

**SPOTSWOOD HIGH SCHOOL**  
**AGENDA BOOK SIGN OFF**

September 2017

Dear Students:

The Board of Education, administration, and faculty welcome you to Spotswood High School. We hope your experience this year will be both profitable and enjoyable.

The high school years provide you with many opportunities. You should take advantage by being as actively involved as you can. Participate in clubs, athletics, and the arts in order to maximize your experience.

This handbook contains descriptions of the many activities that are available to students as well as the regulations under which the school operates. As a reminder this handbook should be with you at all times in school. The book has hallway passes in it that are utilized throughout the day when you are out of a class. Please read it thoroughly and retain it as a reference during the school year. Have a great year.

Sincerely,  
*Thomas Calder*  
Principal

**MISSION STATEMENT**

Building Strong Minds, Bodies, and Communities

**COLLECTIVE SPOTSWOOD STUDENT COMMITMENTS**

Since 1976 Spotswood High School has been building a tradition of excellence. As a Spotswood student you are able to contribute to that tradition through high personal expectations for success and open communication with our staff and your fellow students. In following the commitments listed below, you increase the probability of your success and continue the Spotswood tradition of excellence.

- Take responsibility for your decisions, actions, and education;
- Act in a way that best represents your family, your school, the Spotswood community; and yourself;
- Be an active participant in your school and community;
- Establish a balance of academics, co-curricular and other activities always giving your very best to each;
- Respect adults in all settings;
- Respect your fellow students, their activities, and their rights;
- Promote a healthy and safe learning environment.

**STAFF COMMITMENTS**

In an environment of mutual trust and respect for all, we will promote:

- High standards and expectations for success;
- Lifelong learning;
- Healthy and safe learning environment; and
- Continuous community involvement and support.

**SPOTSWOOD BOARD OF EDUCATION AND EDUCATIONAL  
ADMINISTRATIVE LEADERSHIP TEAM COMMITMENTS FOR ACTION**

The Spotswood Board of Education and Administrative Leadership Team are committed to the quality education and well being of each student enrolled in the Spotswood Public Schools. As a part of our professional learning community, we have identified the following values that guide our programs, priorities, procedures, and policies. Our Team will promote, advance, honor, and affirm the following values:

- Holding high standards and expectations for student success;
- Reflection and collective inquiry on best educational practices;
- Commitment to life-long learning through ongoing professional development, scholarship, and growth;
- Commitment to high levels of mutual trust and support among all members of our learning community;
- Recruitment and retention of staff who are a “best match” to advance the mission and the achievement of student goals;
- Development of curricular, co-curricular and extra-curricular programs that result in high levels of engagement, address student needs, and integrate technology;
- Commitment to collective inquiry and reflection to improve learning based on student results;
- Celebration and recognition of the collective and individual efforts and the achievements of the Spotswood community;
- Fulfillment of our responsibilities as leaders of a “lighthouse district,” which provides effective interaction and collaboration with the educational community at large.

***BOARD OF EDUCATION***

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***HIGH SCHOOL ADMINISTRATION***

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Michael Mastroserio	Assistant Principal

***DEPARTMENT CHAIRS***

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Andrew Cammarano	ELA 6-12
Michael Curto	K-12 Social Studies
Michael Delaversano	K-12 Testing
Martin Dempsey	K-12 Science
Lauren Knapp	School Counseling
William Visokay	Athletics & K-12 Health/Physical Education

*SPOTSWOOD HIGH SCHOOL STAFF*  
*2017-2018*

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**NURSE**

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Jody Wolk  
Andrew Zaborney

**SCHOOL SECURITY**

Sgt. Edward Schapley - School Resource Officer  
Jim Hansen – Head of Security  
Chris Farley  
Marcy Steinbeck

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**ACCEPTABLE USE OF COMPUTER NETWORKS/  
COMPUTERS AND RESOURCES**

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network in a manner that:
  - 1. Intentionally disrupts network traffic or crashes the network;
  - 2. Degrades or disrupts equipment or system performance;
  - 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
  - 4. Steals data or other intellectual property;
  - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
  - 6. Gains or seeks unauthorized access to resources or entities;
  - 7. Forges electronic mail messages or uses an account owned by others;
  - 8. Invades privacy of others;
  - 9. Posts anonymous messages;
  - 10. Possesses any data which is a violation of this Policy; and/or
  - 11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed with the individual a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

- 1. Use of the network only under direct supervision;
- 2. Suspension of network privileges;
- 3. Revocation of network privileges;
- 4. Suspension of computer privileges;
- 5. Revocation of computer privileges;
- 6. Suspension from school;
- 7. Expulsion from school; and/or
- 8. Legal action and prosecution by the authorities.

**ANNOUNCEMENTS**

Announcements are made daily during homeroom.

**ARRIVAL AT SCHOOL**

Students should arrive at school no later than 7:20 am. **Once students are dropped off by his/her parents or by the bus they are expected to enter the school and not leave school grounds. If a student leaves school grounds they can be subject to disciplinary actions.** Upon arrival, students must enter the building and report to their Period 1 class. At 7:25 am, a warning will be issued to students that they should be in their Period 1 class. **Students must be in their Period 1 class before 7:30 am.**

Students who are not in their classroom by 7:30 am must report immediately to the main office, sign in and obtain a pass to enter their current class. Please refer to Lateness to School.

**ATHLETIC ELIGIBILITY RULES**

Eligibility rules apply to all Varsity and Junior Varsity teams representing Spotswood High School (girls and boys).

1. ELIGIBLE if a student has not reached the age of 19 prior to September 1.
2. ELIGIBLE to represent the high school 8 consecutive semesters following a student's entrance into the ninth grade.
3. ELIGIBLE if a student passes:
  1. To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10<sup>th</sup> grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 30 credits required by the State of New Jersey for graduation 120 credits, during the immediately preceding academic year.
  2. To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9<sup>th</sup> grade or higher, a pupil must have passed 15 credits required by New Jersey for graduation 120 at the close of the preceding semester (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.
4. NOT ELIGIBLE if they have 2 or more failing grades (includes WF, I, & NC) until the following marking period. **This includes the fourth marking period, which carries over to the first marking period of the following school year.** If at the end of that marking period they have less than 2 failing grades they would then become eligible.  
**\*Please note if a student earns a failing grade in two or more courses for the year, they are ineligible for the first marking period of the following year (this includes health and semester courses.)**
5. ELIGIBLE if in full residence.
6. ELIGIBLE if transfer because of change of residency by parent or because of hardship, as approved by the NJSIAA Executive Committee.
7. ELIGIBLE if no influence used to retain or secure the student.
8. NOT ELIGIBLE if the student transfers from one high school to another without a change of residence by the parents.
9. ELIGIBLE to represent the school if a student's parents move to another school district maintaining a secondary school of equal grade or higher as long as the student remains properly enrolled.
10. NOT ELIGIBLE if expelled from one high school and going to another.
11. NOT ELIGIBLE after the completion of 8 semesters following a student's entrance into the ninth grade, regardless of the fact that a sports season may not be completed.
12. NOT ELIGIBLE after the class in which a student originally enrolled graduates, regardless of transfers during 3 or 4-year period.

#### THE RESPONSIBILITY OF SPORTSMANSHIP

##### **THE PLAYER**

1. The N.J.S.I.A.A. requires that any athlete ejected from an athletic contest automatically forfeits participation in the next two athletic contests at that same level of participation.
2. Treats opponents with respect.
3. Plays hard, but plays within the rules.
4. Exercises self-control at all times, setting the example for others to follow.
5. Respects officials and accept their decisions without gesture or argument.
6. Wins without boasting, lose without boasting, loses without excuses, and never quits.
7. Always remembers that it is a privilege to represent the school and community.

##### **THE SPECTATOR**

1. Attempts to understand and be informed of the playing rules.



2. Appreciates a good play no matter who makes it.
3. Cooperates with and responds enthusiastically to cheerleaders.
4. Shows compassion for an injured player; applauds positive performance; does not heckle, jeer, or distract players; and avoids use of profane and obnoxious language and behavior.
5. Respects the judgment and strategy of the coach, and does not criticize players or coaches for loss of a game.

**ATTENDANCE POLICY – Board Policy 5200**

**ABSENCES FROM SCHOOL**

Parents/Guardians are required to call the Attendance Office by 7:30 am if their child is going to be absent from school or tardy to school. The phone number for the Attendance Office is 732-723-2200 extension 1001. Student absences with parental verification are considered unexcused absences until proper documentation, (i.e. original doctor’s note, driver’s license, etc.) have been presented to the Attendance Office. Refer to pages \_\_, \_\_ and \_\_ for a further explanation of excused/unexcused absences. On the day of a student’s absence the school may call the parent/guardian to verify such absence.

The Spotswood High School District Board of Education recognizes that attendance at school is compelled by the provisions of N.J.S.A. 184:35-1, et seq. for students below the age of sixteen. The Board is also mindful of its authority and its obligation to act affirmatively to regulate and remediate in the area of pupil attendance. It sets forth the following basic policy for the guidance of parents, students, and the professional staff. The policy became effective September 1981, at which time the rules and regulations were presented to the Board of Education and generally known.

The Board of Education requires that the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. Regularly is defined as being present for all days and hours that schools are in session, except in the case of excused absences or tardiness. The educational programs offered by this district are predicated upon the presence of the pupil and require 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 program is essential to the educational process.

- Absences, the non-attendance of students enrolled in the school district, will be divided into two categories: excused and unexcused.
- Excused Absences
  - The Board of Education recognizes that there are unavoidable circumstances, which may prevent students from attending school. In the event, therefore, that students are absent for any of the reasons listed below, their absences will be excused:
    - An excused absence is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:
      - The student’s illness as verified by a written statement from a physician/medical professional upon student’s return to school
      - The student’s required **attendance** in court
      - Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. 794 and 795 (20), and individualized health care plans
      - The student’s suspension from school

- Family illness or death supported by notification to the school by the student's parent
  - Visits to post-secondary educational institutions with a limit of three (3) per year
  - Interviews with a prospective employer or with an admissions officer of an institution of higher education
  - Examination for a driver's license
  - Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day
  - Take Our Children to Work Day
  - An absence considered excused by a New Jersey Department of Education rule.
  - An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence.
  
