

Arthur L. Johnson High School

Student Handbook 2023-2024



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Arthur L. Johnson High School Official Page

ARTHUR L. JOHNSON HIGH SCHOOL

365 Westfield Avenue

Clark, New Jersey 07066

732-382-0910

alj.clarkschools.org

STUDENT HANDBOOK OVERVIEW

The intention of the student handbook is to provide students and parents an overview of Arthur L. Johnson High School's academic programs, attendance policies, technology initiatives, extracurricular offerings, general procedures, and expectations regarding student behavior. The policies of the Clark Public School District were referenced and considered when establishing the guidelines outlined hereafter. If you would like to view any of the complete policies, please contact the main office or the Clark Public School District's Administration Offices.



****NOTICE OF NONDISCRIMINATION****

The Clark Public School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans Disabilities Act, or Section 504 is directed to contact: Ms. Nicole Viola , Affirmative Action Officer at 732-388-6200.

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CLARK BOARD OF EDUCATION

Steven Donkersloot, *President*

Thomas Lewis, *Vice President*

Lorraine j. Aklonis

Dino Bencivenga

Scott Bohm

Robert Brede

Megan Harrison

Kristen Hickman

Robert F. Smorol, Jr.

Christine Guerriero, *Garwood Representative*

ADMINISTRATION (732-574-9600)

Mr. Edward Grande, **Superintendent**

Mr. R. Paul Vizzuso, **Business Administrator**

HIGH SCHOOL ADMINISTRATION (732-382-0910)

Tara Oliveira, **Principal**

Katrina Poskay, **Assistant Principal**

Andrew Amendola, **Director of School Counseling Services & Assessment**

Gus Kalikas, **Director of Athletics and Supervisor of Health and Physical Education**

Christine Broski, **Supervisor of Student Initiatives**

Anthony Caldiero, **Supervisor of Art, Business, ELL, Music, World Language (K-12)**

Olivia Miller, **Supervisor of English, Social Studies**

Neetu Varshney, **Supervisor of Science, Technology, Engineering, Mathematics**

Nicole Viola, **Director of Special Services**

Michael Pollock, **Director of Security**

SCHOOL COUNSELORS (732-382-0910)

Meghan Bradley, Counselor

Molly Cusick, Counselor

Stephen Kaelblein, Student Assistance Counselor

Jennifer Sanchez, Counselor

Ellen Zamboni, Counselor

For a complete staff listing, please consult the school website: alj.clarkschools.org

Principal's Welcome Letter - Go Crusaders!

Dear Students,

As the Principal of Arthur L. Johnson High School, I want to take this opportunity to welcome you to the 2023-2024 school year!

Arthur L. Johnson High School provides its students with a dedicated Board of Education, administration, faculty and staff that have developed many diverse course offerings designed to meet your individual interests. In addition to academics, we hope that you will consider getting involved in one of our many extra-curricular activities, including clubs and athletics, so that you may get the most out of your educational experience.

Familiarize yourself with the student handbook. As the new school year begins it is important that you take the time to read this document, as we have designed it to be a reference and guide for what you can expect as a student at the high school.

Get to know your technological resources. Be sure to frequently visit the Genesis online portal, as it will provide you (and your parents) with on-demand access to your most recent grades and attendance. It is also very important that you check your school email daily!

Make sure that you are school ready. It is important to be physically and mentally present every day. Follow the dress code, charge your Chromebook, put your cell phone away, remove your ear buds, remain in class, know where to go for support and be ready to learn.

We are committed to providing you with a quality education and we look forward to another fantastic year at Arthur L. Johnson! Set high expectations for yourself, get involved and have a great year!

Go Crusaders!

Mrs. Oliveira

MISSION STATEMENT

Arthur L. Johnson High School's mission is to ensure that all students demonstrate college and career readiness through a shared commitment to community partnerships, intellectual growth, and character development.

Future Opportunity Character Unity Success

ARTHUR L. JOHNSON HIGH SCHOOL BELIEF STATEMENT

1. Everyone has a right to feel physically and emotionally safe at school.
2. Goals and expectations for student performance should be clearly stated and set at high levels of proficiency.
3. Education is a shared responsibility of students, parents, administrators, teachers, support staff, and the community with the family having primary influence on individual well-being.
4. Communication between schools, community, and families is the key to fostering student progress and creating shared learning experiences.
5. Respect, integrity, and trust are essential to positive interaction. We believe students should be treated with respect and we expect them to act responsibly toward other students, teachers, support staff, and property.
6. Because the teacher is the most compelling influence in a formal learning environment, a dedicated staff is an integral and essential component of a school system.
7. Every student has unique talents and abilities and can be a productive member of the school and the community.
8. Student participation in extracurricular activities is an important component of a well-rounded education and enhances the learning process.
9. Students should be exposed to a variety of experiences and opportunities so they may make informed decisions when planning their future.
10. Curriculum and instruction are designed to help prepare students for life in the global workforce and higher education.

MIDDLE STATES ACCREDITATION

Arthur L. Johnson High School recently was re- re-accredited by the Middle States Association of Colleges and Secondary Schools in 2022. The school maintains definite and high standards of instruction, scholarship, and achievement.

HISTORY OF ARTHUR L. JOHNSON HIGH SCHOOL

Dr. Arthur L. Johnson, for whom our school was named, was a man of energy, vision, and wisdom. He became the founding father of a multitude of groups, organizations, and institutions that remain today as a guiding light not only to educators, but to the people of Union County.

Under his leadership as Union County Superintendent of Schools, he founded Union County College, helped organize the Union County Band and Orchestra Summer School and the Eastern Conservatory of Music and Arts. Dr. Johnson was instrumental in the establishment of the Union County Regional High School system, the first in the State.

When Dr. Johnson died in 1955, our high school was about to be completed. In recognition of Dr. Johnson's hard work to establish a Regional District, the Union County Regional High School District No. 1 named the Clark school in his honor.

Arthur L. Johnson High School remained part of the Union County Regional District until the Regional District was dissolved in July 1997. Today, the high school is part of the Clark Public Schools System and services students from Clark and Garwood.

ALMA MATER

The combined talents of Nat Carrea and a group of students produced the Alma Mater of Arthur L. Johnson High School. The song was motivated by a desire to leave a mark in the history of our school. The original music and lyrics were presented to the students in April 1957.

**Raise a chorus, Crusaders of A. L. Johnson High
Stand up for now her colors fly.
Ours to be your champion strong, To arm with mighty shields,
Your standards we'll bear to every field.
Dear ALJ, we honor thee,
We'll keep thee in our memory.
Your guiding light will lead the way,
And keep us safe through night and day.**

BELL SCHEDULES

Arthur L. Johnson operates on a four day Rotate and Drop Bell Schedule. All classes will meet three times within the four day rotation. The morning rotates and the afternoon rotates. Students will meet with six classes every day. In the event of an emergency school closure, the schedule will not change. See the link below to know the year long schedule.

Standard Bell Schedule

	Day 1	Day 2	Day 3	Day 4
7:50- 8:44	A	B	C	D
8:48 - 9:42	B	C	D	A
9:46 - 10:40	C	D	A	B
10:42 - 11:07	Lunch/Flex	Lunch/Flex	Lunch/Flex	Lunch/Flex
11:08 - 11:33	Lunch/Flex	Lunch/Flex	Lunch/Flex	Lunch/Flex
11:35 - 12:29	E	F	G	H
12:33 - 1:27	F	G	H	E
1:31 - 2:25	G	H	E	F

1-8 Day

Block	Start Time	End Time
1	7:50 am	8:28 am
2	8:32 am	9:10 am
3	9:14 am	9:52 am
4	9:56 am	10:34 am
L1/Flex	10:38 am	11:06 am
L2/Flex	11:09 am	11:37 am
5	11:41 am	12:19 pm
6	12:23 pm	1:01 pm
7	1:05 pm	1:43 pm
8	1:47 pm	2:25 pm

Delayed Opening

Block	Start Time	End Time
1	9:20 am	9:58 am
2	10:02 am	10:40 am
3	10:44 am	11:22 am
L1/Flex	11:25 am	11:50 am
L2/Flex	11:54 am	12:19 pm
4	12:23 pm	1:01 pm
5	1:05 pm	1:43 pm
6	1:47 pm	2:25 pm

Early Dismissal

Block	Start Time	End Time
1	7:50 am	8:29 am
2	8:33 am	9:13 am
3	9:16 am	9:55 am
4	9:59 am	10:39 am
5	10:42 am	11:21 am
6	11:25 am	12:04 pm

ACADEMIC GUIDELINES

There will be two marking periods for one-semester courses and four marking periods for full-year courses. Final exams are part of the course requirements. Report cards will be sent electronically at the conclusion of the marking period or exam. Progress Reports are sent to communicate “Unsatisfactory Progress” or “Marked Improvement” at the marking period midpoint. These reports will notify parents/guardians if a student is failing or in danger of failing.

ACADEMIC DISHONESTY

Any student involved in cheating/plagiarism will receive a zero on that assignment and will be referred to the administration for disciplinary consequences. The infraction will be documented, and the plagiarized material will be saved. Using school technology to cheat will result in out-of-school suspension.

Examples of cheating include but are not limited to: Any form of deception, the use of signs, gestures, or talking during a quiz or test, cheat sheets, copying from another student (includes homework, projects, classwork, quizzes, or tests that are to be done independently), providing assignments from a prior class to a current student,

- 1st offense: Receive a “0” on the assignment, will be documented for honor society purposes
- 2nd offense: Receive a “0” on the assignment + Administrative Detention
- 3rd offense: Receive a “0” on the assignment + OSS with parent conference

Appeals of cheating should be directed to the content area supervisor.

Appeals of discipline should be directed to the Assistant Principal.

ACADEMIC SUPPORT

If help is needed in any subject, the student should take responsibility for making an appointment to meet with the teacher outside of instructional hours. Teachers are available before and/or after school to provide assistance

to students who request help. Teachers may also be available during the midday flex period. Although teachers may not be available every day due to other professional activities, they are available on certain days. Therefore, students should make appointments with teachers. If a student continues to struggle, he/she should speak with his/her school counselor to seek assistance. The National Honor Society also offers free tutoring to students in all subject areas. Students should see their school counselor for more information.

CLASS RANK

Due to the high level of academic success of our students, class rank does not accurately represent their achievements. Therefore, Arthur L. Johnson does not rank students.

COURSE CHANGES

Students will receive their schedules in July. These schedules will be available without teacher names and periods. Should you want to make a change to the courses requested, please communicate this via the following [Google Form](#). A counselor will reach out to the student or family in order to discuss or accept the change. All changes should be submitted prior to August 15th. Additionally, as the master schedule was created based on student requests, the limitations of scheduling sometimes render it impossible to honor every student's choice, most specifically for electives.

Should you find an error in the schedule (ie - two English classes or a course that has previously been taken), please contact your student's counselor asap to make the change.

Students and parents are encouraged to take an active role in the scheduling process to ensure that schedules are accurate prior to their being finalized and released. If a change request is made after schedules are released, students will be required to advocate for the change through a structured *Change Committee*, which will be held after one full rotation of classes in September. Change requests made at that time are not guaranteed, and requests for teacher changes will not be accepted.

COURSE LOAD

All full-time students will pursue a minimum course load of eight classes, including a minimum of four academic courses.

EARLY COMPLETION OF HIGH SCHOOL

Students who wish to graduate early must apply through the School Counseling Office.

FINAL EXAMS and SENIOR EXAM EXEMPTIONS

A final examination, product or project is required in all subjects including SLE, NJSLA and AP classes. If a student does not take the examination (or submit a product or project), a grade of "I" (Incomplete) will be given for the marking period. Incompletes become "F" (Failure) in ten days if the exam is not made up, unless special circumstances prevail.

