplinary action for class cutting.**

**Confidentiality** - Confidentiality will be maintained at all times. Personal information between students and counselors is only exchanged between those two people, unless permission is granted by the student to share the information with another individual, or if someone is in danger of being injured or injuring themselves. This is also true for release of transcripts or other pertinent information.

**Future Planning** - The Guidance Department and your counselor have a wealth of information, which is available to you. There is information pertaining to career, vocational, college, military, scholarship and financial aid information available. You are urged to take the opportunity to visit the guidance department and discuss these many options.

**Parent/Teacher Conferences** - Parents are encouraged to make appointments with teachers for any student concerns. However, it is helpful to have the student's counselor present to share information with all those involved. Appointments may be made by telephone directly to the teacher or by contacting the student's counselor in the Guidance Office (732-787-2007, ext. 4300).

**Schedule Changes** - No student may drop a course after 10 class periods from the start of the course. Any parent believing that his/her child was incorrectly scheduled should contact the child's Guidance Counselor within the first week of the semester.

**Scholarships** - Each year many scholarships are offered by various organizations to seniors planning to further their education. Scholarships are announced by the Guidance Department and posted on the school website.

**Working Papers** - All students between the ages of 14 and 18 must have working papers before they obtain employment. Working papers are to be printed online, completed, and then brought to the Guidance Office during regular school hours and during summer recess. A student's employment should not interfere with his/her ability to maintain satisfactory progress in school.

## **PUPIL RECORDS**

Any parent or legal guardian of a non-adult pupil, and the non-adult pupil, who has the written permission of his or her parent or guardian, may have access to the pupil's records. The pupil's records are located in the following places:

Guidance Office	Grades, courses, test results, counseling notes (non-personal, discipline records, attendance and tardy records.)
Nurse's Office	Health Information
Pupil Personnel Office	Social worker's reports, psychological reports and learning disability reports.

If parents, guardians or adult pupil wish to review records, please make an appointment with the proper office personnel.

## **FORWARDING OF RECORDS**

The Keansburg School District routinely forwards educational records to other districts where students seek or intend to enroll. Call 732-787-2007, ext. 4300 for questions.

**NOTICE OF RIGHTS UNDER FERPA**  
**For Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parent or eligible student should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records the Parents or eligible students may ask the School to amend a record they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has the legitimate educational interest if the

official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(NOTE: FERPA requires the school district to make reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

## RELEASE OF DIRECTORY INFORMATION

Please be advised that two federal laws (N.J.A.C. 6:3-2.2(g)6 and P.L. 107-110, Section 9528; 10 USC 503) require local boards of education to develop policies and procedures which accord educational, occupational and military recruiters' access to directory information; specifically, under the categories of name, address, and telephone number. Current code language makes provision for parents to request in writing to the chief school administrator that their child's name be omitted from the student information directory; adult students may make that request on their own behalf.

## ATTENDANCE INFORMATION

The Board of Education requires the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. To that end, student attendance must be the concern of all staff members and parents. Student attendance is not only the function of the Attendance Officer, Guidance, the Child Study Team, and Administration, but also the function of parents who value the instructional time given to their children, and teachers who establish the expectations and learning standards that necessitate regular attendance by students. It requires the continued vigilance of both parents and teachers.

### DEFINITIONS

- A. **Absence from school** – is defined as nonattendance in regular classes and assigned locations for the entire school day.
- B. **Excused absence** – is defined as an absence due to:
  - a. Personal illness – verified by a note from a doctor, clinic, or medical center
  - b. Death in the family – a parent/guardian or adult family member should contact the Vice Principal and send documentation with the student upon his/her return to school. Number of days excused for bereavement will be limited, based upon the discretion of the administration.
  - c. Religious holiday – as approved by the Department of Education
  - d. Legal situation – court appearance or meeting with legal authorities must be verified in writing from a court clerk, judge, or law office
  - e. School sponsored educational activities or external educational activities sanctioned or approved by the Principal



- f. Administrative absence – A visit to college, etc. must be documented with a note from a parent/guardian prior to the absence, and with verification from the college or agency.
- C. **Unexcused absence** – is generally defined as an absence for any reason not listed in "B" above. It includes shopping, working, oversleeping, faulty private transportation, hair dresser appointments, personal prom preparations, etc.
- D. **Truancy** – is defined as an absence from all or part of the school day without the knowledge of the pupil's parent or guardian. It generally takes the form of an unexcused absence.
- E. **Cutting** – is defined as unexcused or unexplained absence from school, class(es), or assigned location(s). It generally takes the form of selectively missing one or more assigned class(es) or assigned location(s) while being present for the school day, or selectively cutting class(es) or assigned location(s) as a result of deliberately missing homeroom.
- F. **Tardiness to class or school** – is defined as not being in an assigned location by the time the bell or signal ceases.

## RULES AND REGULATIONS

The Attendance Office's primary responsibility is to keep accurate records of school enrollment in accordance with state law. Students report to the Attendance Office when they arrive late to school, when they are late to homeroom, when they have been absent and consequently must submit a written excuse, and when a parent or guardian is waiting to sign them out prior to dismissal.

The following rules and regulations will be enforced with regard to student attendance:

- A. **Parents are required to notify the Attendance Office of a student's absence.** This contact is for notification only and does not excuse the absence. Further documentation such as a doctor's note or other type of verification may be required.
- B. **Submission of notes - The Attendance Office will only accept original medical notes on prescription pad stationery.**
- C. **Prolonged absence** – Students with chronic medical problems requiring a prolonged absence from school will receive home instruction through the Guidance Department. The school administration should be advised immediately of the possibility of a prolonged medical absence of five (5) or more days.
- D. **Make-up work** - Students will be permitted to make up work missed due to absences. It is the student's responsibility to request make-up material from his/ her teachers immediately upon his/her return from an absence. Students will have 5 days from the return of the absence to submit their completed make-up work to their teachers.
- E. **Tardiness**
  - a. Students who arrive late to school (**AFTER 8:33 A.M.**) **must** report to the Attendance Office to sign in and obtain a pass to class. **It is the student's responsibility to report in to the Attendance Office.** Students who fail to sign in upon arriving late will receive disciplinary punishment.
  - b. Students who arrive tardy to school will receive one (1) verbal warning. After this first warning, students will be assigned one (1) central detention (CD) for every eight (8) tardies. If a student does not serve their central detention they will be issued one full day of School Study Placement.

- c. **Any student arriving more than 35 minutes late to a class will receive an absence in that class for that day.**
- d. The following reasons are not excuses for being tardy: (a) needed at home; (b) overslept; (c) car trouble; (d) personal business; or (e) appointments that cannot be verified. Only students who provide medical or legal verification for being late will be excused from CD or infraction points, however, students will still be subject to the class attendance policy.

