

ARTHUR P. SCHALICK HIGH SCHOOL

718 Centerton Road

Pittsgrove, New Jersey 08318

PHONE # (856) 358-2054 FAX # (856) 358-7063

WEBSITE: schalick.pittsgrove.net

CEEB CODE # 310221



Home of the Cougars

STUDENT HANDBOOK

2018 – 2019

Mrs. Yvette DuBois Trembley

Principal, ext 4102

Mr. Douglas Volovar

Assistant Principal, ext 4104

Ms. Angela Williams

Director of Guidance, ext 4111

Mr. Michael Clarke

Athletic Director, ext 4119

MEMBERS OF THE BOARD OF EDUCATION

Steven DiMatteo, President
Susan Cushane-Miranda, Vice President
Dr. Emily Cannon
Jane Berger
Timothy Hack
Peter Lawlor
Dominick J. Miletta, III
Carrie A. Mullin
Joseph E. Wentzell
Samuel Wheaton

CENTRAL OFFICE ADMINISTRATION

Dr. Scott Hoopes, Superintendent
Stefanie Fox-Manno, Chief Academic Officer
Darren Harris, Business Administrator/Board Secretary

BOARD OFFICE PHONE NUMBER

(856) 358-3094

MISSION STATEMENT

Staff at the high school will provide a program designed to meet the changing needs of these students. In order to address these needs, it is our belief that the total school staff must function in a partnership with students, parents, and the community to create and maintain an educational foundation that will prepare students for post-high school success. To address these needs, the school community will strive for excellence with the expectation that each student demonstrate: **P.R.I.D.E.** - **P**atience, **R**espect, **I**ntegrity, **D**iligence, **E**mpathy.

NOTE

All Board of Education policies can be found on the District website, www.pittsgrove.net. Hard copies are available upon request.

DISCLAIMER

All information contained herein is as of August 17, 2018. All policies, eligibilities and procedures are subject to change, and may occur through Administrative/Board of Education action.

ALMA MATER

OH SCHALICK HIGH

arr. by S. Martin, A. Bazzel
lyrics by Terry J. Gaburo

From these golden halls of learning,
as we journey forth this day;
To the task now set before us,
we now our homage pay.
For leadership and guidance,
for friendship long and true:
Our alma mater Schalick High,
our thanks we give to you.

CHORUS:

Oh Schalick High, Oh Schalick High;
proud colors green and gold;
We'll always remember the part you played,
as our future, to us, unfolds.

SCHOOL COLORS

Green and Gold

MASCOT

Cougar

ACADEMIC HONESTY POLICY

Education is intended to foster an individual's intellectual pursuits. Only through academic honesty can these pursuits be achieved for the individual student, as well as the school community. Academic honesty requires that students produce work that is their own work, and unless otherwise directed by a teacher, students should accomplish all assignments individually. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and/or skills that he/she does not possess, or having assistance to complete a test, project or other assignment in a way other than permitted by the teacher. Using dishonest, deceptive or fraudulent means to obtain or attempt to obtain credit for academic work will not be tolerated.

It is the intention of this policy to reinforce standards of integrity and to prepare students for post-secondary settings.

The following actions are reflective of academic dishonesty and are subject to disciplinary action by teacher, school, and/or district. Some offenses may be criminal in nature and therefore prosecutable under local, state, or federal laws. Academic dishonesty includes, but is not limited to the following:

- Turning in any work, or part thereof, that is not the student's own work.
- Looking at another student's test, answer sheet, or other materials.
- Talking during a test.
- Allowing another student to intentionally copy one's own work (students are responsible for the security of their own test papers).
- Putting one's name on another's paper/project.
- Giving another student help on an individualized quiz/test.
- Tampering with teacher's grade records or tests.
- Stealing or selling quizzes/exams.
- Using teachers' manuals/solutions manuals.
- Falsifying research data or citations.
- Copying, paraphrasing, or summarizing another person/author's work without proper citation and appropriate credit.

Other Academically Dishonest Conduct: It is impossible to define every means by which a student may try to manipulate the system in an attempt to obtain higher grades. Any misconduct by which a student attempts to give the impression of a false student performance is prohibited. Any academically dishonest conduct will have consequences for the student(s) involved.

Responsibilities of Students, Parents, Teachers and Administrators

The student is expected to uphold the spirit and the letter of this policy both philosophically and behaviorally in completing all school-related tests, quizzes, projects, reports, homework assignments or in-class assignments. The student is not to represent as his/her own, the work of anyone other than him/herself. It is the student's responsibility to know which academic behaviors are acceptable. It is also the student's responsibility to learn how to attribute work properly by citation, footnote, and bibliography. No assignment is exempt from this policy.