Qualified students in their senior year at Arthur L. Johnson High School may be provided the privilege of being exempt from final exams. A qualified student must have met the following requirements for each separate course to be exempt:

- Has achieved an "A" average (B+ in AP courses) or better for each of the marking periods of their senior year in the subject area

- Has been reviewed by the administration for negative behavior or suspensions
- Has no outstanding school debts, books, athletic equipment, or school issued property
- The teacher at his/her discretion may not permit exam exemptions for a particular course provided students are notified of this policy in advance (prior to the final marking period) and is applied to all students in the class equivalently

GRADE LEVEL ADVANCEMENT

To successfully advance to the next grade level at the start of the academic school year, students must meet the following requirements:

Academic Advancement for the 2022-23 school year, to successfully advance to the next grade level at the start of the academic school year, students must meet the following requirements:

- To be considered a sophomore - successfully completed credits - 30
- To be considered a junior – successfully completed credits - 70
- To be considered a senior – successfully completed credits - 100

If a student does not meet these criteria, he or she will be retained at the current grade level.

PLEASE NOTE: There are different requirements to be eligible to participate in interscholastic sports. Students must have passed 30 credits in the preceding academic year to be eligible for interscholastic athletics.

GRADE WEIGHTING/CUMULATIVE G.P.A.

Honors courses will carry an additional weight of 0.5 and Advanced Placement courses will carry an additional weight of 1.0. Dual reporting of current (non-weighted) and weighted GPA will be posted on the student transcript.

- No Weighed Value: Required Core Courses (non-Honors/AP) and Electives (77=C+=2.5)
- Weighted Value .5: Honors Courses and Dual Credit Courses (77=C+=3.0)
- Weighted Value 1.0 Advanced Placement Courses (77=C+=3.5)

The weighted GPA is calculated after completion of each school year and reflected only in the GPA average reported on the transcript.

Formula:

- $\text{Final Average} + \text{Weight} \times \text{Course Credit} = \text{Quality Points} / \text{Total Credits} = \text{Weighted G.P.A.}$

Summer School classes that are taken for credit recovers (course failure) will be included in a student's following year G.P.A. Summer School classes taken for original credit will NOT be included in a student's G.P.A.

GRADING OF A DROPPED COURSE

If a student is allowed to drop a course as per the school change committee/administration, the following rules apply:

- If it is dropped within the first ten days of school, no grade is recorded for this brief period of instruction.

- If the subject is dropped after the tenth day of school through the end of the first marking period, the subject is recorded on the report card and transcript with the notation “W” (Withdrawn).
- If the subject is dropped after the first marking period, a grade of “WP” (Withdrawn Passing) or “WF” (Withdrawn Failing) is recorded. Both grades have a value of zero that is included in the weighted GPA.
- No Credit has a value of zero, which is included in the GPA.

GRADING SYSTEM

Grading System/G.P.A. Calculation
A+ = 97-100 = 4.5
A = 90-96 = 4.0
B+ = 87-89 = 3.5
B = 80-86 = 3.0
C+ = 77-79 = 2.5
C = 70-76 = 2.0
D+ = 67-69 = 1.5
D = 60-66 = 1.0
F = 0-59 = 0.0

P = Passing or Satisfactory (P/F Course)
U = Failing or Unsatisfactory (P/F Course)
ME = Medically Excused
I = Incomplete, “F” after 10 school days
W = Withdraw
WP = Withdraw Passing
WF = Withdraw Failing
NC = No Credit (Attendance)
FO = Failure due to F in MP4/Did not take Exam
EX = Exempt

GRADUATION REQUIREMENTS

Graduation requirements include one hundred forty (140) credits. The following courses must be completed satisfactorily:

English (4 years required)	20 Credits
United States History	10 Credits
World History and Cultures	5 Credits
Physical Education (4 years required)	15 Credits
Health (4 years required)	5 Credits
Mathematics	15 Credits
Science	15 Credits
World Language	5 Credits
Visual and Performing Arts	5 Credits
21st Century Life and Careers, Career/Technical Education	5 Credits
Financial, Economic, Business Literacy	2.5 Credits
<i>**Technology Literacy is integrated throughout the curriculum**</i>	

Each course has an attendance requirement. A student will receive no credit for the course regardless of grades earned if he/she is absent from the course in excess of district policy. Credit will be denied if a student is absent five (5) days or more in a marking period course (health); nine (9) days or more in a semester course; thirteen (13) days or more in physical education, and eighteen (18) days or more in a year course.

The NJ Department of Education has set forth academic pathways to successfully complete high school. For more information on these pathways see the link below:

[NJ Department of Education Pathways](#)

HONOR ROLL

Placement on the Honor Roll is calculated using the individual marking period G.P.A. (non-weighted). Students will be listed on the High Honor Roll or Honor Roll at the end of each marking period if they qualify as follows:

- ☐ High Honor Roll: An unweighted overall average of 4.25, with no grade lower than 4.0 (A)
- ☐ Honor Roll: An unweighted overall average of 3.75, with no grade lower than 3.5 (B+)

PASS/FAIL OPTION

The purpose of the Pass/Fail option is to encourage students to explore aspects of the curriculum in which they may be interested, but which they usually would not select for study. A student with eight subjects or more in a semester may elect one of the courses in the semester to be on a Pass/Fail basis. No student may elect Pass/Fail for the required courses for graduation in English, United States History, World History and Cultures, World Languages, Mathematics, Science, Financial Literacy or Physical Education and Health.

All Pass/Fail options must be indicated in writing to the school counselor no later than the end of the fourth week of the first marking period of the course. The written request must include a parent/guardian signature. If a student elects Pass/Fail in a full year subject, three of four marking periods must be passed and one of these three must be the final marking period. For a semester course, both marking periods must be passed. (NOTE: A Fail (F) grade will be included when a student's record is reviewed for Honor Roll and National Honor Society.)

PLACEMENT/LEVEL APPEALS

Students requesting level changes for a course must consult with their school counselor. Students are placed in levels based on their ability and performance, standardized test scores, and teacher recommendation. If a student wishes to change their current course level, they must have the approval of the School Counseling Supervisor and the Content Area Supervisor.

SEMESTER/FINAL AVERAGES

Final averages are calculated using the student management computer system. For full-year courses, each marking period counts 21.25% and the final exam counts 15% towards the final average. Students must pass at least 2 marking periods to pass a full year class. Students must pass the fourth marking period in order to pass the class. For semester courses, each marking period counts 42.5% and the final exam counts 15% towards the final average. Special grades such as "I," "P," and "EX" will not be calculated in a student's final grade.

Final Grade Calculation - Full Year	Final Grade Calculation - Semester
Marking Period 1: 92 (A) Marking Period 2: 85 (B) Marking Period 3: 88 (B+) Marking Period 4: 95 (A) <u>Final Exam: 80 (B)</u> Marking Period Average (90%) $(92+85+88+95)/4 * 0.85 = 76.5$ Final Exam (15%) $= 80 * 0.15 = 12$ $76.5 + 12 = 88.5$ (B+ Final Grade)	Marking Period 1: 92 (A) Marking Period 2: 85 (B) <u>Final Exam: 80 (B)</u> Marking Period Average (85%) $(92+85)/2 * 0.85 = 75.225$ Final exam (15%) $80 * 0.15 = 12$ $75.225 + 12 = 87.225$ (B+ Final Grade)

SUMMER SCHOOL

Summer school is an additional opportunity for school districts to meet the needs of all students. Programs may provide opportunities for acceleration, enrichment, skills improvement, or to allow students to make-up course work which they were unable to master during the regular school year. Students can choose to either attend a traditional summer school offered in neighboring districts or they can choose to take approved online courses. The cost for summer school is to be paid by the parent directly to the summer school. Arthur L. Johnson High School does not provide a summer school program.

When a student knows that he or she was not successful in an academic course, or if a student wishes to take a course for original credit, he or she will meet with the school counselor to decide the best course of action for the given situation. An “Approval to Take Course(s) for Credit Outside the District” form will be completed with the assistance of the school counselor, who will make sure the program found is acceptable for credit. The form will then be signed and approved by the parent/guardian, the Supervisor of Pupil Personnel Services, and the Principal.

Students who have received administrative approval to take online summer school courses with a Board approved service provider for credit recovery or original credit must take final exams at the high school; this must be scheduled through the school counseling department.

Upon completion of the course, the student is to submit the summer school grade to the student’s transcript. Final grades in summer school which meet the state summer school requirements will not be included in the calculated GPA until the end of the next school year. The student will receive original credit for the course if following criteria are met:

- The summer school is an accredited school
- 120 hours of instruction are provided for a full year course
- 60 hours of instruction are provided for a semester course
- 30 hours of instruction are provided for a marking period course
- The student must pass the course

Courses approved for review credit (to make up a failed course) must meet state requirements. To be eligible for summer school for credit recovery, a student must remain in the course the entire year including all marking period assessments. A student removed from a class due to disciplinary reasons prior to the conclusion of the course, will not be permitted to attend summer school and will have to take the course for original credit.

Please note the following criteria for summer school:

- 60 hours of instruction for a full year course
- 30 hours of instruction for a semester course
- 15 hours of instruction for a marking period course
- The student must pass the course

It is the student’s responsibility to arrange for the final transcript for a summer course to be sent to the School Counseling Office.

MARKING PERIOD DATES AND ASSESSMENT SCHEDULES 2023-2024

	Starts	Ends	# of Days
Marking Period 1	September 6	November 15	46 Days
Marking Period 2	November 16th	January 31st	46 Days
Marking Period 3	February 1	April 12	45 Days
Marking Period 4	April 15	June 19	46 Days
<i>Final Exams</i>	June 11 - June 19, 2024		
PSAT	October 11, 2023		
NJGPA Testing	March 11- March 15, 2024		
NJSLA	April 29- May 24, 2024		
AP Testing	May 6- May 17, 2024		

ATTENDANCE/TARDINESS PROCEDURES

Regular attendance is essential to the successful completion of a course of study and is required on all of the days the high school is in session. The official school attendance is taken at the start of Block 1 (7:50 A.M.) each day. Students arriving after that time must report to the Attendance Office for a late pass and will be marked as tardy.

AP EARLY MORNING LAB ATTENDANCE

Early morning labs are a requirement for some of our advanced placement course offerings. These early morning classes take place once a week from 7:00-7:45 and are a mandatory requirement to receive credit for the course. Missing an early morning class will be counted as “half” an absence. If absent from both the early morning lab period and the regular class period on a given day, it will be counted as one full absence.

ATTENDANCE WARNING LETTERS

While all attendance records can be viewed on Genesis Parent Portal, attendance warning letters will be sent home and posted on Parent Portal upon the following number of absences:

Full Year Class: 6th and 9th absences

Physical Education: 5th and 8th absences

Semester Class: 3rd and 5th absences

Health: 2nd and 3rd absences

Parent conferences may be required after the second warning letter to address excessive absences and avoid a loss of credit. Conferences can be in-person, through Zoom/Google Meet, or over the phone, and will include the Assistant Principal and School Counselor. After the students exceed the allowable absences for each course, they will receive a Loss of Credit letter.

COLLEGE VISITATIONS

Student absence due to college visitation must be verified by a note on official college letterhead in order to be considered excused. Failure to provide documentation will result in the student being charged with an unexcused absence. **NOTES SHOULD BE GIVEN TO THE ATTENDANCE OFFICE WITHIN 48 HOURS OF COLLEGE VISIT.**

DENIAL OF COURSE CREDIT FOR EXCESSIVE ABSENCES

Students may fail to achieve credit for a course when a student is absent **five days** in any one marking period course (health), **nine days** in any semester course, **eleven days** in physical education (3 MPs), or **fourteen days** in a full year course; **these totals include both excused and unexcused absences.** Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through completion of assignments and mastered the proficiencies established for the course or when consistent with the Individualized Education Program of a student. The determination for these exceptions will be made by the Attendance Review Committee (Assistant Principal, Nurse, School Counselor, Teacher). The committee may decide to award credit, deny credit, or withhold credit until the appropriate “seat time” requirement is fulfilled.