#### **Early dismissal**

- e. Telephone calls cannot be accepted for being excused early. Only a parent or guardian can legally sign a student out, and they must do so in the Attendance Office.
  - f. **Students under the age of 18 may not be excused early from school unless a parent or guardian signs them out.**
  - g. While students 18 years and older have the legal right to sign out of school, a valid reason for signing out must be given. For the safety of our students, regardless of age, students who are ill may not sign themselves out until a parent, guardian or adult relative is contacted and arrives.
  - h. Students must remember that it is their responsibility to keep track of class attendance and to adhere to the attendance policy. **No student of any age will be permitted to sign out during lunch periods.**
- F. **Leaving school grounds/Truancy** – Students are not permitted to leave the school building or school grounds without the permission of the administration. Students may be assigned Supervised Study Placement or out-of-school suspension for truancy or leaving school grounds without permission. **In addition, a mandatory chemical/intoxication screen will be required. If a student refuses the screening the test will be considered positive and the necessary action steps will be taken in accordance with board policy #5530.** The names of students who are truant or who leave the building will be submitted to the police department. Parents of such students should be aware that they might be subject to criminal penalties.
- G. **Class cuts** – Students may be assigned Central Detention or Supervised Study Placement for cutting class. **In addition, students must also make up missed time by attending after-school extra help for each class cut.** Class cuts will seriously affect final grades. Cuts will count as absences in class and may lead to failure in a course. Specifically, four (4) class cuts in the same class will result in a grade of **W** for the marking period.
- H. **Pupil vacations during school** – Students will be responsible for their class absences. Additionally, students must submit all completed make-up work to their teacher within 5 days of their return from vacation. It is recommended that students going on vacation request all work from their teachers at LEAST 5 DAYS prior to leaving.
- I. **Traveling students (vocational, internships, senior seminar)** – Students who travel for vocational school or senior internships must sign in and out of school through the Attendance Office each day. Failure to sign in may result in loss of attendance credit.

**Students who drive to their assignment must have the necessary approval from a parent or guardian as well as the placement they are attending. Students must fill out the Keansburg High School Parking Application. In exercising this privilege these students will be subject to all of the driving privilege regulations as well as random drug testing as outlined in Board of Education policy #5536**

## **ATTENDANCE PROCEDURE**

The Board of Education requires the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

- **20 or more absences** in a full year course (180 days) may result in a grade of **W** for that course. (This includes both **EXCUSED AND UNEXCUSED ABSENCES**)
- **10 or more absences** in a full year course (90 days) may result in a grade of **W** for that course. (This includes both **EXCUSED AND UNEXCUSED ABSENCES**)
- **15 absences** in a Physical Education course may result in a grade of **W** for that course. (This includes both **EXCUSED AND UNEXCUSED ABSENCES**)
- **5 absences** in a health course may result in a grade of **W** for that course. (This includes both **EXCUSED AND UNEXCUSED ABSENCES**)

The Keansburg School District will have the following interventions taken by the Attendance Intervention Team to ensure that attendance remains a priority for students and parents.

### **Actions to be taken by intervention team members:**

- After 5 days, school officials will contact the parents by letter or phone to notify them of the continued absences.
- After 5 days, school officials will hold a meeting with parents and develop an attendance intervention plan.
- Intervention team will monitor student's attendance at school and effectiveness of plan.
- Review and update the Attendance Intervention Plan as appropriate
- After 10 days, conduct home visits
- After 10 days, hold another meeting to review and update Attendance Intervention Plan. Intervention team develops Treatment Plan.
- After 15 days, school officials will refer the student to RTI, SBYSP or CST, if applicable, for continued non-attendance.
- After 15 days students will be referred to the appropriate outside agency (DCP&P, CMO, or FCIU) for intervention.

- After 20 days, hold attendance meeting with student, parent, attendance intervention team members, and Director of Pupil Personnel Services.
- After 30 days, hold attendance meeting with student, parent, attendance intervention team members, Superintendent and Director of Pupil Personnel Services.

#### **ATTENDANCE APPEAL POLICY AND PROCEDURE**

If a student has accrued the maximum amount of absences for a course and has received a grade of **W** (withdrawal of credit) for that course they may be eligible for an attendance appeal. When a student reaches credit withdrawal status they will be placed on an attendance contract.

Attendance appeals will be conducted at the conclusion of the school year. Student attendance records will be reviewed and students will be notified by the Administration or his/her designee if they qualify for an attendance appeal.

The Attendance Appeals Committee will schedule the student attendance appeal meeting. It is the responsibility of the parent and student to make their scheduled appointment. The Attendance Appeals Committee will review each student's attendance appeal and notify the student as to the result. Students/parents must be able to account for each and every absence during the school year up to the date of the appeal hearing. Class grades, attendance improvement, and compliance with the specific terms of the attendance contract will also be considered. If an appeal is approved, the student shall receive the grade he/she has academically earned for the class and the grade of **W** will be replaced. At this point the student's credit will be reinstated for their course(s). If the appeal is denied, the student will receive a grade of **W** for their course(s) and no credit will be issued for the course(s) in which he/she has excessive absences.

**IMPORTANT:** A student may not apply for an appeal if he/she has four (4) or more documented class cuts in any class.

# STUDENT CONDUCT

## CODE OF CONDUCT (Board of Education Policy 5600)

The following rules and regulations are designed to provide an orderly school environment, protect all members of the school community and to ensure the maintenance of a proper learning environment.

Conduct which shall constitute good cause for detention, suspension, or expulsion of a pupil guilty of such conduct 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, aide, custodian, administrator, or any person having authority over him;
- C. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
- D. Physical assault upon another pupil or upon any teacher or other school employee;
- E. Taking, or attempting to take, personal property or money from another pupil, or from his/her presence by means of force or fear;
- F. 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 buildings owned by the school district, and failure to leave school or other facility promptly after having been directed to do so by the principal or other person 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 the school district;
- I. Incitement which is intended to and does result in truancy by other pupils;
- J. Smoking in the school or on any school grounds;
- K. Possession, or consumption, of alcoholic beverages or controlled dangerous substances;
- L. Leaving school without permission on a school day.

If a pupil is suspended from school, a school administrator or their designee will:

- A. Notify the parents or guardians of the suspension by telephone and/or by mail, including the length of the suspension and the reason for the suspension.
- B. Discuss with the parent or guardian and the pupil a plan to return to school.

Pupils who are suspended must be picked up by a parent/guardian as soon as possible or they may be released with verifiable parental consent. They are not to return to the school building or property during the course of the suspension. In the event of a suspension lasting 5 days or more a Re-entry meeting will be required with a member of School Administration, Parent/Guardian, and the student. Suspended students may not attend or participate in any school or school-related activities during the term of the suspension.

Any student who is deemed unruly or disorderly by the administration will be referred to Local Police Authorities, who will then assist in maintaining school safety while a parent/guardian comes to retrieve the student.

## DRESS CODE

It is expected that all students at Keansburg High School will use good judgment in the selection of personal clothing that is neat, clean and not offensive in taste or modesty. Safety requirements in specialized subject areas must also be considered.

The following regulations are to be enforced as per **Board of Education Policy # 5511**:

- 1. Footwear, that is age appropriate, must be worn at all times. Shoelaces must be tied properly for safety.

2. Patches, slogans, words, symbols, or pictures of an offensive or obscene nature may not be worn (i.e. novelty shirts, etc.).
3. No undergarments, tank tops, halter tops, muscle shirts, midriff tops, fish or mesh net tops, etc. are to be worn by themselves.
4. No blouses, undergarments or shirts which are cut off in any way shall be worn.
5. Metal studs or spikes, etc. or other potentially hazardous or disruptive items that may cause excessive wear and tear to school equipment and facilities or which may interfere with the efficient operation of the school will not be permitted.
6. Hats, exclusive of religious dress, and sunglasses are to be removed upon entering the building and kept in lockers. Hats may not be carried to class.
8. No excessively tight or baggy shorts or pants will be permitted. Shorts and pants must be properly fitted and worn at the waist at all times, utilizing a belt if necessary. Shorts/skorts and skirts more than four inches above the knee shall not be permitted.
9. No pocket to wallet chains, no dog and choker chains, no locks, etc. may be worn.
10. Pierced jewelry, including, but not limited to lip, nose, eyebrow, tongue rings and/or earrings (i.e. hoop or hanging) shall not be permitted to be worn during physical education classes. In shop and laboratory areas, the necessary protective clothing, including but not limited to headgear, coveralls, smocks or uniforms, shoes and safety glasses must be worn. Failure to comply with the safety direction will result in the removal of the pupil from the shop or laboratory area.
11. Any other items that could create a distraction or safety hazard.