The parent/guardian is expected to adopt the philosophical wholesomeness of this policy and uphold the spirit and letter of it by reviewing it with his/her student(s) and encouraging the student to practice academic honesty throughout his/her years at Arthur P. Schalick High School.

The teacher is expected to review the policy of academic honesty with the students at the beginning of each semester and other times during the year as he/she deems appropriate. The teacher is expected to direct students to available resources that are useful in helping students to correctly copy, paraphrase, cite, and summarize another person's work. The teacher is also expected to be specific as to whether an assignment is cooperative or individual, and to enforce the policy in all instances of academic honesty.

The administrator is expected to support the spirit of academic honesty with students, parents, counselors, teachers and other staff members in conferences and in each classroom. Disciplinary action taken with students concerning the Academic Honesty Policy will follow the process as described in the policy.

MINOR ASSIGNMENTS: Homework, classwork, and any other assignment designated by the teacher as a minor assignment.

MAJOR ASSIGNMENTS: Quizzes, tests, lab reports, essays, research papers, projects, and any other assignments designated by the teacher as a major assignment.

The National Honor Society (NHS) advisor will be notified by administration of any offense that reaches the administrative level, and the NHS chapter by-laws will be followed.

AFFIRMATIVE ACTION

The Pittsgrove Township Board of Education affirms its responsibility to ensure all students in public schools of the Pittsgrove Township equal educational access and opportunity and all employees equal employment access and opportunity without regard to race, creed, color, national or ethnical origin, ancestry, age, marital and civil union status, unlawful consideration of sex, sexual orientation, gender (including gender identity and/or expression), pregnancy, religion or philosophical beliefs, developmental or physical disability, socioeconomic status, citizenship status, genetic information, veteran status or any personal attribute or characteristic that is protected by applicable local, state and federal laws. To fulfill this responsibility the Board will continually re-examine and monitor policies, school and classroom programs and practices as well as employment and contract practices and will identify and correct inequities in either area of responsibility. The Board shall maintain both instructional and work environments that are free from harassment of any kind.

Pittsgrove Township School District's Affirmative Action Officer is in accordance with N.J.A.C. 6A: 7-1.6, 1.7 & 1.8 will oversee the compliance with the Board Affirmative Action Policies, and will receive all complaints protecting the rights of the person making the complaint and the alleged harasser. The district's Comprehensive Equity Plan, grievance procedures and annual reports are located in the Central Office at 1076 Almond Road.

District Affirmative Action Officer:

Ms. Angela Williams
718 Centerton Road
Pittsgrove, NJ 08318
856-358-2054 ext. 4111
awilliams@pittsgrove.net

APSHS School Affirmative Team Action Team Member:

Mr. Michael Clarke
718 Centerton Road
Pittsgrove, NJ 08318
856-358-2054 ext. 4119
mclarke@pittsgrove.net

APPEAL OF AN ADMINISTRATIVE DECISION

A. Definition

The appeal process may take place after due process and disciplinary action are administered, relative to short-term suspensions from school. Detentions, or lesser consequences, are not considered appealable in that they do not deprive a student of his/her regular educational program.

In that the Assistant Principal is normally the administrator at the first level of administration of discipline, the appeal of the action taken is directed to the Principal, and subsequent administration, as needed.

An appeal may be considered if:

1. The specific nature of the incident and facts support an appeal.
2. Detentions, or lesser consequences, are not considered appealable.

Based on the merits of the written report filed by the complainant the appeal may be heard or denied, with clear and sufficient reasons, in writing, to the complainant if the appeal is denied.

B. Hearing of Appeals - Procedure

1. An appeal must be expressed in writing by the complainant.
2. An appeal must be filed in the Principal's office by the third (3) school day after the day of the incident and due process conference.
3. Suspensions will be served while the appeal process is in progress.
4. Clear and concise reasons must be expressed in writing as to the facts surrounding the immediate suspension/disciplinary action. Opinions, assumptions or unrelated information will not be considered. Only specifics related to the current incident will be entertained.
5. If the written appeal is completed in satisfactory order, every effort will be made by both parties to meet within three school days after receipt of the appeal.
6. If the information provided in the written appeal has merit, the administrator hearing the appeal will establish the date and time in conjunction with both parties. If the appeal is deemed to be without merit, the administrator to have heard the appeal will reply in writing noting the reason for rejecting the appeal.