EXCUSED ABSENCES

Excused absences are acknowledged by the Board of Education for personal illness (documented with a physician’s note), family illness or death, court appearances, religious observances pursuant to N.J.S.A 18A:36-14 through 16, pupil suspension, interviews with a prospective employer or a college admissions officer, driver’s license examination, necessary and unavoidable medical or dental appointments, and/or an administratively approved absence. All excused absences accrue toward the total number of absences permitted as stated in District Policy No. 5200 (thirteen absences in a full year course, eight in a semester course, ten in physical education, and/or four absences in a single marking period course). Exceptions to these totals are granted for absences caused by suspension, observance of a religious holiday, or at the discretion of the administration only.

EXTRACURRICULAR ACTIVITIES (and absenteeism)

Students must be in attendance for a minimum of four hours to be eligible for participation in extracurricular activities. Students who are absent from school, for any reason other than an administratively approved absence are prohibited from participating in activities and are prohibited from school grounds on the day of the absence.

HOME INSTRUCTION

Home Instruction may be provided due to a chronic health condition or temporary excused absence. In accordance with district Policy No. 2412, the parent/legal guardian must request home instruction and a determination will be made by the administration based on each individual case. Applications for home

instruction shall state the reason such instruction is requested and state the probable duration of the pupil's absence.

MISSED WORK DUE TO ABSENTEEISM

Making up work missed due to excused OR unexcused absence is the responsibility of the student. Students are to abide by the class policies that are set forth by their teachers. In general, pupils are allowed two days (1 class day) to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils as deemed necessary for extended illnesses. A pupil who misses a test because of an excused absence shall be offered an opportunity to take the test or an alternate test. Providing students with class work ahead of time for unexcused absences is at the discretion of the teacher.

MISSING CHILDREN OBLIGATION

State law requires that the school notify the police when a child is missing. To meet this obligation, the administration will contact the Division of Child Protection and Permanency (DCP&P—formerly known as DYFS) and the police on the third consecutive day of absence without notification from the home as to the reason for the absence. The Attendance Office must be contacted about any absence from school by a parent/guardian.

PARENT SIGN OUT

Leaving school before the end of the school day by any student under the age of eighteen is not permitted except in the presence of the pupil's parent/guardian, or an agent of the parent/guardian who has written authorization. Any student leaving school early must sign-out in the attendance office. It is strongly recommended that appointments be scheduled after the school day whenever possible. Parent sign outs will count against allowed student absences; therefore, the same documentation required for an excused absence is required.

SCHOOL NOTIFICATION

Parents are required to notify the school whenever a student is absent. Parents/Guardians are responsible for notifying the Attendance Office (732-382-0910 ext. 3143) by 8:00 A.M. with the reason for the absence. If nothing is received, parents should expect a phone call inquiring about their child's absence. An automatically generated call will go out at 9 a.m. for any student who has not yet arrived at school. Upon returning to school, students must submit a note to the attendance office from a parent/guardian explaining the reason(s) for the absence. **For any absence that a parent wishes to be excused from his/her child's records, a note should be provided to the Attendance Office within 72 hours of the child's return to school.**

STRUCTURED LEARNING EXPERIENCE STUDENTS

On days students leave the building, they must sign out at the front security desk prior to leaving each day.

TARDINESS

Being late to school deprives a student of a thorough and efficient education. Promptness is a responsibility of both the student and the parent/guardian. **Any student who arrives after 7:50 A.M. must report directly to the attendance office in order to be admitted to school.** Any student who is tardy is required to make up

for missed work. Instances of tardiness to school will constitute a single unexcused absence in the ratio of three tardies to school being equivalent to one unexcused absence. Excessive tardiness will result in disciplinary action and the accumulation of the unexcused absences may result in the denial of course credit (see below). If a student misses one quarter of the class period, the student will be considered absent.

Tardy To School

<u>Number of Tardies</u>	<u>Accumulates</u>	<u>Disciplinary Action</u>
Three (3)	One	One day Loss of Privilege
Six (6)	Two	Two days LOP + Parent Notification
Nine (9)	Three	One day Admin Detention, and Parent Conference

**Discipline resets after the 9th tardy. Additional “lates to school” will continue to accumulate as unexcused absences and will be subject to disciplinary action. Senior parking privileges may also be suspended indefinitely in the event of excess tardies. The accumulation of excessive absences could lead to a Referral to Municipal Court as deemed appropriate by the administration.*

Tardy to Class

<u>Number of Tardies</u>	<u>Disciplinary Action</u>
Three (3)	Considered one “cut”, two days LOP, Parent Notification from Teacher/Administrator
Six (6)	Considered two ‘cuts”, 1 day Admin Detention, Parent Notification - Warning of Loss of Credit
Nine (9)	Considered three “cuts” - Loss of Credit for Course

UNEXCUSED ABSENCES

Unexcused absences are absences from school for any other reason than those stated above. **Vacations and family travel while school is in session are not considered reasons for excused absences.** An unexcused absence is recorded if the pupil is absent for all or part of the school day. “Truant” is recorded for students whose absence is without the knowledge of a parent/guardian. Additionally, any student who has ten or more cumulative unexcused absences is considered truant and the building administration will make a mandatory referral to the court program. The student, and his or her parent or guardian, are subject to consequences under state law.

VOCATIONAL-TECHNICAL SHARED TIME STUDENTS

Students who attend Vocational/Technical schools in the morning must sign in at the front desk each day prior to going to their assigned location/class. Students who attend afternoon classes at Vocational/Technical schools must sign out at the front security desk prior to leaving each day. Students must exit at the main lobby door only.

COUNSELING OFFICE

The School Counseling staff includes a director, counselors, a student assistance counselor, and two administrative assistants. Each counselor has an advanced degree and state certification in counseling.

The primary job of the counselors is educational planning; however, they also help students with personal and social problems. Cooperation among students, teachers, parents, and counselors is essential to the success of these services. Each student is assigned alphabetically to a counselor for all four years of high school. This is important so a relationship can grow and develop. The counselor will often initiate conferences with the student, and students are encouraged to seek their counselor's assistance as often as needed by visiting the school counseling office. Sometimes the student will meet individually with the counselor or in small groups. The counselor will help guide the student through course selections, decision-making, career and interest exploration, as well as post secondary planning. Counselors can be helpful in many ways; it is important for students to discuss ideas, problems, and goals with the counselor.

COLLEGE AND CAREER PLANNING

Throughout the school year, students are invited to attend various programs, including, but not limited to, college representative visits, college fairs, guest speakers, and various other opportunities. The counseling department will meet with students through individual, small group, and classroom settings to share college and career related information.

COLLEGE BOUND STANDARDIZED TESTS

College bound students will establish a sound testing pattern early in their high school careers. The PSAT/NMSQT will be offered to all freshman, sophomore, and junior classes during the month of October each school year. It is also recommended that the students take the SAT and/or the ACT at least once prior to the end of junior year. Each student should discuss an appropriate testing timeline based on future plans.

SCHEDULING/COURSE SELECTION

One of the major functions of the School Counseling Department is assisting students in the selection of high school subjects so that they may be placed in classes according to their goals, interests, and achievement level. The process for registration and scheduling is as follows:

Students are advised by their teachers and school counselor regarding program offerings. Course level recommendations are made by the classroom teacher within the guidelines of the Program of Studies. Rubrics are followed for appropriate course level placement for each student. Students meet individually with counselors to discuss and select course options each school year. Consideration must be given to fulfilling state and district graduation requirements as well as any admission entry requirements at the postsecondary level. On the basis of

these selections, class assignments are made, and a schedule is developed for each student. It is important that students take the scheduling process seriously and take responsibility for the final selections they have made.

STUDENT ASSISTANCE COUNSELOR

The student assistance counselor (SAC) is a counselor available to students in every grade level to assist with not only matters relating to academics, but also social emotional concerns. A wide range of services are provided to students in various situations, some of which include: family struggles, drug or alcohol, and difficulty adjusting to a major life change. Our student assistance counselor also serves as the anti-bullying specialist for ALJ.

EXTRACURRICULAR ACTIVITIES/ATHLETICS

Arthur L. Johnson High School offers a wide array of clubs, activities, and sports outside the classroom. These activities are a very important part of student life at the high school. It is hoped that all students participate in extracurricular activities as these activities contribute to a student's well-rounded education and enhance the learning environment.

CLUBS

Listed below are the clubs currently offered at Arthur L. Johnson High School. Participation in these clubs is voluntary, and most clubs meet after school. Teachers serve as advisors for these clubs and meeting dates are set by the advisors. To participate in clubs, students must be in good academic and disciplinary standing. Some clubs do have standards which must first be met prior to participating and others have constitutions/criteria associated with the clubs. For more information about these items and clubs in general, students and parents should consult the club advisor(s).

New clubs can be added at the discretion of the administration. Students and staff wishing to form new clubs should seek the advice of the administration. Check out our extra-curricular slideshow here:

 CRUSADER SLIDES (presentation) 22-23

Band	BLOG	DECA	Drama Club
Envirothon Club	Fall Play	French Club	French Honor Society
Forensics	Gay/Straight Alliance	Heroes & Cool Kids	History Club
Italian Club	Key Club	<i>Lance</i> (Yearbook)	Literary Magazine
Mindfulness	National Honor Society	Newspaper Club	Peer Leadership
Project Unified	Psychology Club	Puppetry Club	Science Club
Science League	Science National Honor Society	Science Olympiad	Set Design
SMAC (Student Movement)	Spanish Club	Spanish Honor Society	Speech and Debate

Against Cancer)			
SPEL/REBEL	Student Council	Surrealism Club	Yearbook Club

**The National Honor Society follows the rules and regulations of the national association, which is sponsored by the National Association of Secondary School Principals. Students are selected for membership in the National Honor Society on the basis of their achievement in four main criteria areas: Scholarship, Character, Leadership, and Service. Details about this process are available through the school counseling office and the NHS advisor.*

ATHLETICS

Arthur L. Johnson High School offers interscholastic sports teams for both boys and girls. These teams are governed not only by district rules and regulations, but also by the rules of the New Jersey State Interscholastic Athletic Association (NJSIAA). In addition, Arthur L. Johnson High School is a member of the Union County Conference. Student athletes must adhere to the rules of sportsmanship and eligibility for both the NJSIAA and the Union County Conference. Student athletes must respect and show good sportsmanship toward their teammates, opponents, coaches, game officials, and fans. Any athlete who does not demonstrate proper sportsmanship can be removed from the team.

ELIGIBILITY

As per NJSIAA and District policy, to be eligible for interscholastic athletic participation during the first semester of tenth grade or higher, a student must have passed 30 credits during the immediately preceding academic year. All incoming ninth graders are eligible for the first semester. To be eligible during the second semester (after January 31), during the ninth grade or higher, the student must have passed 15 credits during the immediately preceding semester. A student who is eligible at the beginning of the sports season remains eligible for that entire sports season regardless of his/her grades at the end of the marking period.

The District recognizes the importance of participation in co-curricular activities for students. Students must maintain a standard of academic performance that is consistent with the primary mission of the school. This mission is to provide an effective and appropriate education for all pupils and to establish acceptable standards of pupil performance. The District has set forth additional requirements that students must adhere to in order to participate. These requirements are presented in the student/athlete code of conduct that each athlete receives and are in accordance with Policy No. 2430.

Any student marked absent on an official school day or entering school after 10:00 A.M. may not participate in a co-curricular activity on the day of the absence unless approved by the Principal. For weekend or non-school day events, the last scheduled school day is used to determine a student's presence. A student that is suspended from school is not eligible to participate in any athletic activity. Additional suspension from athletic events may be imposed by the administration in accordance with the school's discipline policy.