All pupils whose dress is in violation of this code will be required to dress suitably before being permitted to return to class. Parent(s) or legal guardian(s) will be contacted when a dress code infraction is committed. Parent(s) or legal guardian(s) may be required to bring in appropriate clothing so that the pupil may return to class. Recurring violations or refusal to comply with the code will result in disciplinary action. Any prohibited items confiscated will be returned to the parent(s) or legal guardian(s), (end of day, end of marking period, end of year) at the discretion of the administration.

\*The final decision in determining the suitability of dress will be determined by the administration of the school.

#### Gang Affiliation

Pupils are prohibited from wearing on school grounds, at any school related or sponsored activity, on school buses, and any other place where pupils are supervised by school district staff, any type of clothing or accessory that would indicate a pupil has membership in, or affiliation with, any gang associated with criminal activities pursuant to N.J.S.A. 18A:11-9.

#### Costumes

All Halloween costumes must follow dress code. No masks or props are permitted at any time.

### **ALCOHOL/ DRUGS**

Any student who is in possession of a controlled substance or paraphernalia used in consuming the substance shall be subject to full disciplinary action by the school administration.

Any student who is suspected to be under the influence of alcohol, a controlled dangerous substance, or chemical compound will be sent immediately for a medical evaluation. This procedure will also apply for students who are found to be in possession of these substances. If a student refuses the screening, the test will be considered positive and the necessary action steps will be taken in accordance with board policy. A subsequent drug and alcohol evaluation and counseling will be given based on the results of the examination as per Board of Education Policy #5530.

Any student found **distributing** any of the above mentioned items shall be subject to full disciplinary action by the school administration, and reports shall be filed with the proper law enforcement agency.

Disciplinary action shall include the following:

- A. Suspension (not to exceed ten (10) days).
- B. Suspension from all extra-curricular activities for one (1) academic year.
- C. Signing by the administration of appropriate complaint with the Police Department.
- D. Possible recommendation to the Board of Education for expulsion.

These rules and regulations shall be in effect at all times that the student is under the authority of the school. The times shall include, but not be limited to, the regular school day and all other extra school activities, such as athletic events, social events, trips, and dances, on and off of Board of Education property.

### **TOBACCO/ SMOKING POLICY** **(Board of Education Policy #5533 & #7434)**

Pupils, regardless of age, are not permitted to smoke at any time in the school or on school grounds. The use of chewing tobacco or snuff is also prohibited. Smoking cessation programs are offered by the school to any student who violates the smoking/tobacco policy and/or any student who wants to quit smoking/chewing tobacco.

**First Offense:** One day of Supervised Study Placement,

**Second Offense:** One day of Out of School Suspension, a complaint will be filed with the Keansburg Fire Official, a summons will be issued, and a fine may be assessed as per NJ Statute 26:3D-20. The student will be responsible for payment of fines.

**Third Offense:** Three days Out of School Suspension, a complaint will be filed with the Keansburg Fire Official, a summons will be issued, and a fine may be assessed as per NJ Statute 26:3D-20. The student will be responsible for payment of fines.

Student in possession of tobacco/smoking material such as tobacco, matches, lighter, etc. will be dealt with in the following way: Possession will be treated the same as smoking and articles will be confiscated.

### **BOOKBAGS AND/OR BACKPACKS**

Backpacks and Book bags will be permitted for student use for the storage and transportation of educational materials and supplies ONLY. Students will not be allowed to use book bags/backpacks for the storage of non-essential educational supplies. Students may be asked to refrain from bookbag/backpack use if deemed necessary by administration. **Pocketbooks are limited in size to 15 inches in length.**

### **CARE OF SCHOOL PROPERTY** **(Board of Education Policy #7610)**

All school district property should be respected and all persons who use or have access to school district property should respect such property and take pride in the institutions of this community and the schools of this district.

Students should not mark school furniture, walls, lockers, ceiling, floor or equipment with pen, pencil, marker, paint or any other instrument. Students are not to tamper with fire alarms, fire extinguishers or any electrical systems. Anyone who willfully destroys school property through vandalism, arson or larceny, or who creates a hazard to the safety of our students, will be referred to the proper law enforcement agency.

## CELL PHONES/ELECTRONIC DEVICES

As technology continues to improve it is important that students have access to relevant technology that helps them grow and be productive members in today's technologically advanced society. Students will be permitted to be in possession of their electronic device during the school day. The use of these devices will be limited to **EDUCATIONAL PURPOSES ONLY**, as determined by both the classroom teacher and administration.

Keansburg High School students and parents/guardians fully acknowledge that use of a personal device on the premises of Keansburg High School is subject to all guidelines, rules and regulations governing acceptable use as established by the Keansburg Board of Education Policy #2363. It is further understood that use of a personal device is restricted to those activities as required or related to the student's program of study and any use otherwise may be subject to disciplinary action including loss of device use privileges.

Failure to surrender a cell phone/electronic device for inappropriate use, to a staff member will be considered insubordination and will result in further disciplinary action. **Confiscated devices will be returned to a parent or guardian ONLY by appointment with a building administrator.** The school cannot be held responsible for the loss or theft of such equipment if it is brought to school. Students violating these rules will be subject to discipline as outlined in the code of conduct.

**NOTE: In the event of an emergency, parents/guardians MUST call the main office in order to contact their child.**

## DRIVER REGISTRATION/ STUDENT PARKING

Students who wish to park in the High School parking lot or who will be using their cars as part of the Senior Seminar Program must obtain and complete a registration form. **Students who are issued parking/driving privileges for the school year will be subject to the Student Random Drug and Alcohol Testing Program as per district policy and will abide by the rules and regulations set forth within.** The required parking forms can be obtained from Mrs. Holly in the Main Office either before or after school. You must submit proof of insurance, vehicle registration and a VALID driver's license, and you must not be on the NJMVS revoked list. A numbered permit will be issued to students granted permission to park/drive in a specific numbered spot on school property. The permit must be placed on the inside rear window whenever the car is parked on school property. These permits will be granted to **seniors** with a valid driver's license, current vehicle registration, and insurance coverage on a first-come basis. Parking permits are NOT transferable and can only be used on the vehicle registered.

Parking permits will only be issued if the parking needs of the parents and faculty of the High School and Port Monmouth Road School have been met. If an overcrowded or unsafe condition arises, no parking permits will be issued to students.

Any student who parks in the parking lot without permission or fails to display a valid parking permit is subject to disciplinary action. All vehicles parked illegally are subject to being towed at the owner's expense.

**Accumulation of 4 tardies in one marking period, excessive absences, or excessive discipline infractions may result in revocation of parking privileges for up to one marking period. Continued violation of the student code of conduct or attendance rules will result in permanent revocation of parking privileges.**



The school speed limit is **10 miles per hour**. Excessive speeding will result in immediate revocation of parking privileges.

In addition, the following regulations will be enforced:

- A. If reasonable suspicion of illegal or prohibited items is determined, any student car parked on school grounds may be subject to search by building administration.
- B. All New Jersey motor vehicle laws apply on school grounds.
- C. Student vehicles must park in their assigned spots in the parking lot.
- D. Students are not permitted to sit, loiter, or smoke in parked cars in the parking lot. Infractions will result in the loss of parking privileges.
- E. Students are not permitted to use their cars or to go to their cars during school hours without prior approval from a building administrator.
- F. Students who drive to school must maintain regular attendance. The district will not accept any transportation related excuses for arriving tardy to school.

## **FIRE/SCHOOL SECURITY DRILLS**

Regularly scheduled Fire and School Security drills are essential for the safety of all staff and students. To ensure a maximum degree of protection for you as well as for other members of our school community, the Keansburg School District and local law enforcement will work together to conduct a minimum of one fire drill and one security drill each month in accordance with state mandated guidelines.