The administrator hearing the appeal may accept the statements presented from witnesses or other contributors from the due process hearing and/or previous appeal conference. The administrator hearing the appeal may elect to request if additional information can be added to the statement.

An Advocate's Role:

1. An advocate will have no participation in the conference except to advise the complainant. He/she, may speak to the complainant and offer advice, without interruption or annoyance to the process. The administrator hearing the appeal may remove the advocate if this procedure is violated.
2. Cross-examination will not take place between parties as all questions must be directed to The administrator hearing the appeal.

C. Disposition of an Appeal

1. The administrator hearing the appeal will close the hearing when he/she has determined that all information appropriate to the appeal has been gathered. He/she will render a decision, in writing, within three school days.
2. Any action pending from the issue being appealed will be continued on the first school day following the written disposition of the administrator hearing the appeal.
3. If an appeal is found in favor of the complainant, all suspension days will be expunged from the record.

D. Appeals beyond the Principal's Level

The procedure will remain the same as A,B,C, above; however, the Superintendent may elect to render a decision based on the evidence presented from the due process hearing and the appeal at the Principal's level with a review of facts and further investigation if necessary. A formal appeal conference may or may not take place.

1. The Superintendent will, under normal operating circumstances, render a written decision within 10 school days of the receipt of the appeal. The Superintendent may hold a hearing in order to better determine the facts of the case. An aggrieved party not satisfied with the decision of the Superintendent

of Schools may appeal the decision within 10 school days to the Board of Education. Such requests for an appeal shall be filed, in writing, with all necessary papers with the Board Secretary.

2. The Board of Education shall, within 30 school days, render a decision. The Board may conduct a hearing if it deems a hearing is appropriate.

ATHLETICS

The athletic program is an important part of life at Schalick. The student who is interested in the INTERSCHOLASTIC program must fully realize that membership on an interscholastic team requires hours of individual effort and high standard of conduct. Our students represent Schalick High School and must exhibit courtesy, fair play and sportsmanship at all times. Spectators are expected to do the same.

Physical Examination Procedures

Student-athlete eligibility requirements for Schalick High School are as follows:

- Students must submit to the School Nurse a dated and completed Athletic Permission Form with both student and parental signatures affixed. By signing the form, both student and parents are aware of the eligibility requirements of Schalick High School.
- New Jersey school law requires a medical examination of each candidate for a school athletic squad or team (including cheerleading) to be conducted within 365 days prior to the first practice session. The student's physician, physician assistant, nurse practitioner or clinical nurse specialist shall conduct each athletic examination. Examinations shall not be at the expense of the district board of education and shall be completed on the form furnished by the school, which includes a sign-off for physician's completion of the cardiac arrest module. In addition, the medical examination shall include a health history questionnaire, completed and signed by the parent. This athletic participation packet also includes a steroid/drug testing consent form, as well as a concussion awareness consent form. ALL paperwork must be turned in before participation in any sport is allowed.

Note: At the time of signups, if a student does not have a family physician or nurse practitioner/clinical nurse specialist, the student must advise the School Nurse immediately and arrangements will be made for a medical examination.

- For each subsequent sport, if the medical examination was not completed within 60 days prior to the first practice session, the parents must complete and sign a health history update of medical problems experienced since the last medical examination.
- All information must be on school-issued forms and submitted using the timelines below:

TIMELINES FOR SUBMISSION OF PHYSICAL / PERMISSION FORMS & HEALTH HISTORY UPDATES

Fall Sports	-	July 15
Winter Sports	-	November 1
Spring Sports	-	February 28

NOTE: ALL SUBMISSIONS ARE SUBJECT TO THE APPROVAL OF THE SCHOOL PHYSICIAN BEFORE A CANDIDATE MAY START PRACTICE.

In order to attend or participate in any athletic activity sponsored by the school, students must be present for their full instructional day. Students that are full day must be signed into school by 8:30am to participate in an athletic practice, game, weight room or any other athletic activity on that day. Any

student signing in after 8:30am without administrative approval or a doctor's note, driving test, etc. will be ineligible to participate in practice, game or any other athletic activity. Seniors with "Late Sign In" must arrive within 15 minutes of the start of their first scheduled class in order to be eligible to participate. The only exceptions for an athlete's lateness or signing out of school are administrative-approved, pre-arranged appointments.