- Unexcused Absences
  - Definitions
    - Any absence, which is not authorized for one of the reasons listed previously, is unexcused. Unexcused absences include full day absences, for which there is no legitimate reason as defined by this policy as well as every second tardy to an individual class. Family vacations are not considered excused absences.
    - Unauthorized absences from individual classes, which result in more than half the class, being missed, will be considered unexcused.
    - Cutting: Students who are absent from class without authorization on days when they are in attendance at school are cutting class. Their behavior will be handled according to the class cut policy.
  - Number of unexcused absences which students may accumulate before losing credit for a course:
    - Full Year Course: Sixteen
    - Semester Course: Eight
    - Quarter Cycle: Four (Health Classes)
  - Consequences of exceeding the unexcused absences limit:
    - Students shall lose credit for any course in which their unexcused absences exceed the limits prescribed in this policy.
    - Students whose absences from a given course exceed the limits stated in this policy will have the option of remaining in class. In order to receive credit for the course, they will be required to earn a passing grade and to attend summer school. Both the grade and credit will be withheld until the requirements of this policy have been met.
  
- Procedures for the remediation of student attendance
  - Home Instruction
    - All students who will be absent for ten or more consecutive days as a result of illness are eligible to receive home instruction. Parents should notify the School Counseling

- Services immediately when circumstances require home instruction, as arrangements for instructors must be made.
- Written notice of the illness from a physician and a written request from a parent, a guardian, or an adult student are required in order to institute home instruction. The documentation should be forwarded to the school principal then to the school physician for approval. It may be presented immediately upon the onset of an illness.
- Notification and Counseling
  - At every **eighth, twelfth, and fifteenth** absence, which a student accumulates in a course, the Attendance Office will notify the parents.
  - In courses, which are divided into quarter cycles, (Physical Education, Health, etc.) information about attendance will be given to parents and counselors when **three** absences have occurred.
  - Upon receipt of written notification from the Attendance Office, counselors should confer with students to:
    - Acquaint students with the implications of the Attendance Policy
    - Discuss the factors, which may be inhibiting attendance.
- All classified students pursuant to N.J.A.C. 6A:14.1.1, et seq. shall be referred to the Child Study Team for intervention at the time of five cumulative absences. A review of the case shall take place prior to the implementation of the policy prescribed above.

#### **BUS CONDUCT – Board Policy 5600**

The following rules are for the protection of all students. Safety at all times is the overriding and paramount objective. Any intentional infraction will result in the loss of the privilege of riding the school bus, detention and/or suspension from school. All students must:

Pupils assigned to a school bus must obey all school rules, and

1. Show respect for the driver at all times
2. Enter and leave the bus in an orderly manner
3. Ride only the bus to which they have been assigned
4. Be and remain seated while the bus is in motion
5. Avoid reckless and boisterous activity at all times, including during waits at pickup points
6. Talk in a reasonable tone of voice and avoid loud noises
7. Extend no portion of the body or other object out a bus window
8. Keep aisles clear at all times
9. Refrain from bringing animals or bulky, unmanageable projects onto the school bus
10. Refrain from smoking, eating, and drinking on the bus
11. Possess, use, or distribute no substance in violation of Policy No. 5530

#### **MONITORING DEVICES ON SCHOOL VEHICLES**

The Board of Education recognizes that safe and secure conditions for all pupils transported in school owned or contracted school vehicles are paramount. Pupils transported in a school owned or contracted school vehicle must maintain proper discipline in the vehicle at all times.

To maintain the safe and secure conditions for all pupils transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe student

behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that: "Video and/or Audio monitoring devices are used on school owned and contracted vehicles and this vehicle may be monitored at any time."

The recording may be used in pupil and staff discipline matters, driver evaluations or for driver discipline or training. Notice of this policy will be provided to parent(s) or legal guardian(s) and all transportation personnel each year in staff, pupil and/or parent handbooks.

#### **CAFETORIUM**

Students are assigned to one lunch each day, and must report to the Cafetorium at that time. Lunch is an assigned location; failure to report to the Cafetorium during lunch will result in a discipline referral.

The Cafetorium makes available both hot and cold lunches, a-la-carte items, sandwiches, and snacks. Students may also bring their own lunches.

The following rules have been established for the Cafetorium during the lunch periods:

1. Students are expected to be on time to lunch, to stand in line, and to wait their turn.
2. All students are responsible for keeping the Cafetorium clean.
3. Trays and utensils must be returned to the designated area.
4. Refuse must be disposed of in the proper receptacles.
5. Students are expected to use good table and eating manners.
6. Students are required to follow the reasonable directives of any staff member; this includes disposing of any refuse that might not be "your own." Remember we all have the responsibility to cooperate and keep the Cafetorium clean.
7. Students must receive permission from a staff member to leave the Cafetorium. This includes requests for the restroom, media center, counselors, etc.

Students who do not abide by the rules outlined for the Cafetorium during lunch will be subject to a disciplinary action.

#### **CELL PHONES**

1. There are certain behaviors related to electronic device use that are unacceptable at all times, not only during the school day, but in general society as well. Threats, photos, sexting, plagiarism, cheating, copyright violation, etc. will result in disciplinary consequences as well as potential legal issues.
2. A cell phone/electronic device classroom usage policy is determined by each Classroom Teacher. Classroom teachers will distribute their policy at the beginning of each year.
3. **Students will be allowed to use their electronic devices ONLY during lunch periods and before and after school.**
4. Students who violate this policy will receive the following consequences:
  - a. First offense – Confiscation of electronic device for one day, parent notification and one day of detention.
  - b. Second offense – Confiscation of electronic device for one day, parent notification and two days of detention.
  - c. Third offense – Confiscation of electronic device and parent must pick up the device.
  - d. All further offenses – Confiscation of electronic device, parent must pick up the device, and possible suspension.
5. **Any student who does not comply with forfeiture of their electronic device to administration will automatically be suspended.**

#### **CENTRAL DETENTION – Board Policy 5600**

Central detention may only be assigned by the administration. The following rules have been developed:

1. Detention may be held Monday through Friday. Morning and lunch detentions will be held Monday through Friday. Detention days may be altered to accommodate the school calendar.
2. Report to detention no later than 2:16 pm in the Main Office. They should use the restrooms beforehand. Students who arrive late without a valid reason will be subject to disciplinary action.
3. Students are expected to remain silent. If after a warning a student does not comply, no credit for attendance will be given; and a referral to the office will be made. It is recommended that students bring work to do.
4. No food or drink may be taken to central detention.
5. If a student is absent from school on the day that central detention has been assigned, administration will reassign detention. All central detentions must be made up.
6. If a student is dismissed early from school during the day for any valid reason, administration will reassign detention.
7. Students who wish to reschedule a central detention for a valid reason must get approval from the administration at least 24 hours in advance.
8. Detention takes preference over other commitments: working, athletics, participation in any extra-curricular activity, etc.
9. Students must leave the building immediately at the end of detention. Coats and other belongings should be brought to the detention room.
10. Students who "cut" central detention:

1st Incident:	Receive 2 days central detention
2nd Incident:	1 day out of school suspension
3rd Incident:	3 days out of school suspension

#### **CLASS CUTTING POLICY – Board Policy 5600**

When a student is absent from class while in attendance for 10 or more minutes or does not report to assigned location it is considered a class cut.

- |                      |   |
|----------------------|---|
| 1 <sup>st</sup> Cut: | Phone call home to parent to notify them of the cut. A letter will be mailed home. One day of central detention issued.   |
| 2 <sup>nd</sup> Cut: | Student loses credit for the course. Parent will be notified. Loss of credit letter will be mailed home. Student will be eligible for summer school but must remain in class. |
| 3 <sup>rd</sup> Cut: | After student has reached no credit status after 2 <sup>nd</sup> cut, a 3 day out of school suspension will be issued.  |

#### **CLASS RANK**

A class rank policy will be established and maintained by the Spotswood High School on a yearly basis.

Students will be ranked according to the following schedule. The first time will occur at the **end of the sophomore year, the second ranking at the end of the junior year and the final ranking at the end of the senior year.**

The first two students with the highest averages will be recognized as Valedictorian and Salutatorian respectively.

#### **CLASSROOM DISCIPLINE**

Mutual respect is the basis for good teacher-pupil relations. Where this exists good conduct prevails and discipline is no problem.

**Minor infractions of classroom procedure will be handled by the teacher.** The teacher will enlist the aid of parents, supervisors, and administrators to ensure that a proper classroom atmosphere prevails.

Serious infractions of classroom discipline will result in the student referral to the Assistant Principal. At this time students may be assigned detention, or out of school suspension or expulsion or any consequence or community service at the discretion of administration that is approved by the Board of Education.

**CODE OF CONDUCT – Board Policy 5600**

I want OUR school to be a place where EVERYONE:

- \*seeks friendship, understanding, knowledge, and guidance;
- \*gets involved in our school community;
- \*shows respect for ourselves, our school, and others;
- \*feels pride and trust in himself/herself and in our school community; and
- \*promotes a school community that is DRUG FREE

**Rules of Conduct**

- All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
- In addition, pupils shall not:
  - Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority
  - Create disorder or disruptions on school premises
  - Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school
  - Steal, damage, or deface the property of other pupils, staff members or the district
  - Engage in the sexual and/or other harassment of pupils or staff members
  - Violate codes of **conduct** adopted for organizations of pupils
  - Possess or use weapons or any implement intended to harm others
  - Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks
  - Convey information about other pupils or staff members known to be false
  - Act so recklessly as to endanger the safety of others
  - Procure the property of others by threat or intimidation
  - Enter school premises or any specific portion of the premises without permission and without authority
  - Vandalize school property, real or personal
  - Create litter on school property
  - Be truant from school or class
  - Cheat or otherwise engage in academic dishonesty
  - Persistently refuse to complete homework and other assignments
  - Engage in illegal gambling
  - Smoke on school property
  - Falsify an excuse or any school document
  - Set fire to or cause a fire in any way on school premises
  - Possess or explode a firecracker or other explosive device on school premises
  - Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others
  - Possess, use, or distribute a substance in violation of Policy No. 5530
  - Join a secret society prohibited by law
  - Commit an act of harassment, intimidation, or bullying
  - **Engage in any other activity expressly prohibited by a school staff member in authority**

### **COLLEGE AND POST SECONDARY EDUCATIONAL PLANNING**

Several evening programs will be offered to assist parents and students with college and financial aid planning. There will be a College Planning Program in the fall and spring devoted to explaining the application process. In December, an evening program will be held to explain the New Jersey Financial Aid Form and how to complete it.