GUIDELINES FOR SPECTATORS

All athletic events are governed by NJSIAA regulations and those of the Union County Conference. Students, parents, and friends are encouraged to support the hard work and time commitment of the athletes and coaches, by attending events. Spectators however, must show good sportsmanship courteous treatment towards opposing players and coaches, game officials, and other fans. The use of alcohol or tobacco at sporting events is strictly prohibited. Any spectator that displays poor sportsmanship will not be permitted to continue to watch the event, and will jeopardize attendance at future events. In addition, student spectators are subject to disciplinary action by the administration.

INTERSCHOLASTIC TEAMS

Listed below are the sports teams currently offered at Arthur L. Johnson High School.

FALL	WINTER	SPRING
Cheerleading	Cheerleading	Baseball
Cross Country (Boys/Girls)	Basketball (Boys/Girls)	Golf
Field Hockey (Girls)	Bowling (Coed)	Lacrosse (Boys/Girls)
Football	Ice Hockey	Softball
Gymnastics (Girls)	Swimming (Coed)	Tennis (Boys)
Soccer (Boys/Girls)	Track (Boys/Girls)	Track (Boys/Girls)
Tennis (Girls)	Wrestling	
Volleyball (Girls)		

All students are encouraged to participate in these sporting activities. However, some teams may require students to “try-out” for the teams. The varsity teams are competitive teams, and there is no mandatory playing time requirement for athletes in these sports. Some sports, depending on the participation level, offer junior varsity teams.

PHYSICALS/PARENTAL PERMISSION

In accordance with District Policies No. 2431 and No. 5310 and N.J.A.C. 6A:16-2.2 (h) every candidate for a school athletic team or squad must have a completed physical examination on file with the school nurse or Athletic Director prior to participation. The physical shall be conducted within 365 days prior to the first practice session and the designated school physician must provide written approval that the medical report complies with the requirements of N.J.A.C. 6A:16-2.2. The medical examination is to be completed by the student’s own physician unless other arrangements have been made with the Athletic Director or Principal. In addition, if a student’s physical examination was completed 60 days prior to the first practice session, the student must provide a medical history update to be completed and signed by the parent, prior to participation.

Any student, who wishes to participate in athletic competition, must submit a district-provided consent form that is signed by a parent/guardian. This form must be submitted prior to any student participating in any athletic event.

All forms can be obtained from the school nurse or team coach, from the athletic office, or on the school website.

NCAA REQUIREMENTS

All prospective student athletes who want to play NCAA Division I or II intercollegiate athletics must be certified by the NCAA Eligibility Center to be eligible to play. Interested students should consult their school counselor at the end of junior year for instructions regarding and how to complete the process. You can learn more about registration and eligibility information at www.eligibilitycenter.org.

TRANSPORTATION TO EVENTS

Student athletes must travel on school provided and approved transportation vehicles to events. Students are not permitted to drive or be driven by a parent/guardian, relative, or peer to any game, match or program. If emergent conditions do arise, the parent must contact the Athletic Director prior to the event for assistance and a recommendation.

HEALTH OFFICE

School nurses provide health education and counseling as needed and conduct a variety of screenings as mandated by the State and district guidelines. A school nurse is on duty during school hours. In addition, a school physician may be on call for serious medical emergencies. No student is admitted to the Health Office without a pass except in the case of an emergency.

In compliance with state law, the Board requires that all pupils be immunized against disease and submit to health examinations to protect the school community from the spread of communicable disease, and to determine the pupil's fitness for participation in health, safety and physical education courses and in competitive activities. Every pupil entering the Clark Public Schools shall be examined either by a private physician or by the school physician and submit a record of immunization as required by law. Also in accordance with District Policy No. 5310 students are screened for scoliosis, hearing, and vision at varying points during their high school. Any parent/guardian wishing the pupil to not partake in these exams must notify the school nurse in writing. The results of physical and health examinations shall be reported to the parent/guardian along with any recommendation of the school physician or nurse regarding possible treatment

The school nurse will administer medication during the school day in the Health Office, when all the conditions of the Board Policy are met. By state law, the school nurse is not permitted to administer any non-prescription medication (i.e. Tylenol, Advil, cold remedies) without a written note from the student's physician. A note is required from a parent/guardian for a physical education class excuse for up to five days. If an excuse beyond five days is needed, a doctor's note is required. Students should take all physical education notes to the Health Office

to arrange to be excused from physical education classes. Sports physicals are required for students choosing to become a candidate for a school athletic team. Please consult the Extracurricular Activities section of the handbook for more details.

SCHOOL SECURITY TEAM/THREAT ASSESSMENT TEAM

The school security team is employed by the Clark Public School District. The head of security runs drills with the school administration and the team monitors safe and appropriate behavior of all who enter the building. All students are required to participate in school security drills. Drills include Fire Drills, Evacuation Drills, Lockdowns, and Shelter-in-Place. Parents will be notified via School Messenger when a drill has taken place.

SCHOOL SECURITY AFTER SCHOOL HOURS

Students are expected to leave the building by 3:30 PM unless they meet one of the following criteria:

- The student is with a teacher for extra help or advisement
- A coach or advisor is directly supervising the student due to his/her involvement in a school activity

The security doors will “close off” the front part of the building at 3:30 P.M. Students attending after school clubs or sports should bring their items from their lockers to the activity. Lockers are available by the gymnasium to secure items. No students are permitted in the locker room without being under the supervision of a coach.

SEARCH AND SEIZURE

School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations, and to search by law enforcement officials on presentation of a proper warrant. A pupil's person and possessions, including the motor vehicle operated by the student and parked on school grounds, may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. Cell phones and electronic devices are considered student possessions that are subject to search. A search shall be reasonable in its scope, intensity, and objective. It shall not be excessively intrusive and shall be appropriate to the age and sex of the student and the nature of the suspected infractions. A metal detecting wand may be used as a tool to assist with the search. The outcome of the search may result in disciplinary action and/or criminal investigation by the police

Random locker searches are conducted periodically in accordance with the Board of Education's random locker search program. If illegal objects or controlled dangerous substances are found, the superintendent and the local police shall be notified immediately. The student will be disciplined according to board policy and may be prosecuted in accordance with the law.

THREAT ASSESSMENT TEAM

A state-mandated Threat Assessment Team will be in place for the 2023-2024 school year. This team has been trained through the New Jersey Department of Education and is multidisciplinary in nature. The Threat Assessment Team will be responsible for following state mandated procedures when a threat has been brought to its attention. All student safety issues are investigated.

1. Guidance will be provided for students, teachers, and all school staff regarding the recognition of threatening or aberrant behavior in a student that may represent a threat to the school community or to themselves.
2. The designation of members of the school community to whom threatening behavior shall be reported has been approved by the superintendent. All members of the team have been trained.
3. The team is responsible for the development and implementation of policies concerning the assessment and intervention of students whose behavior poses a threat to the safety of the school community, and appropriate actions to be taken, including available social, developmental, and law enforcement resources, for students whose behavior is identified as posing a threat to the safety of the school community or to themselves.
4. Coordination and consultation with the school safety specialist is in place.
5. The team operates under a policy that the threat assessment team shall not disclose or disseminate any information obtained during their assessment beyond the purpose for which the information was provided to the threat assessment team, except that the threat assessment team is authorized to disclose the information to applicable agencies to pursue appropriate action for any student whose behavior is identified as posing a threat to the safety of the school community.
6. If a student with an Individualized Education Program (IEP) or 504 plan has been identified, the threat assessment team must consult with the IEP team or 504 team to determine whether the aberrant behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C.6A:14 and all federal and state special education laws.

SPECIAL EDUCATION/ INTERVENTION AND REFERRAL SERVICES

Clark Public Schools provides interventions to meet the individual needs of its students who may be struggling in school or who have a disability. Identified students may be entitled to intervention services through I&RS, Special Education and Related Services, or a 504 Plan. Students having a disability or who may be struggling in school may be entitled to special services that are provided by the District. Different interventions may be appropriate to meet the individual needs of a particular student.

INTERVENTION AND REFERRAL SERVICES

Intervention and Referral Services Each school has an Intervention and Referral Services Committee (I&RS) designed to support general education students who may be experiencing academic, behavioral and/or social emotional difficulties that are impacting the student's educational progress. The responsibilities of the I&RS Committee are as follows:

- Identifies students in need and plans to provide appropriate interventions and/or services to address the student's needs
- Identifies the school personnel who will participate in provided interventions and services
- Provides support and guidance to the school staff working with the student
- Involves parents and/or guardians in the development and implementation of the plan
- Coordinates with outside service providers when appropriate
- Reviews and assesses the effectiveness of the plan and modifies or terminates the plan as needed
- Refers the student to the child study team for evaluation, when appropriate.

A written I&RS plan is developed by the committee which lists the suggestions that can be implemented in school and/or at home to support the student. The parents and all of the student's teachers receive a copy of the plan.

SECTION 504 OF THE AMERICANS WITH DISABILITIES ACT

Students who have substantial limitations to one or more life functions due to a disability may be entitled to accommodations in school under Section 504 of the Rehabilitation Act of the Americans with Disabilities Act and its amendments. These laws protect the rights of pupils with special needs who might have difficulty attending school or participating in regular school activities without related aids or modifications. If a parent/guardian has a concern, he/she should contact the School Counseling Department for assistance.

SPECIAL EDUCATION AND RELATED SERVICES (IDEIA)

The Individuals with Disabilities Education Improvement Act (IDEIA) of 2004 mandates that all pupils with disabilities who are in need of special education and related services be located, identified, and evaluated. A student with a known or suspected disability should be referred to the Department of Special Services at Arthur L. Johnson High School for a Child Study Team (CST) evaluation to determine eligibility for special education and related services. A referral for a Child Study Team evaluation can be made by parents/guardians, the I&RS team, administrators, or instructional and other professional staff. The written request for a CST evaluation must be signed by the referring person(s). An email request is not accepted. The Child Study Team includes a School Psychologist, Learning Disabilities Teacher-Consultant, and School Social Worker. The School Nurse, School Counselor, general education teacher, Speech/Language Specialist, and/or other professionals may also be included on the team, as needed. Upon receipt of a referral, a file will be initiated to include a timeline for processing the referral. A Case Manager will be assigned to coordinate the services of the CST and convene a referral/identification meeting within twenty days. A "Notice of a Referral/Identification Meeting" will be sent to the parents/guardians and will contain "Parental Rights in Special Education" (PRISE). Any concerns or questions should be directed to the Department of Special Services.

STUDENT CONDUCT

Students are expected to behave in a respectful manner towards fellow students, faculty, and visitors to Arthur L. Johnson High School. The student behavior and discipline policy has been developed to provide and maintain a civil, safe, and supportive school environment. The Clark Public School District promotes the achievement of high academic standards and the prevention of problems that may impede the learning process. School responses

to violations of the student behavior policy will take into account the severity, frequency, and the student history of inappropriate behaviors.

CODE OF CONDUCT

Students have the right to:

- be treated with respect and dignity
- learn in a positive and safe environment
- express their opinions and feelings in an appropriate manner
- be informed about expectations for their behavior
- an appropriate education that enables them to become productive citizens

Students have the following responsibilities:

- prepare themselves mentally and physically for the process of learning
- respect the person, property, and intellectual and creative products of others
- take responsibility for their own actions and behaviors
- use time and other resources responsibly
- share responsibilities when working with others
- meet the requirements of each course of study
- monitor their own progress toward school objectives
- communicate with parent(s)/guardian(s) and appropriate school staff members

STUDENT BEHAVIOR AND DISCIPLINE POLICY

The Board of Education expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct. Standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members. Pupils are expected to behave in a way that creates a supportive learning environment.

The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

Students who choose to ignore or violate the rules and codes of the school are subject to disciplinary action. School personnel will use a variety of measures including but not limited to teacher/parent conferences, interventions through the school counseling department, warnings, detentions, suspensions, loss of privileges, and/or other strategies determined by the building administrator. Additionally, the student behavior and discipline policy continues to be enforced during all school related activities and events.