Students are encouraged to give serious thought before committing to participate on an interscholastic team. Students may switch sports during the pre-season practice period up to the last six (6) practice days before the start of the regular season. The students must obtain in writing the approval of the head coach of the sport they wish to leave and also obtain the approval of the head coach of the sport they wish to join.

Procedures for switching teams during the last six days of the pre-season and after the start of the regular season may be found in the sign-up packet for athletes.

If an athlete participating in sport "A" either quits the squad or is suspended from the squad after the start of the regular season, he/she is not eligible to join any organized conditioning program, or go out for sport "B" until the other members of sport "A" are eligible to come out.

Students not participating in the pre-season practice period will not be permitted to join a team after the start of the regular season without the approval of the head coach and Director of Athletics.

In all of the above situations, special consideration will be given to transfer students and candidates with medical, discipline, and academic restrictions.

There is no place for the use of harmful substances such as alcohol, drugs and/or tobacco. The Athletic Department rules concerning these substances for athletes and cheerleaders are:

If found to be under the influence, in possession of, or trafficking as stated in Board of Education Policy 5131.6, the athlete will be dropped from the team.

In addition, your coaches may establish training rules beyond general school regulations to conduct the sport in which they are in charge. Your coach will give you a copy of these rules and explain their meaning to you.

Travel - Student athletes are expected to travel with the team on the bus to and from away games. Transportation home after the away game may be by pre-arrangement made with the parents, coach and Athletic Director, which would then permit other means of transportation to be used. Permission to travel home with an alternate means of transportation (non-school) may be acceptable for educational or school-related events such as SAT, Drama performances, Extra-/Co-curricular commitments, emergencies from injury, etc. at the discretion of the Athletic Director. A Transportation Permission Form is available from the coach and/or Athletic Director. The parent must complete and sign the form before permission will be granted by an administrator.

Student athletes are expected to uphold passing grades in their coursework. Academic Eligibility will follow NJSIAA Rules – Minimum of 30 credits earned in the previous academic year and 15 credits earned in the first semester to be eligible for spring sports.

A STUDENT ATHLETE WILL NOT BE PERMITTED TO PARTICIPATE IN AN INTERSCHOLASTIC SCRIMMAGE/MEET UNTIL ELIGIBILITY HAS BEEN VERIFIED AND THE STUDENT HAS PARTICIPATED IN SIX (6) DAYS OF PRACTICE.

Medical Procedures

Once an athlete is injured to the point of requiring medical attention by a hospital or physician, the athlete will not be readmitted to practice or game without a written release from the attending medical examiner.

- The written release must be presented to the School Nurse.
- The Nurse will issue a copy of the release to the Athletic Trainer.
- The Athletic Trainer will notify the coach when the athlete may be readmitted.
- Injured athletes who may not participate in physical education will follow the same procedures as above.

ANY INJURY, WHICH REQUIRES MEDICAL ATTENTION, MUST BE REPORTED TO THE SCHOOL NURSE OR ATHLETIC TRAINER WITHIN 24 HOURS, OR ANY CLAIM FOR ASSISTANCE IS FORFEITED.

Eligibility Rules

The following eligibility rules shall apply to all varsity, junior varsity and freshman teams involved in interscholastic athletic competition. All participants will comply with both Pittsgrove Township Board of Education Policy and NJSIAA Rules and Regulations.

Age

An athlete becomes ineligible for high school athletics if he/she becomes 19 years of age prior to September 1. However, any athlete who becomes 19 years of age on or after September 1 shall be eligible for the ensuing school year.

Credits (Grades 9, 10, 11, 12)

To be eligible for athletic competition during the fall and winter seasons, a student must have passed 25% of the state requirement for graduation the previous year. Presently this requirement is 120 credits for the State of New Jersey, however 135 credits are required at Arthur P. Schalick High School; therefore, a student must have passed 30 credits (6 blocked courses) at the conclusion of the second semester of the preceding school year. All 9th grade students are eligible upon entering high school.

Credits (Grades 9, 10, 11, 12)

To be eligible for athletic competition during the spring season a student must be passing 12 1/2 % of the state requirements for graduation. Therefore, a student must be passing 15 credits at the conclusion of the first semester (a passing grade in 3 blocked courses.)