### **COLLEGE APPLICATIONS**

College applications brought to the counseling office after December 11, 2017 WILL NOT be mailed until after the winter holiday recess.

### **COLLEGE ENTRANCE EXAMS AND VOCATIONAL INFORMATION**

School Counseling Services will provide information and applications for P.S.A.T., A.C.T., and S.A.T. exams. School Counseling Services also administers and interprets other standardized tests, which are administered throughout the school year.

In addition to the above services, School Counseling Services will assist students in the completion of college application forms and provide information regarding higher education such as technical and vocational training, business schools, art schools, and other career programs. There is also extensive information available on financial aid.

### **COLLEGE VISITATIONS**

Juniors and Seniors are permitted no more than three excused absences for college visitations providing a form is completed and returned to the Attendance Office the school day prior to the visit. Forms can be picked up in School Counseling Services and submitted to the Attendance Office. Official documentation must be submitted from the school visited upon the return to Spotswood High School. Effort should be made to schedule placement testing after school hours.

### **COUNSELING AND CAREER EDUCATION**

Counseling and Career Education is a continuous and individualized process, which is a major part of each student's program. One of the main objectives of this area is to personalize the educational process, giving attention to each student in accordance with individual needs.

Counseling requires an atmosphere of warmth and acceptance with counselors maintaining the highest professional skills, confidentiality and concern. In addition, counseling includes career and academic planning, personal counseling, and crisis counseling.

Within the counseling framework, counselors assist students to make decisions regarding goals. Goals, strengths, weaknesses, capabilities, and selecting an appropriate course of study for present and future needs are clarified with the help of the counselors.

Services for counseling and career education are staffed by the following personnel:

#### *School Counselors*

Mr. Michael Delaversano  
Mrs. Lauren Knapp  
Mrs. Patricia Lauro  
Mrs. Debbie Steenvoorden  
Mrs. Amy Willuski

Appointments may be made by calling 732-723-2200 extension 1040, or by coming to School Counseling Services and requesting a counseling appointment. Every attempt will be made to see the student the day following a "request for a counseling appointment," or if an emergency exists, clarify that information with the secretary, and an appointment will be attempted promptly. Parents may arrange a meeting by calling the office at the above number. Please visit the guidance portion of the Spotswood School District website for scholarship information and updates.

### **COURSE CHANGES**

School Counseling Services makes every effort to see that each student's schedule is the appropriate program. Schedules are developed only after School Counseling Services counselors in consultation with parents, students, and teachers design a program to meet specific goals for the student. Therefore, very few schedule changes should be necessary during the course of the school year. Class changes will be made for the following reasons:

1. Missing graduation requirements
2. Failed course needs to be rescheduled
3. Remediated failure in summer school, and needing a change
4. Administrative decision

### **DATES TO REMEMBER**

Calendar of Events

(Please note dates are subject to change)

Freshmen Orientation	Thursday	August 24, 2017
Back to School Night	Tuesday	September 26, 2017
PSAT Testing	Wednesday	October 11, 2017
Parent/Teacher Conferences	Wednesday & Thursday	October 18-19, 2017
Fall Play	Thursday	October 26, 2017
Homecoming	Saturday	October 28, 2017
SHS Winter Concert	Thursday	December 14, 2017
District Bands Night	Thursday	January 18, 2018
Musical Production	Thursday, Friday, Saturday & Sunday	March 8-11, 2018
Jazz Band Concert	Tuesday	March 27, 2018
Mr. Spotswood Pageant	Friday	May 4, 2018
SHS Spring Concert/Art Show	Thursday	May 10, 2018
Junior/Senior Prom	Thursday	May 17, 2018
Senior Awards	Thursday	May 31, 2018
Graduation	Wednesday	June 20, 2018

### **DISPLAY OF AFFECTION**

Students should not inappropriately display affection towards each other during school or on school property. Parents of students doing so will be notified and, if the problem is not corrected, further disciplinary action will be taken.

### **DRESS CODE – Board Policy 5511**

Reasonable regulations concerning dress and cleanliness are vital not only to the individual student but also those with whom he/she shares a class or activity. Concerns about cleanliness may be referred to the nurse by staff or students.

It is clear that some types of clothing, which are completely appropriate for recreation, sports, etc., are not suitable for school where neither clothing nor behavior should hinder a serious learning atmosphere.

Students should not wear clothing that can be hazardous to good health in any type of school activities or that blocks vision and restricts movement

While the selection of clothing worn at school is the responsibility of the parent/guardian and students, the school reserves the right of final decision concerning dress and appearance, especially if a dress style is potentially disruptive or consists of the following violations:



- Student attire shall be school-appropriate – neat, clean and reflecting an appearance of modesty.
- Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, profanity, tobacco or gang affiliation slogans, offensive or obscene language, symbols, signs or slogans degrading race, societal group, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation or people with disabilities is not permitted. Drug-related pictures and messages that support and/or condone drug use are also unacceptable.
- Buttons, pins and other accessories are permitted as long as they comply with the above-mentioned regulations and do not cause disruption, disorder or a danger.
- Footwear must be worn and securely fitted at all times.
- Sweat pants are permitted, but cannot be folded to show midriff.
- Articles which can cause damage to other students and/or property are not permitted.
- Leather bands studded with metal fillings are not permitted.

Students who are in violation of this policy will be sent to the appropriate office and given an opportunity to change into more appropriate dress. If a student does not have a change of clothing, he or she will be required to return home to change into clothing that is in compliance with the above policy. School administration will make the final determination as to whether clothing in question is in violation of the dress code. Parents are strongly encouraged to assist students in being in compliance with the dress code before students leave home for school. Dress code applies during school hours and on school-sponsored activities and trips. In addition, some department restrictions on attire may be prescribed for participation or implemented for reasons of safety. Specific situations such as labs, shops, etc. may require additional regulations for which the students involved will be informed. Students that violate the dress code:

- 1<sup>st</sup> Incident:** A warning/wardrobe change
- 2<sup>nd</sup> Incident:** Disciplinary consequences as per administration
- 3<sup>rd</sup> Incident:** Insubordination - 1-day suspension

If a violation cannot be corrected between a teacher and a student, or if there is a question, the teacher will send the student with a note concerning the violation to the Assistant Principal for a decision. The Assistant Principal will return a written response to the teacher.

#### **DRUGS AND ALCOHOL USE – Board Policy 5600, 5530 & 5770**

The Spotswood Board of Education recognizes that alcohol and drug abuse is a complex problem in society and is aware of the vital role played by the schools in the efforts of the community to deal with this problem. The district further recognizes that alcohol/drug abuse and dependency is a treatable health problem that affects the dependent person and those persons surrounding the dependent in the family, the peer group, the school, and on the job. The Board of Education believes that an educational and therapeutic approach to the problem is more effective than one, which is solely punitive in nature.

The Spotswood Board of Education has responded to this problem by establishing a program to assist students. This program, under the direction of properly certified staff, will facilitate development and implementation of programs to prevent alcohol and drug use/abuse/dependencies; to inform and educate their families; and to initiate diagnosis, referral for treatment and provide follow-up support services.

Any violation of Board rules prohibiting the use, possession and/or distribution of a substance is a serious offense, and the pupil who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Pupils who violate the substance abuse rules will be disciplined as follows:

A. First offense – Four days out of school suspension, referral to substance abuse counselor, loss of extra-curricular activity for a year.

B. Second offense – Four days out of school suspension, contact with and document with School Resource Officer.

C. Third offense – Four days out of school suspension, sign complaint with local authority.

#### **Presence of Substances on School Premises**

- A pupil's person, effects, or school storage places may be searched for substances in accordance with Policy No. 5770.
- The Principal or other school official conducting the search shall confiscate as evidence any substance found in the pupil's possession.
- The Spotswood Police Department will be notified of the substance.

#### **ELIGIBILITY FOR PARTICIPATION IN HIGH SCHOOL EXTRACURRICULAR ACTIVITIES – Board Policy 2430**

##### **PURPOSE**

The Board of Education of the Spotswood Public Schools believes that participation by student's in extra-curricular activities is a valuable aspect of the students' educational process. This participation must be in concert with acceptable overall academic achievement and standards of good behavior.

Students who desire to participate in the Spotswood High School extra-curricular programs have a responsibility to set an example for others by their compliance with the rules and regulations of the school as well as with the academic requirements.

##### **STATEMENT OF POLICY**

The high school faculty and administration are responsible for providing support and assistance to encourage the highest level of academic achievement possible from students participating in extra-curricular activities.

The Board of Education recognizes that participation in extra-curricular activities is a right, which carries with it certain responsibilities including:

- Recognition that student participants represent the school and community and must project positive images;
- Maintaining satisfactory academic achievement;
- Maintaining standards of conduct as outlined in the student handbook.

Board of Education eligibility standards shall be as follows:

##### **A. Academic**

1. A student shall be considered academically eligible for the first semester if he/she has met the course credit requirements established by the NJSIAA.
2. A student will be considered academically eligible for the second semester if he/she has achieved a passing grade in seven or more subjects at the close of the preceding semester as evidenced by the second marking period report card. A student who had been academically ineligible for the first semester must meet the course credit requirements established for second semester eligibility by the NJSIAA.
3. Referencing Board Policy 2430, a student is ineligible if they fail 2 or more grades (Includes WF, I, & NC) until the following marking period. If they have less than 2 failing grades in that marking period, they would then become eligible.