Consequences will vary according to student discipline history, including frequency of incidents, and nature and severity of the specific incident. At any time throughout the process, intervention by other school personnel may be recommended. School responses shall provide for the equitable application of the code of student conduct without regard to race, color, religion, ancestry, nationality, gender, sexual orientation, gender identity and expression, mental, physical or sensory disability or by any other distinguishing characteristic.

Discipline is progressive and subject to change based on each incident's unique nature as well as student conduct history. The following chart represents the **minimum** discipline for each violation.

Infraction	1st Offense	2nd Offense	3rd Offense
Unauthorized Presence	Warning	LOP	Admin Det.
Chronic Tardiness to Class	Warning (teacher detention)	LOP	2 LOP- Admin Warning of Loss of Credit
Cutting Class (3 cuts = Loss of Credit)	Admin Det.	1 OSS	3 OSS
Cutting Flex Period/Study Hall	1 LOP	2 LOP	3 LOP/Admin Det.
Failure to sign into school	Warning	1 LOP	3 LOP
Forgery	Admin Det.	1 OSS	3 OSS
Inappropriate Behavior - Students	1 LOP	Admin Det.	OSS
Inappropriate Behavior - Teachers	LOP/Admin Det.	1 OSS	3 OSS
Use of Profanity	2 LOP	Admin Det.	OSS
Use of Profanity towards staff	3 OSS	5 OSS	7 OSS
Failure to follow directions	LOP	Admin Det.	OSS
Unauthorized leaving school grounds	Admin Det.	2 OSS	4 OSS
Smoking/Vaping on School Grounds	1 OSS	3 OSS	5 OSS

Possession of Tobacco/Vape	1 OSS	3 OSS	5 OSS
Failed Drug Screen	4 OSS	7 OSS	10 OSS
Truancy	Admin Det.	2 Admin Det.	OSS
Failure to report to teacher detention	3 LOP	Admin Det.	OSS
Failure to report to LOP (*rescheduled)	1 LOP	3 LOP	Admin Det.
Failure to report to Admin Detention *must make up missed detention	1 OSS	2 OSS	3 OSS
Parking violation *May lose parking privileges	Warning	Admin Det.	OSS
Inappropriate behavior at a school event *potential loss of attending future events	Admin Det.	OSS	4 OSS
Cheating/Plagiarism/Academic Dishonesty *lose eligibility for honor societies, using technology increases severity of discipline	0 on assignment	0 + Admin det.	0 + OSS
Vandalism *restitution required	2 Admin Det.	OSS	4 OSS
Theft *may be reported to CPD	OSS	3 OSS	5 OSS
Gambling *money is not required	OSS	3 OSS	5 OSS
Inappropriate behavior during a drill	Admin Detention	OSS	3 OSS
Improper use of cell phone camera	Admin Detention	OSS	3 OSS
Excess tardies to school (Every 3)	1 LOP	2 LOP	Admin. Det.
Dress Code Violation	Warning	1 LOP	2 LOP
Physical Altercation	Minimum 1 Day Suspension	Multiple Days of OSS (discretion of administration-parent conference)	

Any questions can be directed to Mrs. Poskay, Assistant Principal, at 732-381-0910 ext. 3141 or at kposkay@clarkschools.org

****CONTROLLED DANGEROUS SUBSTANCES (DRUGS/ALCOHOL)****

The use or consumption, possession, or being under the influence of alcohol or drugs on school grounds, in school or during school sponsored activities is illegal. The Principal or his designee is responsible for the evaluation of all pupils who are reasonably suspected of these items described above. Referrals may be received

from pupils, parents/guardians or staff members. If the Principal or his designee concludes that reasonable grounds exist the pupil is or has been involved with alcoholic beverages, controlled dangerous substances or chemical compounds (including electronic cigarettes and/or vaporizers), the Principal in conjunction with the Substance Abuse Counselor (SAC) and other necessary school personnel, shall hold a conference with the pupil and his/her parent/guardian for the purpose of deciding upon a treatment.

Violations of this nature are considered the most serious category of the student discipline policy, and he/she will be disciplined accordingly. Discipline measures may include short term suspension, long term suspension (greater than ten days), and/or expulsion. Reporting to local law enforcement may be warranted depending on the circumstances. The student may also be required to submit to a health screening by a physician as a term of returning to school in accordance with District Policy No. 5530.

STUDENT DRESS CODE

The Clark Public Schools recognize that each pupil's mode of dress and grooming is a matter of personal style and individual preference. Being well groomed and dressed neatly in clothes of good taste is important for students to maintain a focus on academics. Pupils may not wear clothing or accessories, or engage in grooming practices that prevent the pupil or any other student from meeting the educational objectives of the school. Additionally, students are to keep all grooming articles (e.g., combs, brushes, perfumes, etc.) in either their bag or locker. Students attending school functions (field trips, dances, etc.), must also be appropriately attired. It is expected that students will avoid wearing clothing or related items disruptive to the educational process. Students are required to adhere to the following dress code:

- Clothing, accessories or jewelry that includes messages associated with gangs, alcohol, drugs or paraphernalia, tobacco or vaporizer products, sexual connotations, indecent/lewd writings or pictures or cartoon images that support or depict discrimination on the basis of age, race, religion, handicap, national origin, marital status, sexual orientation or gender are not permitted. **Examples: Budweiser, Guinness, Playboy, Hennesy**
- Undergarments should not be exposed or worn as outerwear.
- No strapless, one shoulder, tank and/or spaghetti strap tops, see through, bustier, bandeau, or halter-tops are permitted.
- Shorts and skirts should not be excessively short (including shorts worn for physical education classes) and **must cover the abdominal area**. Shorts should have a modest inseam and skirts should come down to at least mid-thigh.
- Tank top athletic shirts can only be worn over a t-shirt.
- **Bare midriffs (lower backs and/or abdomens) should not be exposed.**
- No cleavage or bare chests should be exposed. Proper attire includes undergarments.
- Slippers and pajamas are not to be worn in school.
- Hats or any head covering(s) (with the exception of items worn for religious purposes) are not permitted to be worn or visible during the school day.
- No sunglasses may be worn during the school day unless medically prescribed.
- Personal grooming including combing, brushing, spraying hair, spraying of perfumes or colognes is allowed only in restrooms and designated areas.

- Articles of jewelry that can potentially cause a safety concern or hazard or can easily deface school property are not permitted. For example, chains and/or articles of clothing with sharp objects are not permitted.
- The wearing of jewelry and piercings (plastic or metal) are not permitted during physical education classes for safety reasons. Students must remove body piercings and studs that can be dangerous to the wearer or other students.
- Footwear must be worn in the school at all times (no bare feet) and appropriate for school. Flip-flops and sliders are not permitted at any time. Open-toed shoes are not acceptable during science labs. The safety of footwear is at the discretion of the administration.
- Headbands and sweatbands may be worn during physical education classes only.
- Hoods may not be worn at any time.
- No outerwear such as coats, jackets, gloves, and raincoats are permitted to be worn in classrooms. (If there are heating issues in the school, permission may be granted by the administration to wear some of these items.)

The administration reserves the right to impose any additional codes to address the changing trends in fashion to ensure the optimal learning environment.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

Violations	Disciplinary Action
First Referral	Documented warning
Second Referral	Loss of Privilege + Documentation
Third Referral	2 Days Loss of Privilege + Documentation and Parent Notification **Add'l Violations will lead to a parent conference

** No student will be permitted to return to class until the violation is corrected. Students may change if other clothes are available, or call home to remedy the dress code violation.*

EXPLANATION OF DISCIPLINARY ACTION

TEACHER ASSIGNED DETENTION

A detention held in the classroom of the teacher assigning detention. When detention is assigned, the date and time the detention is to be served will be specified. Parent(s) will be informed about the detention. A missed teacher-assigned detention will result in an office-assigned detention.

LOSS OF PRIVILEGE (LOP)

A detention held during the school day in a specified classroom. Students can be assigned this detention during Lunch/Flex..

ADMINISTRATIVE DETENTION

A detention held in a school-wide specified detention area. Students may be assigned this detention by an administrator. This is a quiet detention, and students must bring school work to complete during detention. Detention is from 2:30 to 5:30 P.M. It is held in a general classroom setting/IMC after school from 2:30pm - 5:30pm. This is a quiet detention and students are expected to either bring school work to complete, study, or read a book. Use of a cell phone, headphones, or any technology is not permitted (unless specifically required by a teacher for an assignment). If a student is asked to leave Administrative Detention for any reason; i.e. Insubordination, disrespectful to a staff member, sleeping, or use of technology without permission, will result in an automatic out-of-school suspension. The student will also have to serve the detention, in full, at a later date. Skipping or missing the assigned detention will result in the same result. If your child misses the detention for a medical reason, a doctor's note must be provided and the detention will be rescheduled.

OUT-OF-SCHOOL SUSPENSION (OSS)

Serious violations of the Discipline Rules and Regulations will result in Out-of-School Suspension. Depending upon the infraction, the suspension may be from one to nine days. Parents are called and sent a letter informing them of this action. Students may not participate in school activities, or be on school grounds, on the day(s) of their suspension. The infractions contained in this document which lead to suspension are within the law (N.J.S.A. 18A:37-2). If a suspension continues from a Friday to the following Monday, the student may not participate in any school activities over that weekend.

A parent-student conference with the administrator may be required for re-entry. Excessive suspensions will result in a loss of student privileges, including field trips, extracurricular activities, parking, prom and participation in graduation.

EXPULSION

Discontinuing the educational services of a student (N.J.S.A. 18A:37-2 to 18A:37-5).

COURT ACTION

Children under 16 years are required to attend school (N.J.S.A. 18A:38-25). Students under 16 years of age who are consistently truant will be referred for court action. Court action will be instituted for other violations such as trespassing, assault, inducing a person(s) to use narcotic drug(s), smoking and/or vaping, malicious destruction or damage to property, carrying weapons, and any other violation of New Jersey Statutes.

PROCEDURES RELATED TO DISCIPLINARY INFRACTIONS

SEARCHES

A student's person and possessions may be searched by a certified staff member provided that he/she has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Searches may include the use of metal-detecting wand if warranted as determined by staff. Cell phones and electronic devices are considered student possessions that are subject to search. A search shall be reasonable in its scope, intensity, and objective. It shall not be excessively intrusive and shall be appropriate to the age and sex of the student and the nature of the suspected infractions. The outcome of the search may result in disciplinary action and/or criminal investigation by the police.

SECURITY CAMERAS AND HALO SENSORS

Security cameras are in use in public areas of the building, and are monitored by our security and building administration members. HALO sensors have been installed throughout the school to detect vandalism, vaping, aggression, or uncharacteristically loud noises. What is seen on camera as well as detected by the Halo sensors are reasonable suspicion for school administration to conduct a search.

The Clark Schools have a policy and regulation that guide electronic surveillance in our schools. Below are the links to this policy and regulation.

Policy <https://goo.gl/2H3Pba>

Regulation <https://goo.gl/o5JpuA>

INFRACTIONS

This list is not intended to be all inclusive, but represents the more commonly encountered in schools. Parents/guardians will be notified accordingly about the nature of any infractions and disciplinary actions taken.

BIAS INCIDENTS/HATE CRIMES

All matters related to Hate Crimes and Bias Incidents fall under definitions and referral procedures outlined in the agreement between the Clark Board of Education and the Clark Police Department and may result in suspension.

BULLYING/HARASSMENT- [HIB LAW](#)

Employees, volunteers, parents and students will deal with all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age, sexual orientation, or disability. Acts of harassment, hostility, or defamation, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school.

CELL PHONES AND ELECTRONIC DEVICES

In accordance with Board of Education Policy 5516, cell phone and electronic use, including speakers, is prohibited in the hallways and classroom, however:

- ☐ Can be used (texting + music with headphones) during Lunch/Flex and passing between blocks. May not be used during instructional time. Cameras from cell phones will not be allowed at any time.
- ☐ Phone calls should not be made at any time including passing and Lunch/Flex..