Credits (Grade 12)

Senior students attempting less than 20 credits may maintain eligibility for the second semester providing they are passing all courses in which they are enrolled at the start of the first semester. Senior students who withdraw from a course with a failing average will not be eligible in the second semester. Before withdrawing from any course, seniors should consult with the Athletic Director and Guidance Counselor to determine how eligibility will be impacted. NJSIAA Waiver – CL4 – Waivers will not be considered for a senior who does not attain 13.75 credits (15 credits at Schalick) and who fails a subject in his/her first semester, unless that senior is passing all subjects in the subsequent marking period

Semesters of Eligibility

No student shall be eligible for high school athletics after the expiration of eight consecutive semesters following his/her entrance into 9th grade.

A student who is eligible at the beginning of a sports season shall be allowed to finish that season.

ATHLETICS – COLLEGIATE ATHLETIC COMMITMENTS

1. The APSHS Athletic and Guidance Department will recognize all athletes committing to play a sport at a college during our College Athletic Commitment Days. Two days per year will be planned for such commitments to Division II & III Schools- one day in late Fall/early Winter and one day in late Spring. Having these two College Commitment Days allows for any athlete, receiving finances or

not to be recognized. Division I commitments will be arranged at the coordination of the Athletic Director, Guidance Dept. and the student-athlete's parents and coaches.

2. The Athletic and Guidance Departments will confirm student athlete college athletic commitments approximately 2 weeks prior to the scheduled event. They will also have their athletes notify their parents. A cake will be provided by the Athletics and Guidance Departments.

3. The event will involve: Athletes, Parents, Coaches and Administration. There will be a group picture of the athletes only and the athlete's names along with their college choice will be noted in media publications.

4. The event will take place in the APSHS Media Center, Gymnasium, or Cafeteria, depending on the size of the group. The days organized for Division II & III schools will take place from 2:10-3:10 p.m. Division I signing days will be arranged between the Athletics and Guidance Departments and the student-athlete's parents/guardians.

ATTENDANCE INFORMATION – HIGH SCHOOL

In order to participate in sporting events, weight room, dances, Green & Gold, performances, and all extra curricular activities (i.e. field trips & Academy performances), a student must be signed in as follows:

Grades 9, 10, 11:

Must be signed in by 8:30 am

Grade 12:

Regular day schedule – must be signed in by 8:30 am

Late sign in – must arrive by 9:15 am as scheduled (any lateness will prohibit participation in ALL activities, including sports)

Students must **REMAIN** in school for their **ENTIRE** scheduled school day. Acceptable excuse: doctor's appointment, court visit, college visit, or driver's test (must provide documentation of the visit upon return to school). This requirement is in effect for the day of the event, and/or if the event is scheduled for a Saturday (i.e. if an event is scheduled for Saturday, the student is required to be in attendance on Friday as outlined above.)

ATTENDANCE

All students attending A.P. Schalick High School will adhere to those rules and regulations as presented and explained in this handbook.

Responsibility for school attendance lies with the parents/guardians. It is important that children attend school unless they are ill. Asking to leave before the end of the school day disrupts the continuity of the program. Make all attempts to schedule appointments after school. All parents/guardians receive a school calendar. Please confine trips and vacations to those days that school is not in session.

If for any reason a student is absent for five (5) consecutive days or more, the parent/guardian is required to obtain a note from the doctor stating that the child may return to school. The appropriate documentation must be submitted within ten (10) school days of the absence, or it will not be accepted.

A student (18 years old) or emancipated adult, must present a court-issued affidavit, notarized, to possess the full rights of an adult, and may authorize those school matters previously handled by his/her parents or guardians. Accordingly, this student shall assume full responsibility of his/her attendance, scholastic performance, and compliance with school rules and regulations. Please note that the law still allows a school, at their discretion, to contact parents regardless of student's age.

The Pittsgrove Township Board of Education recognizes the educational significance of the student's attendance in class, and as mandated by NJAC 6:8-4-2 (d), legislates an attendance policy which requires student attendance on the days and during the hours in which the school is in session. **In accordance with Board Policy 5113.2 (a) "A student will not be granted credit in a scheduled course after his/her unexcused absences exceed the following limits: Full year course – 14 days, Semester -1/2 year course – 7 days."**

Students accumulating unexcused absences may be dropped from school rolls if either of the following two (2) conditions prevail: (a) as per Board Policy 5113, a student accumulating forty (40) unexcused absences during a school year may be dropped from rolls, and (b) Any pupil over sixteen (16) years of age who accumulates ten (10) consecutive unexcused absences will result in the student being removed from the rolls. The student may present a written petition to the principal for re-admittance. Each case will be reviewed on an individual basis.