**\*Please note if a student earns a failing grade in two or more courses for the year they are ineligible for the first marking period of the following year (this includes health and semester courses.)**

##### **B. Attendance**

1. Students must be in attendance for four hours under New Jersey Department of Education regulations in order to be marked "present" in the attendance register.  
**If a student has not signed in before 9:46 am, he/she is considered**

**“absent” and therefore is not eligible to participate or practice in athletic and extra-curricular events that day.** In cases where the event is scheduled on a weekend, school attendance on the preceding school day **is mandatory** in order for the student to participate in that event. The Monday after the prom all students are expected to be in attendance for the FULL day if they expect to participate in extra-curricular activities.

- C. Behavior
  - 1. **A student who receives an “out-of-school” suspension shall absent himself/herself immediately from all Extra-Curricular activities for a two-week period (14 days).**
  - 2. Upon a second “out-of-school” suspension is ineligible to participate in all extra-curricular activities and cannot attend school functions including clubs, athletics, for the remainder of the academic school year.
  - 3. **A student found to be in possession of, in control of, or under the influence of any controlled/dangerous substance (drugs, alcohol), shall forfeit his/her eligibility for the remainder of the school year.**
- D. Parent/Physician Permission
  - 1. In order to participate in interscholastic athletics (player or manager) and cheerleading, a student must show evidence of written permission from a parent or guardian and must be examined by a physician and be found to be physically fit.

#### APPEAL PROCEDURE

- 1. Students and/or their parents/guardian have the right to appeal the decision of the administration regarding eligibility due to discipline and/or loss of credits due to attendance.
  - a. Appeals must be submitted in writing to the Office of the Principal within ten (10) school days after receipt of notice of ineligibility and/loss of credit.
  - b. The Appeals Committee will be composed of the Assistant Principal or his designee, Athletic Director or his appointed designee, faculty member, and two students selected by the student council. Student committee representatives shall be excluded from any decision if the person appealing desires or administration deems it necessary to remove the students to protect the confidentiality of the appealing student. Each member of the Appeals Committee shall cast one vote. The total number of votes shall be either three (3) or five (5).
  - c. The Appeals Committee will be charged with the responsibility of rendering decisions related to all appeals in a timely manner.
- 2. The successive order of appeal is as follows:
  - a. Appeals Committee
  - b. Superintendent of Schools or his/her designee
  - c. Board of Education
- 3. There is no appeal for academic ineligibility.

#### EMERGENCY PROCEDURES – Board Policy 8420

Evacuation drills and lockdown drills are once a month at the discretion of the administration and with the cooperation of law enforcement officials.

Fire drills are necessary for the safety of the students and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. For fire drills, the information is posted on a white sign adjacent to the exit door of each room. Any specific directions or other information regarding a fire drill will be announced at the time via the P.A. system.

##### General Rules for Fire Drills:

- 1. Close windows.
- 2. Students must follow the designated exit instructions, remain orderly, walk, not run, remain quiet, and proceed to a distance approximately 50 yards

from the building. Students must cross over the service road to the grassed area in front of the building.

3. The teachers should be the last one out of the room, should take the roll book and keys, should close the door, unplug all A.V. materials and remain with his/her class.
- 4. Students must stay with the group and their teachers outside.**
5. When instructed, all should return to their classrooms in the same orderly fashion.
6. Students referred to the office for any violation of the above rules will be subject to disciplinary action for disobedience and insubordination.
7. The school nurse will be located in the physical education parking lot, during fire drills.

**Any student that pulls a false alarm will be subject to serious disciplinary action, including suspension from school and a possible referral to the superintendent with a recommendation for expulsion. In addition, a police complaint will be filed.**

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT – Board Policy 8335**

Dear Parents:

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.

Parents or eligible students 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 student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 procedures 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 serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest of the official needs to review an education 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 a school district to make a reasonable attempt to notify the parent or 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 Spotswood School District 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, DC 20202-4605

Should you have further questions, or need help understanding your rights, please feel free to contact me.

*No Child Left Behind Act of 2001 – Board Policy 2415*

In accordance with the “No Child Left Behind Act of 2001” high schools are now required to release the names, mailing addresses, and telephone numbers of students to military recruiters upon request. This information is to be used specifically for armed forces recruiting purposes.

One of the provisions of the law states that a student or the parent of the student may request that a student’s names, address, and telephone listing not be released without prior written parental consent, and that Spotswood shall notify parents of the option to make a request and shall comply with any request.

In compliance with this law, we are hereby notifying all parents of their option to make a request to not release information to the military without prior written consent. **If you choose to take advantage of this option, please notify School Counseling Services by September 15, 2017.**

**FIGHTING – Board Policy 5600**

A student caught fighting may be removed from school immediately at the discretion of the administration. Should removal not be deemed to be warranted, the following guidelines will be enforced:

- First incident: 4 days out-of-school suspension. Referral to Assistant Principal. Loss of Extra-Curricular activities for 14 days.
- Second incident: 4 days out-of-school suspension. Referral to Principal. Loss of extra-curricular activities for the remainder of the year.

**Fighting is a serious offense. In almost every instance, a student has an opportunity to walk away from a fight and report the problem to a teacher, counselor, assistant principal or other staff members.** If the student chooses to participate in the verbal or physical harassment, which often results in a fight, he or she must be prepared to accept the consequences. Many fights result from half-truths being carried back and forth by a “friend” of both parties. Such a person is not a friend, and he or she is subject to disciplinary action for aiding and abetting. Students are also cautioned against teasing each other and “play-fighting.” This type of immature behavior often leads to someone becoming angry and a resulting fight.

Students may apply to the peer mediation program to help with these conflicts before they escalate out of control.

**FIRECRACKERS – Board Policy 5600**

Firecrackers are illegal and dangerous. Possession or firing is cause for suspension and referral to the Police.

**FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

New Jersey law requires you show respect for the flag of the United States of America. You are required by law to respectfully remain silent. Each morning students are asked to stand during the flag salute and pledge of allegiance via the P.A. system.

### **FOOD/BEVERAGES IN CLASS**

In an effort to have students focus on their academic work, there will be **no food or beverages allowed in the classroom setting or in the Media Center**. Students may bring their own food/beverage to school to be consumed during their assigned lunch period. Each teacher is to enforce this rule on a daily basis.

### **FUNDRAISING**

The Assistant Principal in charge of Student Activities must approve all fund raising activities. The request for the fund raising project must be submitted to the Assistant Principal in writing with the signature of the sponsor of the club conducting the fund raising activity at the beginning of each marking period.

### **GAMBLING AND PLAYING CARDS**

Gambling and card playing are prohibited in any part of the school or building or on the school buses. Students who are reported to the office for gambling and/or playing cards will be subject to disciplinary action.

### **GENESIS PARENT MODULE**

In an effort to bridge the communication gap between school and home, Spotswood High School will continue to implement the Genesis Parent Module for the 2017-2018 academic school year. The module will allow parents to monitor their child's attendance, conduct and most importantly their progress in class.

### **GRADING SYSTEM**

Report cards are issued four times a year. Only letter grades are given. There will also be an area for teachers' comments, which will be indicated by a number that will correspond to a series of comments printed on the report card. The marks are as follows:

	<b>A+</b>	<b>A</b>	<b>A-</b>	<b>B+</b>	<b>B</b>	<b>B-</b>	<b>C+</b>	<b>C</b>	<b>C-</b>	<b>D+</b>	<b>D</b>	<b>F</b>
	100	97	93	89	86	82	79	76	72	69	66	64
	99	96	92	88	85	81	78	75	71	68	65	OR
	98	95	91	87	84	80	77	74	70	67		LOWER
		94	90		83			73				
<b>GPA</b>	4.33	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.0
<b>(H) GPA</b>	4.83	4.5	4.17	3.83	3.5	3.17	2.83	2.5	2.17	1.83	1.5	0.0
<b>(AP) GPA</b>	5.33	5.0	4.67	4.33	4.0	3.67	3.33	3.0	2.67	2.33	2.0	0.0

#### Excellent – Masters all course standards/cumulative progress indicators:

A+ 98-100  
A 94-97  
A- 90-93

#### Good – Masters a major portion of course proficiencies:

B+ 87-89  
B 83-86  
B- 80-82

#### Fair – Masters the minimum course proficiencies:

C+ 77-79  
C 73-76  
C- 70-72

#### Poor – Completes the minimum:

D+ 67-69  
D 65-66

#### Failing:

F 64 or Below

Incomplete Work:                      Withdrew:                      Withdrew Failing:  
 INC    W    WF  
Pass/Fail:                                      Withdrew Passing:  
 P/F    WP

Note: If a student attends an institution of higher learning while attending SHS and registers for a course, which is not offered at our school, the student **will not** receive high school credit for the course nor will any grade be averaged into the student's G.P.A. However, the course will be noted on the student's high school record.

**GRADUATION**

Commencement exercises for the graduating class will be held on the 180<sup>th</sup> school day or the last day of school. The New Jersey State Department of Education mandates that graduation cannot be held before the 180<sup>th</sup> school day.

**GRADUATION REQUIREMENTS – Board Policy 5460**

Graduation Requirements: 135 Credits as Follows:		
Class of 2018/2019/2020/2021		
English	4 Years	20 Credits
Mathematics	3 Years	15 Credits
Science	3 Years	15 Credits
Social Studies World History U.S. History I & II	3 Years	15 Credits
World Languages	2 Years	10 Credits
Practical, Visual, and/or Performing Arts	1 Year	5 Credits
Health/Physical Education	4 Years	
Career Education and Family, Consumer, & Life Skills or Vocational-Technical Education	1 Year	5 Credits
Electives	Minimum	35 Credits
Technological Literacy	Infused	
Financial Literacy Education	½ Year	2.5 Credits

Electives are available in all disciplines including: Art, Business, Education, English, World Languages, Family Consumer Science, Vocational Education, Mathematics, Music, Science, Social Studies.

The State of New Jersey is currently reviewing graduation requirements for all high schools in the State. Please visit our School Counseling Services web link for high school graduation requirements.