* Use of a cell phone camera is strictly prohibited. Students found using a phone's camera inappropriately in school will be suspended. Phones will only be returned to a parent/guardian. Students may also be referred to the local police depending on how and when the camera phone was being used.

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

Any student involved in cheating/plagiarism will receive a zero on that assignment and will be referred to the administration for disciplinary consequences. The infraction will be documented, and the plagiarized material will be saved. Using school technology to cheat will result in out-of-school suspension.

Examples of cheating include but are not limited to: Any form of deception, the use of signs, gestures, or talking during a quiz or test, cheat sheets, copying from another student (includes homework, projects, classwork, quizzes, or tests that are to be done independently), providing assignments from a prior class to a current student,

- 1st offense: Receive a “0” on the assignment, will be documented for honor society purposes
- 2nd offense: Receive a “0” on the assignment + administrative detention
- 3rd offense: Receive a “0” on the assignment + OSS with parent conference

Appeals of cheating should be directed to the content area supervisor

Appeals of discipline should be directed to the Assistant Principal

CONTROLLED DANGEROUS SUBSTANCES (DRUGS/ALCOHOL)

As per Board Policy and Regulations, possession, sale, purchase, or transfer of alcohol or any controlled dangerous substance and/or drug paraphernalia is strictly prohibited on school property or at any school-related activity such as an athletic event or field trip. Violators of this policy shall be subject to discipline and reported to appropriate law enforcement personnel. Discipline will be graded to the severity of this offense, the nature of the problem and the student’s needs. Students who are charged with intent to distribute a controlled dangerous substance on or off school property before, during or after school hours will be subject to discipline. Students suspected to be under the influence of drugs or alcohol are subject to a health screening and must be cleared by a physician in order to return to school.

CURSING AND OBSCENITIES

Any student using language or gestures, which are obscene or improper, will be referred to the administration for appropriate action. Any profanities directed at or in response to a staff member will result in out-of-school suspension.

CUTTING CLASS

On the occasion of the first class cut, one day of administrative detention will be issued and parents will be notified. Every cut thereafter will result in suspension. A “zero” will be averaged in for any class work missed as a result of cutting a class. Any student that cuts a class three times for a full-year course or twice for a semester or marking period course will lose credit for the course. Please note: corridor time deemed excessive by the administration will result in a cut.

DESTRUCTION OF SCHOOL PROPERTY/VANDALISM/ GRAFFITI

Students who destroy or vandalize school property will be suspended from school. In addition, parents will be held liable for the damages (N.J.S.A. 18A:37-3.)

DISRUPTIVE CONDUCT

Disruptive conduct in the classroom, halls, any place in the building, on school grounds, or on a school bus will not be tolerated. Students displaying such behavior will be referred to the administration and may be suspended from school.

FALSE PUBLIC ALARM

Any student causing a false public alarm (i.e., bomb threats, pulling fire alarm) will be suspended and formal charges will be filed with the authorities.

FIGHTING

Any student involved in fighting will be suspended. Where evidence shows that a student has attempted to protect herself or himself from injury, administrative discretion will be exercised.

FORGERY

Students found forging passes, notes, letters, etc., will be assigned a suspension.

GAMBLING

Gambling is not permitted on school property or while attending school-sponsored events or activities. This includes card playing, rolling dice or any other activity construed by the school administration as gambling. Violators will be subject to suspension and possible legal action.

HAZING

Hazing of any kind is prohibited, and violators may be suspended. Hazing is defined as the performance of any act of coercion of another to perform any act of initiation into any class, team, organization, or group that causes or creates a substantial risk of causing mental or physical harm.

INSUBORDINATION

Students failing to cooperate and/or defiant with staff will be referred to the administration. Habitual insubordination, gross insubordination and/or open defiance may result in the student being suspended from school.

LEAVING SCHOOL GROUNDS

Students leaving school grounds during school hours without permission will be suspended from school and parking revoked (if a senior).

PARKING

Seniors are permitted to park on school grounds during the school day. Students found parking on school grounds who have not been assigned a parking space through the student lottery will be issued a warning for the first two violations. Any subsequent incidents will result in a summons, detention being assigned, and a permanent loss of parking privileges. Shared-time students may park on school grounds in their assigned locations provided they have properly registered their cars with the school. Parking on school grounds is a privilege. Students who are tardy to school, violate the Code of Conduct, or are issued summons for traffic violations or substance charges are subject to disciplinary action including the loss of parking privileges.

SEXUAL HARASSMENT

Sexual harassment is prohibited and may result in the student being suspended from school. It is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.”

SMOKING/TOBACCO USE/VAPES

In accordance with New Jersey State Law and Board of Education Policy, smoking and/or the possession of cigarettes, cigars, pipes, smokeless tobacco, snuff, electronic smoking devices/cigarettes, vaporizers, lighters or matches are prohibited in school. Students who are found to be in violation of this policy will be suspended, and may be referred for a drug screening. A positive test may result in additional suspension. Students with multiple offenses will be subjected to progressive discipline and charges will be filed against them with local authorities as per N.J. Statute 2c:33-13 if applicable. Students acting as lookouts or warning suspected smokers will be judged as accomplices and punished accordingly.

STEALING

A student who has taken property that is not rightfully his/hers will be suspended from school and formal charges will be filed with the authorities when appropriate.

THREATS/THREATENING ANOTHER WITH BODILY HARM

If the administration deems a threat to be of a serious nature, the student(s) will be removed from the school environment. Threatening another with bodily harm, intimidation of students, school personnel, etc., will result in disciplinary action and criminal charges may be filed. Threats made in writing or on the Internet will not be tolerated. Threats of this nature will result in suspension. In the case of a high level threat, a psychiatric examination may be required in order to determine that the student does not pose a threat to the safety of others. Formal charges/reports will be filed with the authorities when appropriate.

WEAPONS

All students have the right to a safe educational environment. The Board of Education Policy and New Jersey Statute 2c:39-1 prohibits the possession of weapons on school property before, during, or after school, on school buses or at any school activity. A “weapon” is defined as:

- Inherently dangerous, capable of causing harm or bodily injury and for which the student cannot demonstrate an educational, instructional or legitimate purpose for its possession in the educational environment.
- Displayed, threatened to be used, or used against persons or property.
- Mace or mace-like substances.

Students who violate this policy will be suspended from school and charges may be filed with the police.

ADMINISTRATIVE ACTION

Any other inappropriate student behavior/act not mentioned in this section may be subject to administrative action. These incidents may include, but are not limited to, behaviors/acts which result in violence to another’s person or property or which threatens the safety of others in the school, on school property, on school buses, or at any school activity. These actions may result in consequences that range from an immediate informal hearing to expulsion from school. Parent/guardian notification is required.

Serious violations shall be reported in writing to the Clark Police Department, and a formal criminal complaint shall be filed by the administration as appropriate. The foregoing is not meant to preclude any criminal or civil action taken by the student victim or his/her parents/guardians.

EXTRA-CURRICULAR ACTIVITIES/CLUBS AND ATHLETICS CONSEQUENCE

Any infraction that leads to a suspension will also result in a simultaneous suspension from all activities, athletics, and clubs. Also, and as per district procedure, any student found to have participated in illegal activity outside of school, either during the week or on the weekend, will have the consequences as outlined below since participation in these school activities is a privilege.

The following actions are prohibited and subject to discipline:

Alcohol / Smoking / Drugs Use: All students must realize that the use and/or possession (including being in the presence) of drugs, drug paraphernalia, vapes, cigarettes, or alcohol is prohibited.

1st Offense: (Minimum) Seven-day suspension from athletics and all extracurricular activities/clubs.

2nd Offense: Suspension from athletics for the remainder of that season or mp for all other extracurricular activities/clubs.

If a suspension occurs at the end of a sports season or marking period, a review committee will also, at that time, determine whether an additional suspension into the next athletic season or marking period is warranted. This review committee will consist of the Principal, Assistant Principal, and, for athletics, Athletic Director.

3rd Offense: Suspension from all athletics and extracurricular activities/clubs for the remainder of that school year.

TECHNOLOGY/CHROMEBOOKS/1:1 INITIATIVE

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.

ACCEPTABLE USE POLICY #2361

The Clark Board of Education policy #2361 (ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES) outlines the standards of use that students and parents must uphold when using Clark Board of Education's network and technology. Additionally, policy #2361 outlines consequences for violating the Clark BOE Acceptable Use Policy. All students and parents must read and sign off on this policy. This form is distributed through Genesis Parent Portal and is signed electronically. Any student who does not sign this, will not have access to use school technology.

APPROPRIATE NETWORK/INTERNET USAGE AND DIGITAL CITIZENSHIP

The use of network resources and the Internet is a privilege, not a right, and inappropriate use will minimally result in the suspension and/or cancellation of those privileges. No reasonable expectation of continued use or access shall exist. The administration, faculty and staff of the Clark Public School District may deny, revoke or suspend specific user accounts/access. Violation of the terms of the policy may also result in more severe penalties as deemed necessary.

1. The use of an account and/or access must be consistent with the educational objectives of the Clark Public School District.
2. To transmit or knowingly receive any materials in violation of any United States, New Jersey, or Clark Public School District regulation or law is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material, or material protected by trade secret. Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils will not be tolerated in or outside of the school facilities or school day. It may not be used to harass, intimidate or bully any person or persons. Any violation of law through the use of this technology may be dealt with through disciplinary action and may result in the suspension and/or cancellation of privileges.
3. Network Etiquette and Digital Citizenship – All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not be abusive in your messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language, material or images.
 - c. Do not reveal the full name, phone number, or home address, or those of other persons when using the Internet.
4. Note that electronic mail (email) and other technology use or storage is not guaranteed to be private or confidential. Network or other technology use or storage areas are and will be treated as school property. Technology devices, files, and communication may be accessed and reviewed by District personnel and may be accessed by other users.
5. Do not use district technology devices or the network in such a way that would disrupt the use by other people.
6. Gaining access to network resources with another person's account or a fictitious name is illegal.
7. Installation of software on any of the district's technology and network system is not allowed without approval of the Technology Department.

8. Students found guilty of vandalism will lose Internet privileges and may be subject to criminal prosecution. Parents and/or guardians are financially responsible for acts of vandalism committed by their children. Vandalism is defined as any malicious attempt to harm, modify, or destroy data, hardware, or settings on this system or any other system.

9. Respect the integrity of the computing system. Do not intentionally develop or activate programs that harass other users, infiltrate a technology device, computer, or system or alter the software components of the district technology devices and/or systems. This includes but is not limited to: revealing, or attempting to learn or use other users' passwords, sharing passwords, spreading viruses, phishing emails, using ransomware, attempting to "hack" into restricted systems or attempting to use administrative commands.

10. Security of any district technology system is essential. Access to electronic resources is intended for the exclusive use of authorized individuals.

11. Parents are ultimately responsible for conveying the standards that their children should follow when using all educational technology, including, but not limited to: hardware, telecommunications and electronic information sources as set forth by the District.

12. Inappropriate online behavior including, but not limited to, Cyberbullying and harassment, while interacting with other individuals on social networking websites, chat rooms, or in any other online communication is unacceptable and strictly prohibited. If this behavior is suspected, it should be reported to district personnel immediately.

CHROMEBOOKS AND 1:1 INITIATIVE

The Clark Public School District has adopted a one-to-one Chromebook Initiative. Student use of the Chromebooks is deemed mandatory to successful completion of the course.

In accordance with New Jersey Student Learning Standards, specifically Standard 9 Career Readiness, Life Literacies, and Key Skills, use of Chromebooks will be necessary in meeting the standards. Chromebooks will be used as a way to foster creativity and innovation, creative thinking and problem-solving, digital citizenship, media literacy, and technology literacy across the curriculum.