In the event of a fire drill: when the fire alarm sounds:

- A. Cease ALL activity and talking;
- B. Follow the instructions of your classroom teacher;
- C. Leave the classroom in a quiet and orderly manner, proceeding to the exit to which you are directed;
- D. Move away from the building, leaving all driveways clear for emergency vehicles;
- E. Return to your class IMMEDIATELY after the drill.

School security, evacuation and lock-down drills will also be conducted monthly throughout the course of the year as mandated by the State of New Jersey.

In the event of a security drill: when the specific security announcement is made:

- A. Cease ALL activity and talking;
- B. Follow the instructions of your classroom teacher in regards to the specific security drill which is being conducted.
- C. Staff and students will return to their designated assignments AFTER the appropriate announcement has been made by an administrator.

**Any student who behaves inappropriately during a fire drill or security drill will be subjected to serious disciplinary action. Any student who pulls a false alarm or threatens the safety of the school will be subjected to serious disciplinary action including suspension from**

**school and a possible referral to the Superintendent of Schools with a recommendation for expulsion. Additionally, a police complaint shall be filed.**

### **FIREWORKS**

Firecrackers and similar items are illegal and dangerous. Possession or firing is cause for suspension and referral to authorities.

### **GAMBLING/ CARD PLAYING**

Any form of gambling, dice or card playing (that is not curricular based) is forbidden in any part of the school or on school grounds. Possession of gambling paraphernalia, including but not limited to playing cards, dice, etc., is strictly forbidden. Disciplinary action will be taken for students who refuse to comply with this directive.

### **HALL PASSES**

Pupils are not permitted in the hallways without a signed hall pass from a staff member. A plastic hall pass is available in every classroom which contains all the information needed for student use. Lavatory usage during class is discouraged. If a teacher feels that an emergency exists, he/she

may permit the student to leave the room during class. No more than one student may be dismissed at one time. In addition, passes may not be given for use of the telephone during class time. Students caught falsifying or misusing passes are subject to disciplinary action. In addition, students must also seek and receive permission from the teacher of their scheduled class **prior** to missing all or any portion of the class. Students who solicit passes from other teachers, counselors, or support personnel, without prior approval, may find those passes unacceptable to the scheduled teacher.

The names of students who are repeatedly late to class, in the halls without a pass, or who abuse the hall pass privilege by remaining out of class for an excessive amount of time, will be recorded. Those students may face disciplinary action, including being placed on a pass restriction that would only allow them to leave a classroom for emergency purposes.

### **HARASSMENT, INTIMIDATION AND BULLYING (Board of Education Policy #5512)**

The Keansburg Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment, since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and

3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

"Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager. Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

This Policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

#### Expected Behavior

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the code of pupil conduct. The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members. The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use instances of violations of the code of pupil conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules and guidelines. The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee. Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each Building

Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

### Consequences and Appropriate Remedial Actions

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

#### Factors for Determining Consequences

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

#### Factors for Determining Remedial Measures

##### Personal

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

##### Environmental

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

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district's code of pupil conduct. Remedial measures shall be designed to correct the

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

#### Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long term);
9. Legal action; and
10. Expulsion.

#### Examples of Remedial Measures – Personal

1. Restitution and restoration;
2. Mediation;
3. Peer support group;
4. Recommendations of a pupil behavior or ethics council;
5. Corrective instruction or other relevant learning or service experience;
6. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
7. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
8. Behavioral management plan, with benchmarks that are closely monitored;

9. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
10. Involvement of school disciplinarian;
11. Pupil counseling;
12. Parent conferences;
13. Pupil treatment; or
14. Pupil therapy.

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

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Targeted use of monitors (e.g., hallway, cafeteria, bus);
10. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
11. General professional development programs for certificated and non-certificated staff;
12. Professional development plans for involved staff;
13. Disciplinary action for school staff who contributed to the problem;
14. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
15. Parent conferences;
16. Family counseling;

17. Involvement of parent-teacher organizations;
18. Involvement of community-based organizations;
19. Development of a general bullying response plan;
20. Recommendations of a pupil behavior or ethics council;
21. Peer support groups;
22. School transfers; and
23. Law enforcement (e.g., school resource officer, juvenile officer) involvement.

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

### Reporting Procedure

Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this Policy to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices or the reporting party may use a district's web-based reporting system. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in

this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

### Investigation

The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation, or bullying.

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

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials. Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include

participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil and staff member behavior and the consequences of such actions, and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying, including, but not limited to, school counseling services and environmental modifications.

#### Reprisal or Retaliation Prohibited

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for employees will range from an admonishment to termination of employment. The consequences for a volunteer will range from an admonishment to dismissal from the volunteer position.

#### Consequences for False Accusation

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be in accordance with district policies, procedures, and agreements. Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the

Principal or designee, after consideration of the nature, severity and circumstances of the act, which may include a report to appropriate law enforcement officials.

### **CYBER-BULLYING**

Board of Education policy #5512 prohibits acts of cyber-bullying by students through the use of any school district owned, operated, and supervised technologies. The Principal will investigate all reports of such conduct. In the event the investigation results indicate cyber-bullying was committed by a school district pupil on school grounds and/or using school district technologies, the student will be subjected to appropriate discipline. The Principal may report allegations of cyber-bullying to law enforcement authorities as well. Cyber-bullying is defined as the use of electronic information and communication devices, including but not limited to, e-mail messages, instant/text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites that (a) deliberately threatens, harasses, intimidates an individual or group of individuals; or (b) places an individual in reasonable fear of harm to the individual to damage to the individual's property; or (c) has the effect of substantially disrupting the orderly operation of the school.

### **SUSPECTED GANG ACTIVITY**

## (Board of Education Policy #5615)

In the event the Principal or designee believe any physical or verbal harassing, intimidating, or bullying conduct was or is being committed for the benefit of, at the direction of, or in association with a group of three or more persons, the school staff will investigate further to determine if the conduct was committed by those pupils representing a criminal street gang (hereinafter referred to as a gang) as defined in N.J.S.A. 2C:44-3h. If it is determined that unacceptable conduct was committed by pupils representing a gang, the Principal or designee will assign appropriate disciplinary action and will notify the parent(s) or legal guardian(s) of the victim and the offender. The Principal or designee will also inform the Superintendent of Schools and local law enforcement.

The parent(s) or legal guardian(s) of any pupil identified as being potentially involved in gang-related activities shall be notified by the Principal or designee. A pupil identified as being potentially involved in gang-related activities shall be offered appropriate counseling by school district staff.

To further ensure the safety and well-being of all pupils in the district, and to increase awareness within the school community regarding potential gang activity, pupils are **prohibited** from wearing on school grounds, at any school-related or sponsored activity, on school buses, and any other place where pupils are supervised by school district staff, **any type of clothing or accessory that would indicate a pupil has membership in, or affiliation with, any gang associated with criminal activities** pursuant to N.J.S.A. 18A:11-9.

# DISCIPLINE RULES AND REGULATIONS

## DUE PROCESS

The right to due process in disciplinary proceedings is applicable in all instances where the behavior of the student is being evaluated for possible suspension or expulsion. The student must always be treated with fundamental fairness, has the right to be fully informed about his/her alleged breach of behavior and must be provided with the opportunity to respond to such charges.

## CENTRAL DETENTION

Students must complete their central detention hours within 2 school days of being notified of the action. Failure to complete Central Detention in the 2 day time period will result in a half day Supervised Study Placement. Central detention will meet after school on Monday thru Friday from 2:30 -3:30 p.m. Students may serve Central Detention during the zero period, with Administrative permission. Any student who has accumulated more than 35 infraction points may have a revocation of privileges based on the infraction point guide.