Minimum Course Load

Grade 9, 10, 11                      7 courses and PE  
 Grade 12                                      5 courses and PE

Minimum Course Load: All students are required to enroll for a full complement of courses each semester according to the following outline:

Grade 9, 10, 11                      7 courses and PE  
 Grade 12                                      5 courses and PE

**HARASSMENT/INTIMIDATION/BULLYING/MENACING**

\*5512, 5600, 8461-HARASSMENT, INTIMIDATION, AND BULLYING (M)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive

or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidations, 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, gender 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.

\*Full Description of Policy can be found on District Website, [www.Spotswood@spsd.us](http://www.Spotswood@spsd.us)



### **HEALTH SERVICES – Board Policy 5310**

All students who become ill or injured during the school day should report to the Nurse's Office after obtaining a pass from their regularly assigned teacher. The school nurse will decide whether the student should be sent home or rest in the waiting room. If the student is to be sent home, parents will be notified. The student must then be signed out and taken home by their parent or legal guardian.

**Under no circumstances will the nurse allow a sick or injured student to walk or drive himself/herself home.**

It is the parents' responsibility to provide at least two emergency contact people that can be called upon in case the parents cannot be reached. There must always be a "back-up" plan in place in order to insure the health and safety of your child while at school.

Students who need to take medication in school must obtain written permission from their doctor and parent/guardian. The medication should be properly labeled in the original container and kept locked in the nurse's office. Those students with life threatening conditions who must carry an inhaler or epi pen with them must also obtain written permission from their doctor and parent/guardian.

### **HOMEWORK/MAKEUP WORK**

The Board of Education believes that homework relevant to material presented in class provides an opportunity to broaden, deepen or reinforce the pupil's knowledge. Teachers must use discretion in deciding the number and length of assignments. The board encourages the use of interrelated major homework assignments such as term papers, themes and creative art projects.

Homework shall not be used for punitive reasons.

Pupils absent for any reason must make up assignments, class work and tests within a reasonable length of time. In most cases, a reasonable length of time shall be the same number of school days as the days missed.

Pupils being excused for any reason must make arrangements with the teacher of the missed classes in order to make up the work missed. This must be done before the absence from class.

#### **Incompletes**

When a pupil does not complete work missed for absence or other reasons, he/she will receive an "incomplete". Pupils will be given the same number of school days as missed following the return to school to make up the missed work.

If work critical to the pupil's understanding of the subject is not made up by the end of the marking period, the grade for that subject area may be an "F."

If an unexcused absence occurs at the end of the marking period and results in a student's receiving an incomplete grade, the student must complete all outstanding credit requirements within 5 school days after the close of the marking period. The teacher is responsible for issuing the student's grade within five school days after these requirements have been met.

#### **Make-Up Testing Policy**

When a student is present on the school day before a test/quiz, that student is responsible for taking that test/quiz on the day on which he/she returns.

When a teacher has given advance notice of a test/quiz, and no new material is covered during a student's absence, then that student is responsible for taking that test/quiz on the school day on which he/she returns.

Consideration will be given to extenuating circumstances, at the teacher's discretion.

If work is missing during the final marking period of the school year, the grade will be left to the discretion of the teacher. The teacher who has given an incomplete is responsible for reporting to the pupil the work he/she has missed and citing the consequences mentioned above.

### **HOMEWORK REQUESTS**

If a student is absent for two or more days, parents should contact their child's counselor and request class and homework assignments. Normally, the parent may pick up this material two days after the request in School Counseling Services. If material is available

before that time, the School Counseling Services secretary will contact the parent. For absences of fewer than three days, the student should contact a classmate for assignments.

### **HONOR ROLL**

Spotswood High School encourages the pursuit of excellence by our students in all endeavors and especially in scholarly achievements. Recognition of outstanding academic performance is given by:

1. Listing of names on the Honor Roll in the Main Office
2. Letters given to students in Period 1/Homeroom.

The honor roll, prepared at the end of each marking period, consists of two categories:

Honor Student: One who earns a grade of “B-” or better in all subjects.

High Honor Student: One who earns a grade of “A-” or better in all subjects.

If a student’s name is omitted from the honor roll, he/she should go to their School Counseling Services counselor for a correction.

### **INCLEMENT WEATHER**

In case of inclement weather, students should listen to the radio for school closings. **PLEASE DO NOT CALL THE SCHOOL.** The decision to close school or delay opening will be made at 6:00 am. Radio announcements will begin at that time on WCTC (1450 AM), WMGQ (98.3 FM), NJ Channel 12, and NJ (101.5 FM). Also SPSN, Spotswood@spsd.us, and Honeywell Instant Alert System will have inclement weather postings. ***On days with delayed opening, classes will begin at 9:30 am for all students.***

### **INSURANCE**

#### Voluntary Insurance Student Plan

Student insurance can be purchased by a student’s parent/guardian on a volunteer basis. The Board of Education offers this coverage on an individual basis through BMI Benefits. Their Period 1 teacher at the opening of the school year will distribute enrollment information to students.

#### Athletic Insurance Plan

The Board of Education provides a partial excess Athletic Insurance plan for all students who participate in interscholastic sports activities. Further information may be obtained from the Athletic Department.

### **MONITORING GRADES**

The Genesis Parent Module allows parents to access their child’s grades and performance in class on a daily basis. During the 2017-2018 academic school year parents will be notified by e-mail blast that the halfway point of a marking period has arrived. At that time parents should log on to view their child’s grades. If a parent does not have Internet access, they should contact School Counseling Services and the necessary steps will be taken to provide the parent with the information.

### **LAST DAY OF MARKING PERIODS**

Last day of 1 <sup>st</sup> Marking Period:	November 14, 2017
2 <sup>nd</sup> Marking Period:	January 29, 2018
3 <sup>rd</sup> Marking Period:	April 13, 2018
4 <sup>th</sup> Marking Period:	June 20, 2018

### LATE ENTRY/EARLY RELEASE

Spotswood High School realizes that education is a very personal endeavor. Each student travels different paths to success and each student's definition of success varies greatly. Spotswood High School also realizes that the declining economy has affected our students, families and communities. In an effort to reduce the costs of a college education and to provide individualized paths to success, we are introducing a flexible scheduling option to our senior class who will have the opportunity to schedule Late Entry or Early Release.

#### Students Late Entry/Early Release Fact Sheet

There are four options for students wishing to use this flexible scheduling option:

##### Single Late Entry

Students must enter school no later than 8:15. Their school day will begin with period two. It will consist of seven academic courses and lunch. The school day will end at 2:11.

##### Double Late Entry

Students must enter school no later than 9:00. Their school day will begin with period three. It will consist of six academic courses and lunch. The school day will end at 2:11.

##### Early Release 7/8 or 8/9

Students will begin their day at 7:30. Their school day will begin with period one. It will consist of six academic courses and they will not have lunch. Their school day will end at 12:06 (Period 7/8) or 12:39 (Period 8/9).

##### Early Release 11

Students will begin their day at 7:30. Their school day will begin with period one. It will consist of seven academic courses and they will have lunch. Their school day will end at 1:25.

**Students do not have to choose one of the previous three options. They can choose to have a traditional school day that begins at 7:30 and ends at 2:11.**

#### Eligibility

**To be eligible for late entry or early release, students must meet the following criteria:**

##### Late Entry or Early Release 7/8 or 8/9

Students must have obtained 115 credits by the end of the junior year.

Participating students must be in good academic standing, while displaying acceptable behavior and attendance.

##### Early Release 11

Students must have obtained 110 credits by the end of the junior year.

Participating students must be in good academic standing, while displaying acceptable behavior and attendance.

**If a student is not eligible at the end of the junior year for extra-curricular activities, they will not be scheduled for this privilege as a senior. This privilege can be taken away during the academic year if a student does not maintain good academic standing, good behavior and attendance to school, which will be outlined in the student handbook. Because of their shorter schedules, students with Early Release or Late Entry must remain in the courses they have been scheduled for the 2017-2018 in order to stay eligible for athletics as per NJSIAA rules and regulations. Final administrative approval is needed to be scheduled for any of the three options. A parent must sign a contract before scheduling.**

### Expectations of Students

Late entry students are expected to: sign in at the Main Office, report quietly to their locker and go directly to the Media Center until the bell rings. Students will be given special identification cards that must be presented upon entering the building.

**The administration of the school can revoke this privilege at any time and a student will be placed in study halls for the remainder of the academic year.**

### LATENESS TO CLASS – Board Policy 5200 & 5240

Students are expected to arrive to class on time. The individual teacher will mark tardiness to class. As described in the lateness to school policy listed below, **every second late to a class will constitute an unexcused absence.**

### LATENESS TO SCHOOL – Board Policy 5200 & 5240

A student arriving after 7:30 am must report immediately to the Attendance Office to sign in. **Every two lates to school will constitute an unexcused absence.**

Students who exceed the limit of three (3) unexcused tardies will be subject to the following:

Tardy 4 – Parent contact identifying days of tardy to school plus one day of central detention.

Tardy 5 – Parent contact identifying days of tardy to school plus two days of central detention.

Tardy 6 – Letter sent to parents. Parent contact identifying days of tardy to school plus three days of central detention or lose parking/driving privileges.

Tardy 7 or more – Parent contact identifying days of tardy to school plus one day of detention for each tardy and parent conference to discuss student's tardy issues. Additionally, student may lose credit for course or suffer loss of extracurricular activities.

The student must provide documentation in order not to be subject to the Tardy Policy. Acceptable reasons for lateness: illness, death or serious illness in immediate family, family emergency, religious holiday, court appearance, driver's test, and medical or dental appointment.

### LOCKERS

Students will be provided with a locker. Combinations of lockers, which are self-contained, should be known only by their owner in order to insure safety of the contents. **The school is not liable for the contents of the lockers. VALUABLES ARE NOT TO BE KEPT IN LOCKERS.** Should items be missing from a student's locker, that student should report to the main office.

**Students are not to share lockers or make their locker combinations known to any other student. Students must lock their lockers after each use. Students who are sharing lockers will be subject to disciplinary action.**

***If lock is lost or misplaced a fee of \$5 will be mandated in order to receive a new lock and combination.***

Students are held responsible for good housekeeping of their lockers, with no writing or defacing allowed. Do not kick the door to close the locker.