It is important that every effort be made to insure prompt and consistent daily attendance. The school will, in turn, notify parents of any concerns regarding student attendance via the following:

1+ days – Automated call placed through Attendance Office using the phone number submitted by the parent/guardian on the Student Information form. Parents/guardians are responsible to notify the school of any changes in contact information.

5 days – Warning notice to parents from Administration.

7 days – Attendance letter indicating Loss of Credit sent to parents – Semester Courses (see *Credit Completion* on p. 19)

8 days – Second warning letter sent to parents

more than 10 days – referral to Truancy Court if under age 16; mandatory parent conference if over age of 16

14 days – Attendance letter indicating Loss of Credit sent to parents – Full-Year Courses.

Attendance is also indicated in PowerSchool.

Appeal Process for Unexcused Absences

The adult student or his/her parent/guardian or the parent/guardian of the minor student must notify the assistant principal in writing (**within 10 school days of receiving the *first notification* that the student has exceeded the maximum number of unexcused absences permitted**), that a meeting with the Attendance Appeals Committee for the purpose of reviewing this student's attendance record is desired. This written notification must state the reason for the appeal, and any documentation or other information relative to the absences should be enclosed. Documentation of the nature and causes of absences shall be the responsibility of the adult student or his/her parent/guardian or the parent/guardian of the minor student. At the meeting with the Attendance Appeals Committee, the opportunity will be given to present any other extenuating circumstances.

The adult student or his/her parent/guardian, or the parent/guardian of the minor student will be notified as to the outcome of the appeal. Possible outcomes of the Attendance Appeal may include but are not limited to: excusing absences, denial of request for excusing absences and/or placement in Credit Completion. If not satisfied, an appeal may be made to the Principal. The adult student or his/her parent/guardian, or the parent/guardian of the minor student, if not satisfied with the Principal's decision, may appeal to the Superintendent and then the Board of Education.

During each semester, the appropriate documentation to excuse an absence must be submitted within ten (10) school days of the absence or it will not be accepted. At the first meeting with the Attendance Appeals Committee, the student or his/her parent/guardian will be permitted to bring documentation to the meeting to excuse absences that occurred more than ten (10) school days from the absence. However, if the student meets with the Attendance Appeals Committee in two or more consecutive semesters, no attendance and/or Credit Completion waiver will be permitted.

Excused Absences

A student will be considered absent any time he/she does not appear in class as scheduled.

It is recognized that certain extreme and unavoidable circumstances may prevent a student from attending school. In the event a student is absent for any of the reasons listed, it will be considered an excused absence. It is requested that scheduled appointments be made after school hours whenever possible. All work missed as a result of the absence must be made up at the initiative of the student. **One day for each absence is allowed for make-up work.** Excused absences will be allowed for the following reasons:

- Illness after reporting to school (sent home by School Nurse).
- Illness – Fever. If a student was sent home by the school nurse with a fever, the student will be issued an “Excused Absence- Nurse Excused” for the following day. Students with a temperature over 100 must be fever free for 24 hours without the use of fever reducing medicine before returning to school. The school nurse will handle notification to the attendance secretary in such cases.
- Serious illness or medical condition as verified by a physician.
- Death in the immediate family when accompanied by appropriate documentation.
- Religious holidays as prescribed by the State Department of Education when accompanied by a note from a parent/guardian.
- Required court attendance when accompanied by documentation from the court.
- Administrative permission to attend special programs, i.e., college visits (limit: 3 per year), approved field trips, verifiable guidance activities, testing for NJ State Driver’s License (limit 1), and programs or special appearances.
- Parent Notification – **MAXIMUM 5 DAYS PER YEAR.** Parents may appeal to the School Administrator for up to 5 days of Parent Excused Absences. This may include, but not be limited to: illness, vacation, or other unusual circumstances or pertinent request(s).

The appropriate documentation to excuse an absence MUST be submitted within 10 working days of the absence.

Unexcused Absences

The following list includes, but is not limited to, absences that are NOT considered excused and could lead to Loss of Credit:

- Vacation
- Calling a parent to pick you up without Administration or the School Nurse excusing you.
- Missing the bus or other alternative transportation.
- Car trouble.
- Personal business, i.e.:
 - shopping
 - oversleeping
 - babysitting
 - going out to breakfast or lunch

FAMILY VACATIONS: (Vacation Days are NOT excused absences.)

School personnel do not have the legal authority to give students permission to be absent during school hours for the purpose of taking vacations during the school year. This is a decision that can only be made by a parent/guardian. **These days will be NOT BE excused absences.**

Students who take a vacation during school hours do so with the full understanding that they are responsible for the course work covered during their absence. Since a part of a student’s evaluation may include daily contribution and class discussion, absence from school has a direct effect upon learning and its subsequent evaluation. Due to the nature of some course work, it is not possible to “make up” the material. Vacations during class time may affect your son/daughter’s progress.