## SUPERVISED STUDY PLACEMENT

The **Supervised Study Placement** (S.S.P.) program is a self-contained classroom with a full-time certified teacher. Students may be assigned to S.S.P. when found to be in violation of a school rule. While in S.S.P., students are restricted from interacting with other students for the period of their assignment.

Each student who is referred to S.S.P. will review the rules with the teacher in charge. Students must bring ALL books and materials needed for the entire day, and are expected to take advantage of the time in S.S.P. to complete all work assigned by their classroom teachers and by the teacher in charge. Once all assigned work is completed, the student will meet with the teacher in



charge for additional assignments. Any student who does not cooperate will be referred to Administration for further disciplinary action. Students who refuse to attend S.S.P. will be rescheduled and may be sent home for the remainder of the day with the possibility of additional days being added. O.S.S. may also be used for students who refuse to attend S.S.P.

**Participation in ANY extra-curricular activity (Game/Performance, etc.) is NOT permitted during the time a student is placed in a full day S.S.P (sports practices will be permitted).**

**\*More information on co-curricular participation can be found in the Athletics/Co-Curricular Activities section of the handbook.**

### **FRIDAY SCHOOL**

Friday School will be offered for students who wish to reduce CDs from 2:30-4:30 p.m. on Fridays throughout the school year. Students will have 3 infraction points reduced from their total by serving the full 2 hours. Students must be on time and remain until the conclusion of the session in order to receive the demerit reduction. Cell phones are not permitted and misbehavior will result in removal from Friday School and no infraction points will be reduced.

### **SUSPENSION OF TEN DAYS OR MORE AND EXPULSION**

A pupil may be suspended for ten (10) days or more if his/her behavior "materially or substantially interferes" with the maintenance of good order in the school. A suspension this serious would have the following due process steps:

- A. A written notice of the charges made against him/her
- B. A preliminary hearing at which time he/she will be given an explanation of the basis of the charges made
- C. An opportunity to present his/her side of the story
- D. A full hearing before the Board of Education as soon as practicable, but no later than ten (10) school days, following the preliminary hearing
- E. At the time of the full hearing the student shall be permitted to be represented by counsel, to confront and cross-examine the witness supporting the charges made against him/her, and to call his/her own witnesses to verify his/her version of the incident.
- F. The Board may base its decision on a report of a hearing committee, but only after both parties have had an opportunity to review that report and comment thereon.

**Expulsion** is the permanent removal of a pupil from the school. A pupil may only be expelled upon order of the Board of Education after a hearing such as the one described for a ten (10) day suspension.

## Student Code of Conduct

Listed below are examples of discipline infractions and progressive punitive outcomes. Any infractions beyond the third will receive consequences in a progressive manner. All incidents of "gross misconduct" will be disciplined at the discretion of Administration.

<b>Low Level Infractions</b> Low level infractions will be handled by the classroom teacher for the first three offenses. On the fourth offense the administration will become involved. Many of the infractions listed in this section would fall under the staff members' classroom management plan.	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>	<b>6<sup>th</sup> Offense</b>
Failure to follow proper procedure	1 hr. CD	2 hr. CD	½ day SSP
Failure to follow reasonable request	1 hr. CD	2 hr. CD	½ day SSP
Disrespect to student	1 hr. CD	½ day SSP	1 day SSP
Disruptive inappropriate behavior	1 hr. CD	½ day SSP	1 day SSP
Late to class (maximum 20 minutes)	1 hr. CD	2 hr. CD	½ day SSP
Inappropriate use of technology (computer, phone, etc.)	1 hr. CD	2 hr. CD	½ day SSP
Misuse of pass	1 hr. CD	2 hr. CD	½ day SSP
<b>Middle Level Infractions</b> Certain infractions at this level may be directed straight to the administration.	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>

Non-Permanent Defacing of school property	1 hr. CD	2 hr. CD	1 day SSP
Failure to attend central detention	½ day SSP	½ day SSP	1 day SSP
Defiance	½ day SSP	1 day SSP	2 days SSP
Leaving class without permission	1 hr. CD	2 hr. CD	1 day SSP
Refusal to identify self	1 hr. CD	2 hr. CD	½ day SSP
Inappropriate use of social media	½ day SSP	1 day SSP	2 days SSP
Verbal Confrontation	½ day SSP	1 day SSP	2 days SSP
Cutting teacher detention	1 hr. CD	1 hr. CD	1 day SSP
Inappropriate bus behavior	1 hr. CD	1 day SSP	1 day OSS
Refusing to surrender cellphone or computer to staff member	1 hr. CD	½ day SSP	1 day SSP
Class cut **	1 hr. CD	2 hr. CD	1 day SSP
Verbal abuse or profanity	1 hr. CD	½ day SSP	1 day SSP
Disruptive behavior in hallway	1 hr. CD	½ day SSP	1 day SSP
Disrespect to staff	½ day SSP	1 day SSP	2 days SSP

<b>High Level Infractions</b> Infractions at this level will most likely result in direct administrative action; Conferences with students, parents/guardians, and administration will be required for each offence	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>RD</sup> Offense</b>
Theft (notify KDP)	1 day SSP	3 days SSP	3 days OSS

Possession of drugs, alcohol (notify KDP)	10 days OSS	45 day placement	Expulsion
Tobacco use on school grounds	1 day SSP	1 day OSS	3 days OSS
Inappropriate dialing of 911 and/or Pulling fire alarm (notify KDP)	3 days OSS	5 days OSS	10 days OSS
Vandalism/ Destruction (notify KDP)	3 days SSP	5 days OSS	10 days OSS
Endangering others/self	2 days SSP	3 days SSP	3 days OSS
Leaving school building without permission *	1 day SSP	2 days SSP	1 day OSS
Refusal to attend SSP	1 day OSS	1 day OSS	1 days OSS
Assault toward another student (notify KDP)	7 days OSS	10 days OSS	Expulsion
Assault toward staff member (notify KDP)	10 days OSS	Expulsion	
Inappropriate cell phone usage (recoding video/photo)	2 days SSP	1 day OSS	3 days OSS
Inappropriate sexual behavior (possible referral to SBYS)	3 days OSS	5 days OSS	10 days OSS
Physical Altercation (notify KDP)	5 days OSS	7 days OSS	10 days OSS
Weapon (notify KDP)	10 days OSS	45 day placement	Expulsion
Violation of acceptable use policy	2 days SSP	1 day OSS	3 days OSS
Terroristic Threat (notify KDP)	5 days OSS	10 days OSS	Expulsion
Verbal abuse or profanity toward staff	2 days SSP	3 days SSP	3 days OSS

CD – Central Detention

SBYS – School Based Youth Services

SSP – Student Study Placement

\*(subject to mandatory chemical screening, consequence pending test results)

\*\* 4 cuts of one class = credit withdrawal; Cut defined as absence from class for more than 20 minutes

**\*Community service may be assigned as a supplemental disciplinary measure.**

**The Keansburg High School Administrative reserves all rights to use their discretion in all matters of discipline.**

Consequence given	Infraction Points Issued
1 hour of CD	1
2 hours CD	2
½ day SSP	3

#### Infraction Points

Students will be issued infraction points in conjunction with disciplinary consequences. Infraction Points will stay with a student throughout the school year. The consequences must be served (CD, SSP, OSS) but the infraction points will not be removed. If a student acquires a

specific amount of infraction points they will be subject to the loss of privileges. Infraction points may be reduced if the student attends and completes remedial lessons, which will be offered on specific Friday afternoons throughout the year.