School officials reserve the right to hold periodic locker checks and to seize illegal items or possessions determined to be a threat to the safety and security of others. Items seized will be given to the proper authorities.

### LOST AND FOUND

Depending upon the nature of the articles, lost and found claims may be made before and after school in the following locations:

- |                            |                             |
|----------------------------|-----------------------------|
| Personal articles          | - Cafetorium                |
| Gym and athletic equipment | - Physical Education Office |

- |                   |                |
|-------------------|----------------|
| Textbooks         | - Main Office  |
| Library Materials | - Media Center |

It is consistent with good citizenship that any article found, including money, should be taken by the finder to the appropriate office.

If an article or book is lost or misplaced, you should do the following:

1. Retrace your steps immediately when you realize you have lost an item many time's quick action can help you retrieve the article.
2. LET IT BE EMPHASIZED THAT IT IS VERY IMPORTANT TO HAVE YOUR NAME IN INK IN EACH BOOK ISSUED TO YOU, otherwise it is difficult to trace in case of loss.
3. It is your responsibility to look after your personal property as well as school property provided for your use.

Some suggestions:

- a. Do not remove your rings to wash your hands.
  - b. Do not bring large amounts of cash to school - pay by check as much as possible.
  - c. Use of electronic equipment is not allowed during school hours but these are often reported as lost or stolen.
  - d. Be extremely careful with computers and other "loose" items.
  - e. Park bikes, etc. in area provided at the front of the building and lock them.
4. Unclaimed articles are kept for 6 weeks after which time the articles will be disposed.

#### MEDIA CENTER

The Media Center contains a wide range of materials in print and non-print form. If you require information on any school-related topic, you may find it in the high school Media Center. Books, magazines, and electronic information retrieval are available for your use. The Media Center is now automated for both staff and students. All resources can be accessed by doing the following:

SHS Start Menu to Programs to Media Center to SHS Media Center link. This will allow students and staff to access over 10,000 resources in the Media Center.

All material in the Media Center circulates for two weeks, except magazines, which may be taken out for one week, and reference materials, which may be taken out overnight. Remember to return materials when you are finished with them so that others may use them.

You can also find a quiet spot to study or an area in which to discuss a group assignment. Ask for assistance when you need it. At the very least, the Media Center Staff can point you in the right direction.

**PASSES:** You need a pass from a subject teacher, or study hall teacher.

**LUNCH TIME:**

The Media Center staff will give out each day a limited number of passes to the Media Center for each lunch period. Also, no student may come to the Media Center from more than one study hall each day. These rules are in place in an effort to provide an atmosphere conducive to study or quiet relaxation.

Media Center disciplinary actions for inappropriate behavior are as follows:

- Step 1 - Warning, student sent back to class
- Step 2 - Behavioral referral/possible detention
- Step 3 - Loss of Media Center privileges for 2 weeks
- Step 4 - Loss of Media Center privileges for balance of semester or two months, whichever is longer
- Step 5 - Loss of Media Center privileges for balance of year.

Steps may be combined depending on the seriousness of the offense.

### MESSAGES

Every attempt will be made by the Attendance Office staff to deliver messages from parents to students. However, since these deliveries necessitate the interruption of classes, it is requested that parents/guardians avoid calling in messages to students and limit them to **EMERGENCIES ONLY**. YOUR CONTINUED COOPERATION IS ALWAYS APPRECIATED.

### NATIONAL HONOR SOCIETY

The National Honor Society is an organization that promotes high academic standards, ensures the continuation of democracy and serves as an instrument for the betterment of the individual and the school.

The Spotswood Chapter of the National Honor Society will induct new members in its ceremony in the cafetorium. There is mandatory attendance for all National Honor Society members at the induction ceremonies.

The faculty selection committee reviews the candidacy of all eleventh and twelfth grade students who are academically eligible for membership. Membership in the National Honor Society is based upon excellence in four areas: scholarship, leadership, service and character. Each category is judged independently.

To be eligible for membership, a junior must have a cumulative average of at least 3.6 for Grades 9 and 10. A senior must have a cumulative average of at least 3.6 through Grade 11.

In addition to the academic requirement, participation and leadership in school and other activities is required.

The following guidelines will give further help in the definition of leadership, service, and character.

#### ***Leadership: The student who exercises leadership:***

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises influence, on peers in upholding school ideas
- Contributes ideas that improve the civic life of the school
- Is capable to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability
- Is a forerunner in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted

#### ***Service: The student who serves:***

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girls Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged, family duties
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Shows courtesy by assisting visitors, teachers, and students

***Character: The student of character:***

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others

After students become members of the Honor Society, they are reviewed periodically by the faculty and must maintain the high standards of the Society. Active members in the Honor Society are required to maintain a minimum scholastic average of 3.6 and to live up to the character, leadership and service ideals of the National Honor Society.

**NOTIFICATION OF POTENTIAL FAILURE**

Teachers and School Counselors will make every effort to inform parents when students are in danger of failing a course. Ultimately, however, it is the students' responsibility to monitor their own progress, to know the status of their grades, and to complete the work necessary in order to pass.

**OFFENSIVE LANGUAGE – Board Policy 5600**

Any student using language or gestures, which are obscene or improper, will be referred to the Assistant Principal. Students who direct offensive language or obscene gestures at staff members will **be suspended**.

**PLAGIARISM/CHEATING – Board Policy 5701**

Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

1. Cheating on tests, including but not limited to, the non-authorized use of books or notes, the 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 and other similar activities.

2. Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, on-line services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.

3. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.

A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:

1. Reprimand the pupil orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by the academic dishonesty.

2. If warranted, the teacher shall file a written complaint against the pupil with the Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Principal.

3. The Principal will determine if further discipline of the pupil is appropriate, and will determine the nature of the discipline on a case-by-case basis.

4. If the pupil is not in agreement with the disciplinary action of the Principal, he/she may appeal the action to the Superintendent. If the pupil is dissatisfied with the Superintendent's disposition of the case/ he/she may grieve the action in accordance with Policy No. 5710, Pupil Grievance.

#### **POSTERS**

**All posters or announcements to be displayed anywhere in the building must be approved in advance by the Principal, Assistant Principal, and/or Athletic Director.** These may be affixed only to surfaces that will not be marred by masking tape. The sponsoring agency must see that the posters are taken down after the approved time period.

#### **PROBLEMS**

During each school year, parents may be faced with the need to question Spotswood High School about matters concerning their child's classroom activities, attendance, discipline, or participation in clubs or athletics. As questions arise, parents are encouraged to bring these concerns to the attention of the appropriate personnel:

1. The child's teacher
2. The department chair
3. The child's guidance counselor
4. The athletic director
5. The attendance office
6. The school administration

In order to reach any of the above personnel, please call 732-723-2200 or email to discuss the problem or to make an appointment. Dealing with them as soon as possible can solve most problems easily. We welcome your call.

#### **RANDOM DRUG TESTING POLICY – Board Policy 5536**

The Spotswood Board of Education has a strong commitment to the safety, health and welfare of all students. The Board recognizes that the problem of illegal drugs and alcohol use presents a continuing challenge in schools and a clear danger to the student population as a whole. Our commitment to maintaining athletics, other extra-curricular programs and parking in a healthy, secure and safe educational environment makes necessary a clear policy and supporting programs relating to the detection and prevention of substance use by students involved in these activities.

Participation in athletics and extra-curricular activities are not graduation requirements, but are rather privileges as is parking on campus. Our students, by virtue of their decision to participate voluntarily in these activities, and being seen as school leaders and role models in our community, have a heightened responsibility to be alcohol and drug free. Similarly, students with a parking permit who drive on school grounds need to be free of alcohol or other drugs or they may pose a hazard to others or themselves. It is the Board's responsibility to proactively create a safe environment for all students who chose to be involved in athletics, other extra-curricular activities or drive on campus.



**REPORT CARDS**

The Genesis Parent module allows parents to access their child's grades and performance in class on a daily basis. During the 2017-2018 academic school year parents will be notified by e-mail blast approximately two weeks after the end of the marking period. At that time parents should log on to view their child's grades. If a parent does not have Internet access they should contact School Counseling Services and the necessary steps will be taken to provide the parent with the information.

**SAT I AND II TEST DATES**

TEST DATE	U.S./INTERNATIONAL REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE
August 26, 2017	July 28, 2017	August 15, 2017
October 7, 2017	September 8, 2017	September 27, 2017
November 4, 2017	October 5, 2017	October 25, 2017
December 2, 2017	November 2, 2017	November 21, 2017
March 10, 2018	February 9, 2018	February 28, 2018
May 5, 2018	April 6, 2018	April 25, 2018
June 2, 2018	May 3, 2018	May 23, 2018

**Spotswood High School College Board Code (CEEB) is 311412**

**SCHOOL CALENDAR**

2017/2018 Calendar

September 4	Tuesday	Schools Closed – Labor Day
September 5	Tuesday	Schools Closed for Students – Staff Inservice
September 6	Wednesday	Schools Closed for Students – Staff Inservice
September 7	Thursday	First Day for Students
September 21	Thursday	Schools Closed – Rosh Hashanah
November 8	Wednesday	Schools Closed for Students – Staff Inservice
November 9 – 10	Thursday & Friday	Schools Closed – NJEA Convention
November 22	Wednesday	Half Day – Students & Staff
November 23 – 24	Thursday & Friday	Schools Closed – Thanksgiving Weekend
December 25 – December 29	Monday	Schools Closed - Winter Break
January 1	Monday	Schools Closed – New Year's Day
January 15	Monday	Schools Closed – Martin Luther King Jr. Day
February 16	Friday	Schools Closed – Staff Inservice
February 19	Monday	Schools Closed – Presidents' Day
March 30	Friday	Schools Closed – Good Friday
April 2 – 6	Monday	Schools Closed – Spring Break
May 28	Monday	Schools Closed – Memorial Day
June 19 – 20	Tuesday & Wednesday	Half Day – Students Only
June 20	Friday	Last Day for Student/Staff

**183 days for students – 187 days for staff with 3 snow days built in.**

*Additional snow days will be taken from Spring Break*

*Should 1 snow day remain it will be used on May 29; 2 remaining snow days will be used May 29*

*and May 25 respectively; 3 remaining snow days will be used May 29, May 25 and*

*April 9 respectively.*

*Approved by the Spotswood Board of Education on January 3, 2017.*

*Please note: This calendar is subject to change due to emergency/inclement weather closings*

### **SCIENCE LABS**

P.L. 2005, Chapter 266 (C.18A: 35-4.24 & C.18A: 35-4.25) law allows public school pupils in grades K-12 to choose not to participate in certain experiments involving animals. Students have the right to refuse to dissect, vivisection, incubate, capture, harm, or destroy organisms. Parents or guardians are required to inform the school within two weeks of the receipt of this notification, of their desire to exempt their child from participation in the states activities. The process is to “opt out” not “opt in”; therefore, parents/guardians must notify the school in writing within two weeks of this notification. This law also requires the school to provide those students with an alternative education project.