In the event that a family elects to plan vacation during school days, the school requests advance notification as a courtesy. This notification does not excuse the student’s absence(s). A written notice form must be obtained from the Main Office. This notice form must be signed by the student’s parent/guardian and initialed by the student’s teachers, and then submitted to the Attendance Secretary at least ten (10) school days prior to leaving. Turning this form into the Attendance Secretary does **NOT** excuse the student’s absences.

Students are responsible for getting all makeup assignments and homework from their teachers. Make-up assignments and homework may not be available until after the vacation.

Lateness

Students are expected to report to school/class on time. Lateness to school will be excused following the same criteria for excused absences (see *Excused Absences*). All other reasons for lateness will be not be excused. If arriving after the scheduled start of the school day at 7:20 am and/or arriving to Homeroom after the 7:20 bell, students are to report to the Main Office to get an “Admit Slip” before reporting to class. Students will not be admitted into class without this slip. **Being late to Homeroom is the same as being LATE TO SCHOOL. Make sure you are IN HOMEROOM prior to the 7:20 bell.**

ATTENDANCE PROCEDURES

Student attendance will be recorded during homeroom and each academic period (Blocks 1-5). For the purpose of enrollment, attendance will be taken during homeroom in first block. **Students must meet State requirements to get credit for a full day, exclusive of lunch periods.**

Students arriving to school or their assigned Homeroom after 7:20 a.m. must sign in at the Main Office with the Attendance Secretary, where they will obtain an Admit Slip for entry into class. Frivolous excuses for lateness are unacceptable; unexcused late arrivals to school will lead to disciplinary action. **Continued or habitual lateness to school could result in detention, suspension, and a mandatory parent conference before return to school, loss of course credit, and/or loss of parking privileges for Seniors.**

If the student is going to be absent, parents are encouraged to contact the Attendance Secretary and advise the school. For pre-arranged appointments, a note signed by the parent/guardian, including a phone number where the appointment can be verified and a phone number where the parent/guardian can be reached for verification, should be provided to the Attendance Secretary prior to the beginning of the student’s first block.

Eighteen year-old students must have approval from a parent as well as an administrator prior to signing out of school.

If a student is scheduled to miss school due to an school/class activity, the student is to notify the respective teacher(s) the day before to obtain the day’s assignments.

Re-admittance to School

**** Students absent from school more than five consecutive school days will need to submit written permission from a doctor to return to school.**

Any student with crutches, slings, plaster casts, collars, sutures, splints, and/or braces are not to be in school without a note from a doctor.

ATTENDING CO-CURRICULAR EVENTS, AFTER SCHOOL ACTIVITIES, DANCES, PERFORMANCES, GREEN AND GOLD, MR. COUGAR AND OTHER EVENING EVENTS, and SPORTING EVENTS

Students attending or participating in ANY event after regular school hours (7:30 am-1:56 pm) are *required to be in school on the same day* for the minimum number of hours required on their regular scheduled school day (see “Unexcused Absences” and “Attendance Procedures”). This requirement is in effect for the day of the event, and/or if the event is scheduled for a Saturday or Sunday. This includes, but is not limited to sporting events, weight room, dances, Green & Gold and performances (i.e. band, dance, theater).

Therefore, students **must be signed in NO LATER THAN 8:30 am and/or MUST REMAIN IN SCHOOL until 1:00 pm in order to be eligible for attending co-curricular events.** Verified excuses (from a doctor, college or court) submitted the day of the event will override these time constraints. No waivers will be permitted; students and parents must adhere to these times to be eligible for participation. These times may be modified for special events (i.e Prom). This requirement is in effect for the day of the event, and/or if the event is scheduled for a Saturday or Sunday. For example, if an event is scheduled for a Saturday, the student is required to be in attendance the last school day (Friday) before the event is held. (Please see ATTENDANCE INFORMATION – HIGH SCHOOL on page 8.)