#### Infraction Points

1 day SSP	5
2 days SSP	7
3 days SSP	9
1 day OSS	9
2 days OSS	12
3 days OSS	15
5 days OSS	20
7 days OSS	25
10 days OSS	30
45 day placement	45

### Infraction Point Scale

Points Accumulated	Revocation of Privileges
35	Loss of dances, school and club sponsored events, non-essential assemblies
40	Loss of athletic participation (students may still participate in practices and attend games only), loss of clubs and other extra-curricular participation.
65	Students may be subject to change in their educational placement/program after review by school administration, the Child Study Team, and the 504 committee.
75	Loss of Prom

85	Loss of graduation privileges/commencement exercises.
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Students will have the opportunity to reduce three accumulated infraction points by attending Friday school from 2:30 to 4:30 or students can reduce one accumulated infraction point by attending central office detention Monday-Thursday from 2:30 to 3:30.

Students who willfully continue to abuse the rules of Keansburg High School will be placed on a student discipline contract after meeting with them and their parents. The contract will cover expected behaviors and consequences for lack of compliance. These consequences will range from SSP to OOS for 1 day to 5 days. Students who repeatedly break the contract will be referred for out of district placement.

## **STUDENT GRIEVANCE PROCEDURE**

### **OBJECTIVES**

1. To define correct procedure for students to follow in resolving grievances.
2. To allow the students to come before a committee with peer representation.
3. To secure at the earliest and most convenient level an equitable solution to the problem for those parties involved in the grievance.

### **DEFINITIONS**

- A. A **Grievance** shall be defined as a claim allegedly caused by a misinterpretation, violation, or inequitable application of student's rights.
- B. **Days** shall be defined as only school days; holidays and weekends are not to be considered applicable.

### **PROCEDURE**

1. Any student, at any time, may make an appointment with the appropriate administrator to discuss a grievance, following a conference with the staff member immediately involved.
2. A student must initiate definite action on a grievance within ten (10) days following the event or occurrence, which is the basis for the grievance or the complaint, shall be considered invalid (as waived).
3. If a problem is not resolved at the first approach, the student may submit a written appeal to successively higher authorities. The superior administrator will discuss the grievance with all parties involved, including parents of the student if necessary. Following the discussion, the administrator shall render a decision to all parties involved, in writing, within ten (10) days after receiving the grievance.
4. Failure at any level of a school district administrator or Board to submit a written decision within the specified time limits shall permit the aggrieved student to take said grievance to

the next level of this procedure. Failure by the student at any level of this procedure to take the grievance to the next level within the specified time limit shall be considered acceptance of the decision rendered at this level.

5. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual written agreement of the parties involved.
6. All formal grievances and decisions rendered shall be in writing.
7. In the event a grievance is filed after June 1 of any year, this procedure will not allow for a settlement prior to completion of the school year; all parties involved shall use their best effort to resolve the grievance within ten (10) days of the event or occurrence, which is the basis for the grievance.

# STUDENT SERVICES

## CHILD STUDY TEAM

Child Study Teams consist of at least one School Social Worker, Learning Disabilities Consultant, and School Psychologist. The Child Study Team identifies and works with students who have difficulty learning and have been determined to have a learning disability. In addition, the Child Study Team acts as a consultant to administrators, teachers, and parents in helping to develop strategies and plans to help students. Members of the Child Study Team are available to help in times of crisis as well.

## SCHOOL-BASED HEALTH AND SOCIAL SERVICE PROGRAM

The SBYSP is a NJ State grant that provides primary health care, mental health counseling, prevention education, leadership/mentoring opportunities, recreation and employment training programs. All students are provided enrichment programming to encourage college and career planning and support post-graduation social service needs.

Students are eligible for services with parent/guardian signed permission.

The program collaborates with community and countywide agencies to provide additional services for students and families. The Program manages the Workforce Investment Board grant for eligible students on a twelve-month basis and provides outdoor adventures and leadership programs in the summer months. The SBYSP offices are located on the KHS campus. Contact Bryan Smith at 732 787-2007 x2550 for additional information.

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### General Enrollment and Permission for SBYSP services

The School Based Youth Service Program's objective is to provide on-site services that support students' academic success and emotional well being, allowing them to reach their full potential. The State requires that data is collected on the number and types of services provided on a yearly basis. Additional consent forms are required for primary care and mental health services.

My son/daughter has my permission to participate in SBYSP programming.

_____ Student Name	_____ Grade
_____ Parent/Guardian Signature	_____ Date

## HEALTH OFFICE

The health office is staffed by a qualified school nurse whose primary objective is to provide emergency first aid in the event of an accident or sudden illness. The nurse does not diagnose illness, prescribe treatment, or dispense medication of any type, including aspirin, without a valid signed permission slip or prescription on file. Pupils are not allowed to enter the Health Office without a pass

from a teacher. The Nurse will log in and out all pupils who report to her and the reason why they are there. In addition, use of the restroom in the Health Office is not permitted without direct permission from the Nurse.

The school nurse works in collaboration with the SBYSP Nurse Practitioner who provides primary care. Students must see the school nurse initially and be referred to the Nurse Practitioner for diagnosis and treatment. Health care includes ill visits, diagnosis, prescriptions, physical exams, health education and health counseling. Signed parental/guardian permission is required for treatment and forms are found on the reverse side of the Student Health Card.

All students must have Emergency Contact Cards on file in the Health Office. These cards are sent home annually and must be completed and returned to the school promptly. If a student must be sent home because of illness, the nurse will notify the parent and report the name of the student to the Attendance Office. Pupils may not leave the building because of illness without authorization of the nurse or the administration. Any student who leaves the building without authorization will be cutting class and will face disciplinary action for doing so. A parent or guardian must pick up students, regardless of age.

Students who leave prior to dismissal must return with a doctor's note. The school nurse or attendance office must verify all notes. Students who are dismissed early by the nurse cannot participate in any co-curricular activity that day. If it is Friday, the student cannot participate in any weekend activities. When the student returns to school with a doctor's note, they may participate.

**If the nurse is not in her office, pupils must report to the Main Office.**

## **MEDICATION**

If under exceptional circumstances a child is required to take any medication during school hours, and his/her attendance to school would not be detrimental to the health or physical well being of others, the following procedures shall be followed:

- A. Written statement from the parents giving permission to administer medication.
- B. A written order from the attending physician which shall include:
  - a. Child's name and name of medication
  - b. Diagnosis, dosage and frequency
- C. Medication must be in original container.
- D. The parents of the child shall assume responsibility for informing the school nurse of any change in the child's health or change in medication.

The school nurse shall:

- A. Inform appropriate school personnel of the medication
- B. Keep a record of the administration of medication
- C. Keep the medication in a locked cabinet
- D. Return unused medication to the parent

The school district reserves the right to reject requests for the administration of medicine.

If a child is under medication, the parent should consult with his/her physician about giving the medication before and/or after school hours, as no child will be permitted to take any medication in school unless the above procedures have been followed.

## **2<sup>nd</sup> FLOOR YOUTH HELPLINE**

2<sup>ND</sup> Floor is a telephone helpline for youth, which is operated by 180-Turning Lives Around, Inc. It provides confidential service for young people, where you can talk about whatever is on your mind. You can talk to a non-judgmental, trained listener 24 hours a day, 7 days a week. Sometimes it's

easier to talk to someone you don't know, which can help you feel better. We won't tell anyone you called, unless you want us to speak to someone for you, or if you or someone else is in danger.

**It's your call- 1-800-222-2228 or check out our website at [www.2ndfloor.org](http://www.2ndfloor.org)**

### **PROJECT CHILD FIND**

The Keansburg School District must provide a free and appropriate education (FAPE) to eligible children living in the Keansburg School District, 3 through 21 years of age. Individuals and/or families who know of a child within this age range with suspected or known disability should contact Keansburg High School at the numbers listed below. Included in the district's "child find" are public and nonpublic children from 3 to 5 years (preschool) of age, wards of the state, and children who are highly mobile, such as migrant and homeless students.