### **SCHOOL PHILOSOPHY**

Spotswood High School endeavors to develop a student’s intellectual, social, emotional, civil, creative, artistic, and physical potential by providing a variety of course offerings and Extra-Curricular activities. Therefore, the educational philosophy of Spotswood High School is threefold:

1. To help the student achieve his/her fullest potential as a human being.
2. To encourage and enable the student to make responsible choices regarding his/her present education and his/her future endeavors.
3. To promote student involvement with the school and the community.

A student should be given the opportunity to develop his/her unique human potential as an individual for the benefit of self and society. To this end, the Spotswood High School curricula strive to help the individual think critically; to attain a feeling of self-worth; to appreciate learning as a life long process; to respect and appreciate individual and cultural rights, values and points of view of others; and to appreciate and enjoy beauty in the arts and in nature.

Furthermore, the Spotswood High School curricula should be organized according to the needs of both the student and society. Such curricula strive to equip each student with the knowledge and social skills necessary to enable him/her to make responsible decisions both in and out of school, and to respond to an ever-changing technological society.

Finally, the staff and curricula of Spotswood High School encourage each student to accept his/her civic responsibilities. Those skills necessary to participate in a democratic society are being developed with the hope that each student will participate effectively as an adult citizen.

### **SCHOOL RESOURCE OFFICER/S.R.O.**

In response to the changing times the Spotswood Police Department and Spotswood Board of Education have implemented a High School Resource Officer, (S.R.O.). The police department has trained personnel to aide students/staff within the school district. The presence of the officer is to assist and guide students throughout the year. By taking a pro-active community policing approach we are able to breach any communication and educational boundaries.

The School Resource Officer, Sgt. Edward Schapley, is available to interact with the student population, as well as answer questions, assist with problems, counsel students on inappropriate behavior, and assist the administration with any concerns.

The Spotswood Police have also implemented many community programs, as well as educational presentations that fall under the administration of the School Resource Officer. If you have any questions or concerns please feel free to contact the School Resource Officer at 732-723-2200 extension 1070 to schedule a meeting or express your concerns.

### **SMOKING AND TOBACCO POLICY – Board Policy 5533**

The act of smoking/possessing tobacco or the use/possession of smokeless tobacco products including **vapor cigarettes** by students on school property is strictly forbidden. This is in keeping with the overwhelming weight of evidence regarding the detrimental effects of smoking upon the health of the individual student. The following penalties will be assessed upon those students who violate this policy.

First Offense:	One (1) day suspension. Parent notified by mail.
Second Offense:	Three (3) day suspension. Parent to have a conference with the administrator.
Third Offense:	Four (4) day suspension. Parent to have a conference with the administrator.

All offenses subsequent to the third offense will be acted upon the same manner as the third offense.

Legal References: N.J.S.A. 18A: 4-28, 2, 35-4, 34-4a, 40-4.1

#### **STUDENT DEBTS**

Books, materials, equipment, etc., issued to students by teachers/coaches are to be returned by the student to the teacher/coach who issues those articles.

Fines will be assessed to students not returning issued materials. Student debts are paid or cleared in the Main Office.

*Additionally, students with outstanding fines will be placed on the ineligibility list and will not receive their diploma, final report card or transcripts until all fines are cleared.*

#### **STUDENT LAVATORIES**

Lavatory visits should be restricted to those times between classes or during study halls. Students will not be excused from classes to use the lavatory except in an emergency.

**STUDENTS MAY NOT CONGREGATE OR LOITER IN THE LAVATORIES BEFORE SCHOOL OR DURING PASSING.** The lavatories should be kept clean. Students are expected to help maintain the condition of the lavatories through proper use.

Students who are excused from class to use the lavatory must use the nearest facility.

A few simple courtesies will improve services for all:

1. **SMOKING/VAPING** is not allowed in the lavatories or anywhere on school grounds.
2. Throw trash (paper towels, etc.) in the receptacles provided, not on the floor or in the sink, etc.
3. Use the facilities, and don't abuse or deface them failure to comply will result in disciplinary actions. If something is not working, report it to the main office immediately.

#### **STUDENT PARKING**

1. *Prerequisites:*
  - a. In order to be granted the driving privileges, a student must be in good academic standing by maintaining good academic progress according to his/her ability, regular attendance and a good discipline record. **Students who are habitually tardy will lose their driving privileges.**
2. *Application:*
  - a. An application form is available in the Attendance Office that must be completed and returned to the Assistant Principal by Friday, September 15, 2017.
3. *Registration:*
  - a. All students must register the car with the Assistant Principal through the Attendance Office.
  - b. The students must provide proof of a valid driver's license, vehicle registration, and insurance.

- c. A parking tag, which must be properly displayed at all times, when all paperwork is submitted a tag will be distributed.
  - d. All cars must be registered and properly display a valid parking hangtag. Whenever a change in license plate occurs, the student is to immediately notify the Attendance Office.
  - e. Lost, damaged, or defaced hangtags will not be replaced; a new hangtag must be purchased at a nominal fee.
4. Parking
- a. All seniors' vehicles must be parked in the side parking lot located behind the gymnasium and all juniors in the back parking lot.
  - b. All parking must be head-on and within the lines of demarcation.
  - c. Parking in the front of the school is reserved for visitors and staff.
  - d. No driving on the service roads is permitted since these are fire lanes
  - e. All persons parking their vehicles on school property do so at their own risk. Students are advised to lock all doors.
5. Responsibilities and Regulations
- a. Students are not permitted to sit in parked cars or to loiter about parked cars at any time. Upon arrival to school, students must park their cars and immediately enter the building.
  - b. Students may not go to their cars during the school day unless they have permission from administration.
  - c. Students must exercise extreme caution when driving on the school grounds. Maximum speed is 15 MPH.
  - d. Pedestrians have the right of way at all times.
  - e. Students must not interfere with the progress of school buses.
  - f. All motor vehicle laws of the state of New Jersey apply on school grounds.
6. Violations:
- a. Misuse of the student driving privilege may result in the revocation of the student's driving privilege.
  - b. Other disciplinary actions, as deemed necessary by the administration, may also be applied in violations of the driving regulations.
  - c. Violations of New Jersey State motor vehicle code may result in the involvement of the police as deemed necessary by the administration.
  - d. Drivers of cars parked illegally and/or without appropriate parking decals may be subject to disciplinary action.
  - e. Underclassmen with frequent tardiness may be denied a parking decal for their senior year.
7. Underclass Students
- a. The student driving privilege may be granted to underclass students depending upon availability of parking spaces.
  - b. All cars must be registered and properly display a valid parking decal. Whenever a change in license plate occurs, the student is to immediately notify the Attendance Office.
  - c. Lost, damaged, or defaced decals will not be replaced; a new decal must be purchased at a nominal fee.

#### **STUDENT PASSES**

Students are expected to be under teacher supervision at all times. **Any student out of the classroom except for regular passing times should have in his/her possession the student handbook.** The handbook contains hallway passes in the back of the book that must be initialed by a staff member.

#### **STUDENTS LEAVING CAMPUS – Board Policy 5600**

Students who leave campus without administrative authorization are subject to the following disciplinary measures:

- |                  |                                 |
|------------------|---------------------------------|
| First Incident:  | 1 day out of school suspension  |
| Second Incident: | 3 days out of school suspension |

Third Incident: 4 days out of school suspension

Students Cutting Lunch

First Incident: 2 days detention, and must sign-in in cafeterium for the remainder of the school year  
Second Incident: 1 day out of school suspension  
Third Incident: 3 days out of school suspension

**STUDENTS RIGHTS AND RESPONSIBILITIES**

You have the right and responsibility to live by the rule of law and to equal protection under the law in school, as in the larger society. It is your responsibility to obey school regulations and the school authorities that enforce them. The responsibility extends to your conduct to and from school as well as in the building itself.

**STUDY HALLS – Board Policy 5600**

The purpose of study periods is to assist students in completing assignments. It is important that all students have the opportunity to study in a quiet, regulated environment. We encourage all students to use their time wisely.

Students are expected to follow the rules, regulations, and procedures established for study halls. The study hall teachers will make students aware of their responsibilities at the beginning of the term. All students must remain quiet during study hall. **Games, card playing, fooling around, etc., will not be tolerated.**

Students may use the Media Center during their study hall only with the permission of the study hall teacher, and the Media Center.

Students who cut Study Hall will be subject to the following disciplinary measures:

First Offense: 1 day central detention.  
Second Offense: 1 day suspension.  
Third Offense: 3 day suspension

**SUBSTITUTES**

Students are expected to provide each substitute with the same respect as a regular classroom teacher and to follow their directions.

**SUMMARY OF COURSE WITHDRAWAL ACTION**

In the event that the administration determines that a student should be withdrawn from a course the following calendar applies to the grading procedure.