The Chromebooks' use includes but is not limited to the following ways:

- Access and use of textbooks and other resources for the course
- Access and use of instructional materials prepared by the teacher
- Access and use of class assessments, including formative and summative
- Access and use of standardized assessments
- Access and use of Google Suite platform and other resources to participate in class

As a condition of the Clark Public School District ("District") providing a Chromebook to a student, the Parent/Guardian ("Parent") and Student acknowledge and agree that the Chromebook is owned by the District and its use is subject to the following terms and conditions. Further, the District reserves the right to revoke the

license granted to the student to use the Chromebook and demand the Chromebook be returned to the District at any time and without notice.

1. The Chromebook shall be used in accordance with the Clark Public School District's acceptable use policy and any other rules, regulations, and policies including but not limited to student discipline.

2. The Chromebook may only be used for educational purposes relative to the District and if used otherwise, the District reserves the right to suspend or revoke the Student's license to possess and use the Chromebook with the Chromebook being immediately returned to the District.

3. Students may be periodically asked to bring their Chromebooks into the IT Department Helpdesk for check-up, maintenance, or manufacturer's recall. The Parent and Student agree to return the Chromebook in the same condition that it was given to the student excluding normal wear and tear. The Parent and Student agree that should they fail to return the Chromebook, they will pay the District the original purchase price of the Chromebook.

4. The Parent and Student agree to protect the Chromebook from damage, theft, or loss while in their possession, while being transported, and while being used.

5. The Parent and Student agree that the Chromebook's underlying operating system and hardware is not to be tampered or modified in any way (i.e., removing any content filtering or management software).

6. The Parent and Student agree that they will be responsible for all repair/replacement charges associated with damages (including but not limited to defacing, dropping, and removing serial numbers) to the Chromebook caused by the actions of the Parent or Student. The charges shall be determined by the professional designated by the District to repair and/or replace the Chromebook.

7. The Parent and Student agree to the Proper Use and Care Guidelines set forth in this agreement.

8. The Parent and Student acknowledge that while the District has no obligation to provide the student with a replacement Chromebook during the time it is damaged, loss or otherwise, the District may, at its option, provide a loaner Chromebook, if available. The District shall have no obligation to provide a replacement Chromebook should the student forget and/or not bring his/her Chromebook to school.

9. The Parent and Student agree that the District has the exclusive right to determine whether a student has not exercised proper care and precaution in the use of the Chromebook and that the Parent and Student will be assessed the cost of repairs and/or replacement.

10. The Parent and Student agree that in the event the Chromebook goes missing, is lost, or stolen, the Parent and Student shall immediately inform the District, in writing and, in the case of a stolen Chromebook, immediately file a police report and provide a copy to the District.

11. The Parent and Student acknowledge and agree that the Chromebook is covered by accidental damage insurance for accidents only. Parents and Students shall submit the details of any accident claim in writing to the Clark Public School District IT Department Help Desk located in the Instructional Media Center (“IMC”) at Arthur L. Johnson High School. The District reserves the right to make the final determination as to whether damage to a Chromebook is caused by an accident or because the student did not exercise proper care and precaution. Parent and Student shall be responsible for the cost of repair or replacement if proper care and precaution have not been exercised.

12. In the case of hardware malfunction or other issues preventing the Chromebook from working properly, the student is to bring the Chromebook to the IT Department Help Desk located next to the Instructional Media Center (“IMC”) at Arthur L. Johnson High School. The IT Department will perform diagnostics and send the Chromebook out for repairs if necessary. A loaner Chromebook may be provided if one is available.

13. The Parent and Student acknowledge and agree that the Chromebook should not be loaned to any other student or individual for any reason. The student is also not to borrow any other student’s Chromebook.

PROPER CARE AND USE GUIDELINES

Each student and parent/guardian must read and sign the District’s Acceptable Computer Use Policy, which is available on-line. A copy of the agreement sheet that must be signed will also be sent home in the student packet at the beginning of the school year and are also available in the main office. The Acceptable Computer Use Policy describes the appropriate use of the District’s computers and technology. Violations of this policy may result in the loss of computer privileges and/or disciplinary action. The Parent and Student shall be responsible for daily care and maintenance of Chromebook. These responsibilities include:

- The battery is fully charged before the start of each school day.
- The intake vents are never blocked.
- The device and all related accessories/chargers/pens are not to be used near food or liquid.
- Stickers, wraps, labels, etc. that are not district issued are not placed on the device.
- Care and caution is used to avoid dropping the device. Whenever possible, the laptop should be used at the center of a secured desk or table.
- The device is not to be left unsupervised or given to another student.
- The screen should be protected. Do not lift the device by the screen or place heavy items on top of a close screen.
- The device should be stored safely at all times in a temperature controlled environment.
- All precautions shall be taken when using, transporting, and storing the Chromebook.
- The Chromebook should not be placed or stored in wet or humid areas.
- Students should not share or give their assigned chromebook to another student to use.

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. Loss of Privilege/Activity Period
7. Administrative Detention
8. Suspension from school
9. Expulsion from school
10. Legal action and prosecution by the authorities.

GENERAL POLICIES AND PROCEDURES

This section of the handbook lists the more common policies and procedures that are prevalent during the school year at Arthur L. Johnson High School. While the list is quite comprehensive, not all policies and procedures are listed. If you have any questions about items not in this section, please contact the administration.

ANNOUNCEMENTS

Announcements / Postings will be placed on a centralized bulletin board and will appear on the school's website. Announcements or posters pertaining to personal matters or non-school activities are prohibited. Posters and announcements must pertain to approved school events and must be approved by an advisor or the administration prior to posting. Posters must be removed immediately after the event and should not be affixed to painted surfaces.

ASSEMBLIES

Assemblies provide opportunities to share talent, create cultural awareness, nurture school spirit and extend the classroom learning experience. Students are expected to be courteous and respectful of all speakers and performers. Any student exhibiting inappropriate behavior will be disciplined accordingly.

BACKPACKS

Backpacks may be used to transport materials to and from school but may not be carried in the building, due to security reasons.

BUS TRANSPORTATION AND SAFETY

Daily bus transportation is provided for students who meet the eligibility requirements as established by state law and Board of Education policy. Students are reminded that the bus driver has a responsibility for passenger safety. Riding the bus is a privilege, not a right. Misbehavior on the bus may result in disciplinary action and loss of bus privileges. Students may not ride buses if they are not assigned to a bus route.

CAFETERIA

At lunchtime, only students scheduled for lunch are permitted in the cafeteria. Students are to be respectful and adhere to all school discipline policies during this time. In addition, the following rules must be adhered to during lunch:

- Students are to be in the lunchroom in a timely manner when the bell rings for their assigned lunch block
- Students are not permitted to leave the school building during lunch
- Throwing of food, papers, etc. will not be tolerated
- No outside deliveries or purchases of food are permitted
- Students may not leave the cafeteria without the permission of a staff member and must have a pass to leave the cafeteria during their assigned lunch block
- Students must follow the established rules for entering and exiting the serving area (no cutting line, no entering through the exit door, etc.)
- All garbage should be disposed of properly. Tables are not to be left with garbage, trays and utensils
- Students should exhibit courteous behavior that does not disrupt the cafeteria. Shouting, singing, running, etc. is not permitted

*Failure to follow these guidelines will result in Loss of Privilege (lunch and activity period detention)

CROSSWALKS

The areas to be used as crosswalks in front of the school are located at the intersection of Westfield Avenue and Emerald Place and Dawn Drive. Students are expected to cross Westfield Avenue at the guarded crosswalks. If a student persistently crosses in unmarked areas and endangers him/her and others, disciplinary action will be taken.

CYBER-BULLYING

Cyberbullying is the use of electronic information and communication devices, which include but not limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, Internet blogs, Internet chat rooms, Internet postings, and defamatory websites that:

- Deliberately threaten, harass, or intimidate an individual or group of individuals
- Places an individual in reasonable fear of harm to the individual or his/her property
- Has the effect of substantially disrupting the orderly operation of the school

The Principal or designee shall investigate all reports of such conduct. If the investigation results indicate the cyber-bullying was committed using school district technologies, the pupil shall be subject to appropriate discipline. In the event the investigation results indicate cyber-bullying was committed by a school district pupil away from school grounds using non-school district technologies, the Principal or designee may report the investigation results to local law enforcement. In addition, school authorities have the right to impose a consequence on a pupil away from school grounds pursuant to N.J.A.C 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security and well-being.

DRESS/GROOMING POLICY

The student dress/grooming policy is outlined in the Student Management section of this handbook.

EMERGENCY CLOSING NOTIFICATION

If school is closed for an emergency, the automated message alert (School Messenger) system will be activated. This system allows parents/guardians to be notified via telephone, cell phone, e-mail, pager or PDA, or a combination of these methods. This system is synced with our Genesis Parent portal. Parents/guardians should ensure their information is kept up-to-date. For school cancellations, notification will be posted on the district and school's website as well.

FAMILY LIFE EDUCATION

The Health Education curriculum and listing of instructional materials will be available in the Instructional Media Center (IMC) for review by parents. Any pupil whose parents/guardians present to the principal a written statement signed by the parents/guardians requesting the child be excused for all or part of the program due to moral or religious beliefs shall be excused from that part of the program. No penalties as to credit or graduation shall result from being excused.

FIELD TRIPS

Field trips are an extension of the classroom as a method for students to gain knowledge and experience outside the normal daily routine. Students are expected to act appropriately and all school rules (including the dress code) apply. Field trips are a privilege open to students who have good attendance records, and are in good academic and disciplinary standing. All students must have a signed permission slip on record with the office for each trip in order to attend.

FINES

A student must pay all fines assessed against him/her by the specified time. These fines may include textbook fines, lost books/locks, library fines, laboratory fines, and/or damage to school property fines, etc. All obligations must be met or report cards and/or diplomas will not be released. Fines should be paid by checks made payable to "Clark Board of Education".

FOOD IN THE BUILDING

Food and drink are not permitted outside the cafeteria during the school day. ***No outside deliveries of food are permitted at any time*** ie: doordash, ubereats, etc.. Any group wanting to bring food into the building (i.e. clubs after school) must get the permission of the administration. No food or drinks are allowed in any classrooms or hallways.

FUNDRAISING

All fundraising activities must receive prior approval of the building principal. Advisors and/or parent groups (i.e. PTA or Booster Club) should complete an application and submit it to the principal's secretary for approval.

HALL DISCIPLINE

Students must act appropriately when changing classes or are in the hallways. Talking is permitted, but students should not shout, push, run, or in general do anything which will cause an undue disturbance or present a safety hazard. Students are not permitted to be in the hallways during classes unless they have a pass from a teacher.

HATS

Hats are not permitted to be worn or carried in school. Any student violating this policy will have the hat confiscated and it will be returned at the conclusion of the school year.

HARASSMENT, INTIMIDATION, BULLYING (HIB)

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 in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

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

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

The appropriate consequence will be determined after meaningful consideration of these factors. The school district prohibits reprisal and retaliation against any person who reports an act of harassment, intimidation or bullying. The appropriate consequences will be consistent with case law, Federal and State statutes, and district/school policies and regulations. The District's complete Harassment, Intimidation, and Bullying Policy (District Policy No. 5512) can be viewed on the district homepage.

Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

ALJ Anti-Bullying Specialist: Mr. Steven Kaelblein, skaelblein@clarkschools.org

CPSD Anti-Bullying Coordinator: Mr. Anthony Caldiero, acaldiero@clarkschools.org

HOMEWORK

Homework is considered an integral part of the education process. Assignments are an extension of the classroom and provide students with the opportunity to demonstrate subject knowledge and competency. Homework requirements vary from subject to subject. Unless directed by an instructor, homework should be completed independently and honestly. Students sharing or copying homework are subject to disciplinary action and will receive a zero for the assignment.

LIBRARY/MEDIA CENTER

The Library/Media Center is available to students from 7:30 A.M. to 7:50 A.M. and from 2:25 P.M. to 3:00 P.M. During normal school hours, students are only permitted in the library/media center if they have a pass from their assigned teacher or an administrator. Please note: food and drink are not permitted in the library.