Keansburg High School (Grade 9-12 students) - 732-787-2007, ext. 4364

Keansburg Pupil Personnel Services - 732-787-2007, ext. 3300

Project Child Find - 1-800-322-8174

### **PROYECTO DEL HALLAZGO DEL NIÑO**

Las escuelas públicas de Keansburg deben proporcionar una educación apropiada libre (FAPE) a los niños elegibles de 3 a 21 años de edad. Los individuos y/o las familias que saben de un niño dentro de estas edades con una inhabilidad sospechada o sabida deben llamar a la escuela con los números abajo. El "hallazgo de niño" del distrito incluye a los niños públicos y no públicos de tres a cinco años (el pre-entrenamiento) de edad, y a los niños que sean muy móviles, por ejemplo estudiantes migratorios y sin hogar.

Keansburg High School (Grados 9-12) - 732-787-2007, ext. 4364

Keansburg Servicios de Pupilas - 732-787-2007, ext. 3300

Proyecto Hallazgo del Niño - 1-800-322-8174



# ATHLETICS/CO-CURRICULAR ACTIVITIES

The following eligibility rules apply to **ALL** Junior Varsity and Varsity teams representing Keansburg High School boys and girls:

- A. ELIGIBLE if a student has not reached the age of 19 prior to September.
- B. Eligible for athletic competition if during the first semester (September 1 to January 31) of the 10<sup>th</sup> grade year or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New jersey for graduation (120), during the immediately preceding academic year.

To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9<sup>th</sup> grade year or higher, a pupil must have passed the equivalent of 12 1/2% of the credits (15) required by the State of New jersey for graduation (120), at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

At no time will a student-athlete be permitted to participate if he/she has failed to meet the NJSIAA requirements.

- C. ELIGIBLE immediately if transfer because of a bona fide change of residence to another public secondary school district by parents.
- D. ELIGIBLE immediately if a student transfers during his/her 9<sup>th</sup> grade year, or before September 1 of his/her 10<sup>th</sup> grade year, without a bona fide change of residence; however, if that student has participated in a sport at a varsity level, then he/she shall be ineligible to compete in that sport at the new school at any level for 30 days from the first day of competition in that sport.
- E. ELIGIBLE if no influence was used to retain or recruit the student

- F. ELIGIBLE to represent his/her present school, if a student's parents move to another public school district maintaining a secondary school of equal grade or higher provided he/she remains properly enrolled – any subsequent transfer will be subject to the transfer provisions.
- G. NOT ELIGIBLE after the completion of eight (8) semesters following a student's entrance into 9<sup>th</sup> grade.
- H. NOT ELIGIBLE after the class in which the student originally enrolled graduates, regardless of transfer from any school during the 3 or 4-year period.
- I. NOT ELIGIBLE – A student in grades 10, 11 or 12 transferring from one secondary school to another, without a bona fide change of residence by that student's parents or guardian, shall be ineligible to participate for a period of 365 calendar days (one year) in any sport in which the student has previously participated on any high school level. The 365-day period of ineligibility will begin when the student enrolls and attends classes at the new school. A student in grade 9 transferring from one secondary school to another without a bona fide change of residence by that student's parent or guardian shall be ineligible to participate for a period of 30 calendar days, which will commence with the first interscholastic game played by the involved school, if that student had participated in that particular sport at the varsity level. A grade 9 student who has not participated in a sport at his/her previous school shall be eligible to participate immediately in any sport at the new school. To prevent possible recruitment or transfer for athletic advantage, a Transfer Form must be executed by the two involved schools and filed with the NJSIAA before any interscholastic participation.

## Athletic and Co-Curricular Eligibility

It shall be the policy of the Keansburg Borough Board of Education to conform with the State law and Rules and Regulations adopted by the State Board of Education in all matters relating to physical education procedures, athletic personnel and athletic procedures.

In order to maintain a high standard of academic excellence, the Keansburg Athletic Department in accordance with the New Jersey State Interscholastic Athletic Association (NJSIAA) requires that student-athletes adhere to State and District Policy to maintain full eligibility. Any changes or updates to the NJSIAA policy will result in the immediate adoption by the Keansburg School District in accordance with State policy.

1. Pupils participating in interscholastic athletic competition shall be enrolled in physical education, in either a full or restricted program unless exercising Option II. All restricted programs shall be medically authorized.
2. All pupils in interscholastic athletic competition shall carry appropriate students insurance coverage, or present proof that they are eligible for similar benefits under a plan underwritten by a private carrier.
3. All pupils in grade seven through twelve involved with interscholastic athletic teams, cheerleaders, and any other pupil groups which represent Bolger Middle School or Keansburg High School on an interscholastic level will be subject to athletic and extra-curricular eligibility policy.
4. Pupils in affected activities must meet all New Jersey State Interscholastic Athletic Association requirements.
5. The Keansburg School District and extra-curricular eligibility rules should automatically be upgraded to remain consistent with any future NJSIAA adjustments to eligibility requirements.
6. The following guidelines are to be followed when determining eligibility:

- a. Include work completed during summer school (for State eligibility only)
- b. Grades will be checked each marking period.
- c. Credit will not be given for any grade of "incomplete" until a grade has been determined.

7. **The NJSIAA states:**

To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (27.5) **[30 beginning with the Class of 2014 and thereafter]** required by the State of New Jersey for graduation.

To be eligible for athletic competition during the second semester (Feb. 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12 1/2% of the credits (13.75) **[15 beginning with the Class of 2014 and thereafter]** required by New Jersey for graduation at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

At no time will a student-athlete be permitted to participate if he/she has failed to meet the NJSIAA requirements.

8. At the interim report or end of the marking period, when it is determined that a student is in failing status, a letter will be sent home to the parent/guardian (with the student) notifying them of the impending failure or eminent failure and will need to be signed and returned to the athletic department.

9. No pupil who has been absent for a school day may participate in a co-curricular activity scheduled for the afternoon or evening of the school day if considered an unexcused absence in accordance with the Keansburg School District Attendance Policy.
10. A pupil who arrives late to school with an unexcused absence according to the Keansburg School District Attendance Policy may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day unless they were in school for four (4) hours and until dismissal.

\*All questions concerning eligibility and requirements should be directed, in writing, to the Principal or Director of Athletics for consideration and exception.

### **Suspended Students**

Students suspended out of school may not participate in any practice, extra-curricular activity or athletic competition during the day(s) of the suspension. If the suspension occurs on the last day of the week and continues through the following week, all athletic and/or extra-curricular participation will be prohibited during the weekend of the suspension. Student's assigned a full day School Study Placement **may** participate in practices on the day of detention, but **may not** participate in any scheduled games, events or activities. Students who complete assigned central detentions and half day School Study Placement may participate in a practice, game or activity that same day upon successful completion of detention.

Below is a list of extra-curricular activities offered at Keansburg High School:

Band  
Baseball  
Basketball, Boys  
Basketball, Girls  
Bowling, Boys

Bowling, Girls  
Cheerleading, Fall (Football)  
Cheerleading, Winter (Basketball)  
Chess Club  
Choir

Cross Country, Boys  
Cross Country, Girls  
Drama Club  
Environmental/Science Club  
Football  
Freshmen Class Government  
Heroes and Cool Kids  
High School Task Force  
Junior Class Government  
Key Club  
Literary Magazine  
National Art Honor Society

National Honor Society  
School Play  
Senior Class Government  
Softball  
Sophomore Class Government  
Student Council  
Tennis, Boys  
Tennis, Girls  
World Language Club  
Wrestling  
Yearbook

### **SPORT SPECTATORS**

Spectators at all sporting events are to remain in the bleachers. No one other than the coaches, players, trainers, physicians, student managers and/or athletic director will be allowed on the court or playing field. This is a matter of personal safety and crowd control.