Transcript Record	Withdrawal from full year course by	Withdrawal from semester course by
No record	September 21, 2017	2 <sup>nd</sup> week from start
WP (not in GPA)	October 5, 2017	4 <sup>th</sup> week from start
W/WF (not in GPA)	End of 2 <sup>nd</sup> marking period	10 <sup>th</sup> week from start
F (in GPA)	After the start of 4 <sup>th</sup> marking period	After the start of 11 <sup>th</sup> week

**SUMMER SCHOOL**

Students who have not received credit for courses due to failure or who have violated the class cutting policy and/or attendance policy are eligible to attend summer school. Starting in the summer of 2009 Spotswood introduced a virtual summer school for our students that have not received credit. The courses are taught over the Internet and the cost to families is much less than traditional summer school classes. You can visit the Spotswood Virtual Summer School link on the School Counseling Services web page for a list of available courses and to register for classes. In addition, several local school districts do have summer school programs that Spotswood students can attend on a tuition-paying basis. The courses offered in these local districts are for remedial purposes usually in the

following subject areas of Physical Education, English, Mathematics, Science and Social Studies. Elective courses are usually not offered for remediation. Successful completion of a summer school course will allow the student to earn full credit for the regular course failed during the previous school year.

Counselors are available during the regular school year to assist students in providing information as well as recommending and certifying summer school programs. In mid-May of each year teachers provide a list to the counseling staff of students who are in danger of failing a course for the year. The teacher also communicates this possible or probable failure to the parent/guardian on the 4th Quarter Interim Notice. Students who are in danger of failing are contacted by counselors who will recommend summer school for courses required for graduation. It is the responsibility of the student and the parent to secure the necessary application for registration.

It is the responsibility of the student to ask his/her teacher if he/she has passed the course after the exam has been completed. Since summer school classes begin immediately following the end of the school year, students who fail required courses are responsible for obtaining necessary registration forms. Counselors may be available to contact parents regarding summer school after the teaching staff has left for the summer recess.

### **SUSPENSION AND EXPULSION FROM SCHOOL**

#### **\*5610 - Suspension**

The Board of Education recognizes that even the temporary exclusion of a pupil from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Pupil Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1 et seq.

\*Full description of policy can be found on District website, [www.Spotswood@spsd.us](http://www.Spotswood@spsd.us)

#### **\*5620 – Expulsion**

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a pupil. For the purposes of this policy, “expulsion” means the Board discontinuing the education services or discontinuing payment of education services for a general regular education pupil from school pursuant to N.J.S.A. 18A:37-2.

The Board may expel a general education pupil only after the Board has provided the procedural due process rights set forth in N.J.A.C. 6A:16-7.3 and 7.4 and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3, and only after the Board has provided an appropriate education program or appropriate educational services, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2, Alternative Educational Programs, and N.J.A.C. 6A:16-10.2, Home or Out-of-School Instruction for General Education Pupils, and N.J.A.C. 6A:14-2, Special Education, Procedural Safeguards and N.J.A.C. 6A:14-4.3, Special Education, Programs and Instruction, whichever are applicable. The education services provided, either in school or out of school, shall be comparable to those provided in the public schools for pupils of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.

\*Full description of policy can be found on District website, [www.Spotswood@spsd.us](http://www.Spotswood@spsd.us)

### TEACHER DETENTION

Individual teachers may wish to detain students for classroom infractions. Students who serve detention with a teacher must remain under the teacher's direct supervision until dismissed and transportation is available. Students assigned to teacher detention must be given 24 hours notice.

Failure to serve a teacher detention may result in central detention or further disciplinary action.

### TEXTBOOKS

All basic texts are loaned to students for their use during the school year. The student pays for notebooks and other supplies. Each textbook should be covered within twenty-four hours of receiving it.

Please make sure your name, grade and school are written in the books in case they are misplaced. You will be required to pay for lost or damaged books.

### THEFTS – Board Policy 5600

Students must exercise great care to see that all lockers are properly secured to protect public and personal property from theft. Never leave belongings unprotected. Every theft report will be carefully investigated by the administration. Complaints will be filed by the administration against any student possessing stolen property. Reports of thefts should be made on the proper forms available at the Assistant Principal's Office.

### TIME SCHEDULE

1 <sup>st</sup> Warning Bell	7:20 am
2 <sup>nd</sup> Warning Bell	7:25 am
Period 1	7:30 am – 8:12 am
Homeroom	8:12 am – 8:17 am
Period 2	8:21 am – 9:03 am
Period 3	9:07 am – 9:49 am
Period 4	9:53 am – 10:35 am
<b>Period 5 (Lunch)</b>	<b>10:39 am – 11:09 am</b>
Period 5/6	10:39 am – 11:21 am
Period 6/7	11:12 am – 11:54 am
Period 7/8	11:24 am – 12:06 pm
<b>Period 7 (Lunch)</b>	<b>11:24 am – 11:54 am</b>
Period 8/9	11:57 am – 12:39 pm
<b>Period 9 (Lunch)</b>	<b>12:09 pm – 12:39 pm</b>
Period 10	12:43 pm – 1:25 pm
Period 11	1:29 pm – 2:11 pm

### DELAYED TIME SCHEDULE

In the event of snow, ice, or other conditions causing a delay in the opening of school, school will open 2 hours after the normal starting time, at 9:30 am. Please note homeroom may be extended due to transportation problems with the buses.

### 2-HOUR DELAY BELL SCHEDULE

1 <sup>st</sup> Warning Bell	9:20 am
2 <sup>nd</sup> Warning Bell	9:25 am
HR/Period 1	9:30 am – 10:03 am
Period 2	10:06 am – 10:34 am
Period 3	10:37 am – 11:05 am
Period 4	11:08 am – 11:36 am
Period 5/6	11:39 am – 12:07 pm
<b>Period 5 (Lunch)</b>	<b>11:39 am – 12:07 pm</b>
Period 6/7	12:10 pm – 12:38 pm
<b>Period 7 (Lunch)</b>	<b>12:10 pm – 12:38 pm</b>

Period 7/8	12:10 pm – 12:38 pm
Period 8/9	12:41 pm – 1: 09 pm
<b>Period 9 (Lunch)</b>	<b>12:41 pm – 1:09 pm</b>
Period 10	1:12 pm – 1:40 pm
Period 11	1:43 pm – 2:11 pm

#### HALF DAY SCHEDULE

1 <sup>st</sup> Warning Bell	7:20 am
2 <sup>nd</sup> Warning Bell	7:25 am
HR/Period 1	7:30 am – 8:05 am
Period 2	8:08 am – 8:38 am
Period 3	8:41 am – 9:11 am
Period 4	9:14 am – 9:44 am
Periods 5/6, 6/7	9:47 am – 10:17 am
Periods 7/8, 8/9	10:20 am – 10:50 am
Period 10	10:53 am – 11:23 am
Period 11	11:26 am – 11:56 am

#### TRUANCY

*Truancy is defined as an unauthorized absence from school.*

1. Student will receive one cut for each class missed.
2. Students will receive one day's detention for each class missed if the cut is the first one. If the truancy represents a second cut, the student will lose credit in all classes for which he/she has a second cut.
3. Students will receive a zero for all classroom work missed.

#### VISITORS

Spotswood High School does not permit students to bring visitors into school.

#### WEAPONS AND DANGEROUS INSTRUMENTS – Board Policy 8467

The Spotswood Board of Education believes that all students have the right to a safe educational environment. In this interest it takes a strong stand against the possession of weapons on school property or at school-sponsored activities.

Weapons of any type are strictly prohibited on school premises or at any board of education approved activity.

**Definition:** for the purpose of this policy, "weapon" is defined as any item:

- Set forth by N.J.S.A. 2e:39-1
- Capable of causing harm or bodily injury, and for which there is no educational or instructional purpose.
- Observed, displayed or used as a weapon.

This definition includes, but is not limited to:

- Guns
- Knives
- Stun guns
- Mace
- Tear gas
- Brass knuckles
- Sharp rings and jewelry
- Blackjacks
- Martial arts weapons

#### Penalties

In all cases of weapons possession, the school principal shall immediately notify the Spotswood Police Department. As appropriate, formal police complaints shall be filed.

Unless the weapon has been taken into custody by a law enforcement officer, the Building Principal and/or designee and/or immediate supervisor shall immediately store any confiscated weapon in a securely locked box or container and report the presence of the



weapon to the Superintendent. The Superintendent shall promptly notify, by telephone call and by letter, the Chief of Police of Spotswood that a weapon is present on school premises; the notice shall request removal of the weapon by an authorized law enforcement officer. The Superintendent shall obtain and file a receipt for any weapon removed by a law enforcement officer.

Any pupil who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which may include expulsion. Any pupil or school employee who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline. Any person who possesses a weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

Any pupil who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Pupils convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education school or program pending a hearing before the Board of Education to remove the pupil.

#### **NON-STUDENTS**

Any non-Spotswood student found to be in possession of a weapon, as defined above; on Board of Education property shall be reported to the police department. As appropriate, formal police complaints shall be filed.

#### **WITHDRAWAL FROM SCHOOL**

Students who wish to terminate their enrollment at Spotswood High School must present a written consent form from their parent/guardian. This includes students who transfer and students who withdraw (dropout). Students transferring to another high school will have their records and transfer card sent to the new school by the counseling center upon request. Under no circumstances will official school records be given to a parent/guardian or student. Parents/Guardians and/or students will be supplied with copies of unofficial records and transfer card. Students that withdraw (drop out) from school permanently are requested to meet with their guidance counselor to complete an exit interview.

The following procedures will take effect for transfers/withdraw:

1. Consult with your guidance counselor
2. Obtain from the guidance office a request for student withdrawal.  
*Parent/Guardian signature must be obtained*
3. Clear out hall and gym lockers
4. Return all books, uniforms, and other school property to teachers who will sign the request for student withdrawal when all obligations are met
5. All library obligations are to be satisfied
6. Request for student withdrawal will be signed by parent, Attendance Office, nurse, librarian, counselor, principal/assistant principal, and director of guidance

#### **WORKING PAPERS**

Students may apply for working papers through the School Counseling Office. For each employer, the following procedure is needed: A NJ Department of Labor form must be completed. This form includes: Personal Information, Promise of Employment, Physician's Certification, Proof of Age, School Record and Issuing Officer Certification. The form must be returned to School Counseling Services to be processed. Milltown residents must return the completed form to the Superintendent's Office at Joyce Kilmer School for the issuing officer to process.