LOCKERS

Each student is assigned a corridor locker for the purpose of storage of books, backpacks, and coats or other garments. Students are also assigned lockers for physical education classes for athletic wear and equipment. All lockers are the property of the school and as such the school reserves the right to open, inspect or restrict the use of lockers at any time. The school assumes no responsibility for valuable items left in lockers and advises that any large sum of money, jewelry, etc. should never be left in a locker. Personal locks may not be used on corridor lockers. Students should adhere to the following directives:

- Keep the locker(s) neat and clean (do not leave food overnight)

- Protect personal combination and not share it with anyone
- Use assigned locker (never use another student's locker)
- Not share his or her locker with any other student
- Only use the gym locker during physical education classes
- Never put valuable items in the locker
- Not keep anything of a dangerous or illegal nature in his or her locker
- Keep locker secured at all times
- Be sure to "spin" the dial and not "pre-set" the lock

LOCKER ROOMS

Students should not be in the locker room area unless they are assigned to a physical education class. Unauthorized students found in the locker room area will be disciplined by the administration. Locker rooms should be kept neat and clean. Make sure to secure all items in the locker room and not leave items behind. Team locker areas should also be kept neat and clean. No student should be in the locker room after school without the supervision of a coach or staff member.

LOST AND FOUND

Lost and found is located in the Attendance Office. All items found should be taken to the Main Office or the Attendance Office. The Physical Education Department also maintains a lost and found for items found in the locker rooms.

MEDIA RELEASE

In order for students to be photographed or videotaped for use in displays and publications, including but not limited to local broadcasts, newspapers, school website, or publications, a media release form must be signed and returned to the main office. This must be completed for each school year.

MOTORIZED TRANSPORTATION

All forms of motorized transportation will not be permitted on campus. This includes but is not limited to the following motorized vehicles:

- Skateboards
- Scooters
- Bicycles
- Motorcycles/Mopeds

EXCEPTION: Any senior with parking privileges will be permitted to park on school grounds, given the policy on senior parking is followed and adhered to.

PARENT PORTAL

Student grades are available on-line using the Parent Portal. The Parent Portal allows parents to view their child's progress and attendance on a regular basis. Report Cards are still sent electronically at the conclusion of each marking period. The Parent Portal is updated weekly. For questions about the Parent Portal, please refer to the instructions on the school Website or contact the School Counseling Office.

PARKING

Students (seniors only) are permitted to park on school grounds by permit only and must have a valid New Jersey Driver's License and Registration (student or parent's name). A parking lottery is held at the beginning of the year for students who are in good academic and disciplinary standing. Students must park in assigned spots and display their parking decal. Any student found in violation is subject to disciplinary action, loss of parking privileges, and a possible summons. See "parking" in the Student Management section for more details.

Violations of the following rules may also result in a loss of parking privileges:

- Students should not park on surrounding streets, as they may be subject to summonses being issued by local law enforcement
- Students should not go to their cars during the school day
- Smoking is not permitted on school grounds at anytime
- SLE/Internship students are not to return to school grounds after they leave for work
- Careless driving or speeding is not permitted
- No loud music or horns on school grounds
- Repeated tardiness or absenteeism may result in loss of parking privileges
- Violations of the Code of Conduct may result in loss of parking privileges
- School officials may search the contents of a vehicle that is operated by a student and is parked on school grounds
- Students may be subject to loss of parking privileges if the school is notified by the Clark Police Department about traffic violations outside school

PROM

The prom is for Junior and Senior students in good academic and disciplinary standing. Guests are permitted but must complete a "Prom Guest Information/Permission Form" prior to the prom date. All student policies and code of conduct are in effect for the prom. In addition, the following rules must be followed:

- All couples must arrive on time
- No one will be permitted to leave the prom early
- No one will be allowed to leave the building at any time for any reason during the prom
- No written or verbal request from parents to arrive late or leave early from the prom will be honored
- Any student attending the prom must be in school that day until 12:02 P.M.
- No smoking or tobacco use is permitted at the prom, including guests
- Students and guests must dress appropriately
- Students and guests must sign a "prom contract" at the time of the bid purchase

PROPER IDENTIFICATION

Students will be issued an identification card. Identification cards must be carried at all times in the high school and shown when requested. Students who fail to properly identify themselves by name to a staff member will be considered insubordinate. If an I.D. is lost or defaced, the student must get another one from the Director of Security.

PUBLICATIONS

The Board of Education sponsors pupil publications as important elements of the instructional program. Pupils are encouraged to develop skills of written and verbal communication and to exercise the right to express their opinions freely and responsibly. The rights of free speech and free expression of pupils in public schools pursuant to the First Amendment are not automatically granted to school sponsored publications. The Board of Education reserves the right to exercise pre-publication control over school sponsored publications through administrative staff and faculty. In general, pupil rights to free self-expressions are governed by Board of Education policy. Pupils who violate this policy by expression, publication or distribution of any materials which are biased or prejudiced, vulgar or profane, unsuitable for students, or which do not meet the school district's standards of learning, may be subject to appropriate discipline.

PUBLIC RECORDS

The Family Education Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's educational record. Please see the following list of rights:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
- 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 (see next items).
- The school may disclose appropriately designated directory information without written consent, unless the District has been advised by the parent/guardian to the contrary.
- Directory information is the student's name, address, and telephone listing.
- A written request must be made to the School Counseling Department to not disclose directory information.

Generally, the following items under FERPA may be disclosed without consent:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Appropriate parties in connection with financial aid to a student
- To comply with a judicial order or lawfully issued subpoena
- Organizations conducting certain studies or on behalf of the school
- Appropriate officials in cases of health and safety emergencies
- State and local authorities within a juvenile justice system, pursuant to State law
- Military recruiters (as required by the federal No Child Left Behind law)

RELEASE OF STUDENT INFORMATION

Under the provisions of the No Child Left Behind Act of 2001, a high school is required to release a directory of students for use by the military, colleges, and other agencies for recruiting purposes. Any parent/guardian who does not wish to have their child's name published in the directory must complete the "Exemption from the Student Directory for Release". This form is available on the school website and in the main office. The completed form must be returned to the School Counseling Office.

SUMMER READING

Each year the school provides a comprehensive list of both required and optional choices for summer reading in order to encourage the development of reading skills in our students. The preponderance of evidence shows that the more a child reads and is read to, the more likely that child will develop higher level reasoning skills, writing ability, and vocabulary. Assignments for the summer will depend on grade levels.

STUDENT IDENTIFICATION

Arthur L. Johnson requires all pupils to wear school district issued identification cards around their necks. Identification cards should be visible at all times and worn using a district-issued lanyard. A pupil must present the card to any school staff member or school security officer upon request. Lost or damaged ID's will be replaced for \$5.00 in the main office. Failure to comply with the ID requirement will result in loss of privileges (LOP) for the day and may result in further disciplinary action. Student IDs remain school property and shall not be altered or defaced.

TEXTBOOKS/MATERIALS/SUPPLIES

Textbooks, materials, and supplies are assigned to a student for his/her personal use. Textbooks should be covered. Each student is responsible for the care and protection of these items and will be required to reimburse the district for damage beyond reasonable depreciation. The condition of the textbook/material/supplies should be documented at the time it is distributed. If textbooks or materials are not returned, students will not be able to take exams and report cards or diplomas may be held. .

VISITATION

In order to permit visitations to occur with the least interference to the operation of the school, all visitors must report to the security desk or main office to receive permission to visit the school. VISITORS MUST HAVE AN APPOINTMENT TO MEET WITH SCHOOL PERSONNEL AND MUST BE IN THE SECURITY LOG TO ENTER THE BUILDING.

- Visitors are not permitted in the building without permission from the principal or his designee.
- Visitors must sign their name, address, time of arrival, and present valid identification to the security receptionist.
- Visitors must receive a pass and directions from the security desk.
- Upon completion of the visitation, the visitor must return to the security desk to return the pass and sign out.

Any person in the building without permission will be considered trespassing and local law enforcement may be notified. Any person who violates security procedures will be prevented from returning to the school building.

WEBSITE

The Arthur L. Johnson website is alj.clarkschools.org. The website is updated regularly and is kept current with important notices and information for parents and students. Individual class pages include such resources as homework reminders, assessment dates, and classroom notes. Faculty members can be contacted through their Clark Schools email account. A staff directory is available on the Arthur L. Johnson homepage.

WEIGHT ROOM

The weight room facility is a closed facility. No student is permitted in the weight room without being under the direct supervision of a teacher or coach. All students using the weight room must receive proper training and instruction from the teacher or coach before using the equipment. Any pupil found using the weight room without supervision will be barred from future use. Safety is of the utmost importance in the room. Horseplay and unsafe use of the equipment will not be tolerated. Violators will be suspended from using the facility.

WORKING PAPERS

As of June 1, 2023, working papers are available online through the New Jersey Government sponsored website: <https://nj.gov/labor/youngworkers/find-a-job/working-papers/getstarted.shtml>

YOUTH HELPLINE

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, to all New Jersey young people, ages 10 to 24. Students can call 2NDFLOOR at 1-888-222-2228 to speak with professional and trained volunteers to discuss issues and problems they are facing. Visit www.2NDFLOOR.org.

9-1-1 LIFELINE LEGISLATION

The Lifeline Legislation encourages young people to call for help (9-1-1) in the event of an alcohol medical emergency, providing immunity under certain circumstances. Consult the school website for more information.

SENIOR SECTION

Senior year is a special time in the life of a high school student. At Arthur L. Johnson High School, seniors are afforded special opportunities and privileges, but with these comes added responsibilities. This section concentrates on specific areas for seniors.

SENIOR STATUS

Senior privileges are for students who have achieved senior status and are scheduled to graduate in June of the current school year.

EXAM EXEMPTIONS (Seniors only)

Seniors who meet the approved Board of Education criteria may be exempt from final exams. This applies to both semester and full year courses. Please refer to the Academic Guidelines/School Counseling section of the handbook for the exemption criteria.

PARKING (Seniors only)

Parking is a privilege and is limited to seniors in good academic and disciplinary standing only. Parking permits will be granted through a lottery for those students at the beginning of the year. The rules outlined in the General Policies and Procedures must be adhered to and enforced. Parking privileges can be revoked at the discretion of the administration. Seniors must obtain their license by October 15 to be eligible for the lottery. Any senior obtaining his or her license after this date will be eligible for a space based upon availability.

SPECIAL EVENTS

Throughout the year other activities may be scheduled for seniors (i.e. senior dinner). Students are expected to behave appropriately and follow the code of conduct, including the dress code. These events are for students in good attendance, academic and disciplinary standing. Any student that violates the code of conduct will be disciplined and may jeopardize participation in graduation.

GRADUATION - DIPLOMAS

Diploma information cards will be distributed in January. Students are to complete and return the card to the main office by the posted deadline to ensure the students' names appear correctly on their diplomas. If the form is not returned, diplomas will be issued with students' names as they appear in our school records. Diplomas are distributed in the cafeteria at the conclusion of the ceremony.

GRADUATION DRESS CODE

The graduation ceremony is a dignified ceremony and appropriate dress is required. Even though students will wear caps and gowns, proper attire is still mandatory for the ceremony. Boys must be dressed in a shirt with a collar (preferably a dress shirt), tie, long pants (no jeans), dress shoes, and socks. No sneakers, boots or sandals are permitted. Girls should wear a dress or blouse with a skirt or pants (no jeans) and dress shoes/sandals. No sneakers, flip flops, boots, or bare feet. Girls should leave pocketbooks with their parents or guests. Cell phones, cameras, etc. are not permitted at the ceremony.

NO COMMENCEMENT LIST

Any senior who does not successfully fulfill the academic requirements for graduation or does not conform to the Code of Conduct as set forth in this handbook may be placed on the No Commencement List. These pupils may not participate in or attend the graduation ceremony or any related graduation activities.