## **GENERAL INFORMATION**

### **BOOKS AND FINES**

All textbooks and other issued materials are the property of the school and are loaned to the student for his/her use during the school year. Textbooks are to be kept clean and unmarked except for the student's name, grade and teacher's name on the inside front cover, in case the book is lost. Fines will be charged based on the principal's judgment for abuse, misuse or loss.

Students with outstanding fines may have a letter sent home to parents notifying them of the amount and cause of the fine. Report cards will not be issued to students at the end of the year until fines are paid. Graduating seniors will not receive diplomas or participate in graduation ceremonies until all fines are cleared. **The same procedure applies to athletic equipment, library books, library fines, money collected for fundraising activities, and any other school equipment.**

### ENTERING/EXITING THE BUILDING

Except for emergency situations or the specific direction of a faculty member, all individuals arriving/leaving the building are to enter and exit the building through the main entrance and follow the sign-in procedures.

### IDENTIFICATION CARDS

Each student will be issued a photo identification card. This card **MUST** be in the students' possession while in school and at any school related activity. Students must produce their I.D. card when requested by an adult faculty or staff member.

Your I.D. card must be presented at the cash register in the cafeteria, whether you receive free or reduced lunch or are paying full price. If you receive free or reduced lunch and do not present your I.D. card, you will receive a peanut butter and jelly sandwich and milk until you produce your I.D. card.

In addition, your I.D. card will be used to sign in at the Attendance Office when you are tardy to school. Additional usages of the I.D. card will be in place as the school year progresses.

If your card is lost or stolen, you will be charged \$5.00 to replace it.

Students needing a photograph for their I.D. card are to make an appointment with the School Technology Department.

### PROM

Students attending prom will be required to sign an Early-Dismissal and Conduct Agreement Form and are expected to adhere to the requirements set forth in the agreement. Any student who is found to be in violation of the signed agreement may be subject to disciplinary consequences and loss of privileges including graduation and parking.

1. Students attending the prom are required to be in school and on time the day of prom in order to gain entrance. Students with signed permission forms will be dismissed early on prom day.
2. Students with outstanding central detention hours will **NOT** be allowed to attend prom.
3. Students who serve suspensions (in-school or out-of-school) on the day of the prom will **NOT** be permitted to attend the prom.
4. Students attending the prom will **NOT** be permitted to leave prom by any means other than by the transportation provided by Keansburg High School.
5. Students will be expected to abide by all rules and policies set forth in the student handbook and as outlined in board policy. Students who fail to abide by these rules and policies will be subject to full disciplinary action by school administration and may lose privileges including graduation and parking.

## INJURIES

Students who are injured during school hours must report the injury to their classroom teacher. Serious injuries must be directed to the school nurse for immediate attention. Athletes who sustain an injury during a school related activity must report it to their coach/advisor immediately. An accident report will be filed when injuries are reported.

## LOCKERS (Board of Education Policy #5770)

The Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official. The following regulations will be enforced with regard to student lockers:

- A. Lockers will be assigned to students through their homeroom teacher. Students may only use the locker assigned to them.
- B. Each student will be issued a combination lock that must be returned to his/her homeroom teacher or paid for at the end of the year. Replacement locks will not be issued until the lock or payment for its replacement is received.
- C. LOCKERS SHOULD BE LOCKED AT ALL TIMES. COMBINATIONS SHOULD NOT BE SHARED WITH OTHER STUDENTS.
- D. **Only school issued locks may be used on school lockers. All other locks will be removed by the administration. The cost of replacing this lock will not be the responsibility of the school.**
- E. Students should not keep valuable items in their lockers. THE SCHOOL IS NOT RESPONSIBLE FOR ITEMS LOST OR TAKEN FROM LOCKERS.
- F. Stickers and adhesive material may not be used on lockers. Students will be assigned discipline for any damage done to lockers and will be liable for repairing damaged lockers.
- G. Students must contact an administrator immediately if their locker is broken or damaged.
- H. Gym lockers are not to be used for overnight storage of personal items.

## LOCKER SEARCHES

## **(Board of Education Policy #5770)**

**Lockers are the property of the school and not of the individual students; therefore, lockers may be searched at random by an administrator and/or at any time if there is reasonable suspicion that illegal or harmful items are in the locker. In the event that a search reveals that a student's locker contains any material or article in violation of Board of Education policy or criminal law, the individual(s) responsible may be subject to disciplinary action and/or criminal charges.**

### **LOST OR STOLEN ITEMS**

Students are responsible for school materials, supplies and equipment issued, as well as for all personal items. Students should not bring large amounts of money or valuables to school. If you have lost something, you should first check the rooms you had previously visited. If you are unsuccessful in finding the item, report to the main office to see if someone has turned it in.

**THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEM MISSING OR STOLEN WHILE IN SCHOOL.**

### **LUNCHROOM PROCEDURES**

The following regulations will be enforced in the lunchroom:

- A. Students must always walk in the cafeteria.
- B. Students must stand on one (1) of the two (2) lines, single file while waiting for food.
- C. Students must remain seated while eating lunch.
- D. Students must clear tables and surrounding area of papers and other litter, and discard of trash in available containers.
  
- E. Students are not allowed to leave the cafeteria without a pass from a teacher. These passes will be given only in cases of emergency. Passes will be given out by one teacher who will log students in and out. Students may sign up to attend the Media Center during lunch period.
- F. Students may not take food or beverages out of the cafeteria. All food and beverages must be consumed in the cafeteria. Students may not consume food or beverages in the halls or classrooms at any time during the day.
- G. Students may not call for take out food delivered to the school. Parents must send a note with the student if they need to have food delivered. Students may only eat the delivered food during their lunch period.
- H. Students must present their Student I.D. card for EVERY cafeteria purchase, whether they pay regular price or receive free or reduced lunch. A student who fails to present his/her I.D. card will receive a peanut butter and jelly sandwich and milk for lunch.
- I. Students who cannot present their I.D. card must take a place at the end of the lunch line.

### **POSTERS**

There are several bulletin boards throughout the school. These bulletin boards will be used by assigned individuals, groups, and/or classes. An administrator must approve any announcements placed on these boards before being displayed. These bulletin boards are to remain up to date with activities and notices and other creative displays. It is also necessary to ensure that the upkeep of these boards is maintained by the individual(s) responsible throughout the year.

All posters or announcements to be displayed anywhere in the building, other than on bulletin boards, must also be approved by an administrator. Items may only be attached to surfaces that will not be damaged by masking tape. Paste, thumbtacks, cellophane tape or pins may not be used to attach items to painted walls or varnished surfaces.

It is understood that all signs posted will be taken down after a reasonable length of time.

**SODA MACHINES**

Soda machines are not to be used by students during the school day. This includes machines in the faculty lounge. Faculty members may not permit students to use this machine. Vending Machines will be on for student use after school.

**VOCATIONAL STUDENTS**

Morning vocational students must sign in at the Attendance Office upon arriving to school. Afternoon vocational students must sign out through the Attendance Office before leaving for their assigned afternoon program. Vocational students will abide by the rules and guidelines set forth in both the Keansburg High School and Vocational School handbooks. This will also apply to transportation between both schools.

**VISITORS**

Visitors must report to the Main Office immediately upon entering the building. Those who fail to report to the Main Office when entering the building and have no legitimate business in the building will be considered trespassing. Students from other schools will not be admitted unless prior arrangements have been made between both schools.

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