BELL SCHEDULES – REGULAR AND EARLY RELEASE

2018 - 2019 Regular Day Bell Schedule

Homeroom	7:20	-	7:30
1 st Period	7:34	-	8:52
2 nd Period	8:56	-	10:14
3A (Classes and Lunch)	10:18	-	10:43
3B (Classes and Lunch)	10:47	-	11:12
4 th Period	11:16	-	12:34
5 th Period	12:38	-	1:56
Buses Depart	2:01		

Early Release/Half Day Bell Schedule

Homeroom	7:20	-	7:30
1 st Period	7:34	-	8:31
2 nd Period	8:35	-	9:32
4 th Period	9:36	-	10:33
5 th Period	10:37	-	11:35

BELL SCHEDULES - DELAYED OPENINGS

(1 hr) 60-MINUTE DELAY

HOMEROOM	8:20 a.m. – 8:29 a.m.
1st Block	8:33 a.m. – 9:36 a.m.
2nd Block	9:40 a.m. – 10:43 a.m.
3A	10:47 a.m. – 11:12 a.m.
3B	11:16 a.m. – 11:41 a.m.
4th Block	11:45 a.m. – 12:48 p.m.
5th Block	12:52 p.m. – 1:56 p.m.

AM Vo-Tech students would depart Schalick at 8:30 a.m. with approximate arrival at Vo-Tech at 9:00 a.m. They will return at 11:30 a.m. and eat with 3B lunch. PM Vo-Tech would leave as usual at 11:15a.m. taking their lunch with them on the bus. Full time Vo-Tech will attend as usual.

(1 ½ hrs) 90-MINUTE DELAY

HOMEROOM	8:50 a.m. – 8:59 a.m.
1st Block	9:03 a.m. – 9:59 a.m.
2nd Block	10:03 a.m. – 10:59 a.m.
3A	11:03 a.m. – 11:28a.m.
3B	11:32 a.m. – 11:57 p.m.
4th Block	12:01 p.m. – 12:57 p.m.
5th Block	1:01 p.m. – 1:56 p.m.

AM Vo-Tech students would depart Schalick at 9:00 a.m. with approximate arrival at Vo-Tech at 9:30 a.m. They will return at 11:30 a.m. and eat with 3B lunch. PM Vo-Tech will leave as usual at 11:15a.m. taking their lunch with them on the bus. Full time Vo-Tech will attend as usual.

(2 hrs) 120-MINUTE DELAY

HOMEROOM	9:20 a.m. – 9:29 a.m.
1st Block	9:33 a.m. – 10:21 a.m.
2nd Block	10:25 a.m. – 11:13 a.m.
3A	11:17 a.m. – 11:42 a.m.
3B	11:46 a.m. – 12:11 p.m.
4th Block	12:15 p.m. – 1:03 p.m.
5th Block	1:07 p.m. – 1:56 p.m.

AM Vo-Tech students will NOT attend Vo-Tech. They will be housed in the library until 3B lunch. PM Vo-Tech students will leave as usual at 11:15a.m. PM Vo-Tech students would be offered a bag lunch to take with them on the bus. Full time Vo-Tech will attend as usual.

CAFETERIA AND LUNCH PROCEDURES

High school has a closed lunch program. Students are NOT permitted to sign out or leave the property at any time to purchase food and/or drinks. Doing so will result in disciplinary action. **As per Government regulations prohibiting any outside vendors from delivering food during the time designated for lunch, food from outside establishments is not permitted to be delivered to the school by anyone, including relatives, for a student's lunch.**

*** Cakes, cupcakes and other celebratory food items are not permitted in school.**

Students will be permitted to eat in designated lunch areas, which include: the Cafeteria, the back (gym) hallway, ~~room 217~~, the outside picnic area (behind the Cafeteria), and the atrium area by the auditorium (not inside the auditorium). Students are not permitted to go to their car or their friend's car. Students found in areas other than the above mentioned will face disciplinary action.

While the lunch period serves an essential function, it is recognized that it is also a social period. However, **appropriate conduct is mandatory.** Throwing objects/food in the Cafeteria will not be tolerated. Offenders will be subject to disciplinary action. (See *Disciplinary Code*)

**** Students are permitted to use their cell phones and electronic devices during their scheduled lunch period.**

Students with unpaid Cafeteria charges will be placed on the RESTRICTED LIST until the charges are paid. Monthly letters are sent home from the Cafeteria Manager indicating such charges. Students will not be permitted to purchase a regular lunch when charges exceed \$10.00. They will be served a sandwich and milk.

CASH AND OTHER VALUABLES

It is recommended that valuables or cash in excess of \$20.00 **NOT** be brought to school. Furthermore, it is strongly recommended that students bring a lock to use during their Physical Education class so cell phones, jewelry, money, and other personal belongings are safe. In addition, students must keep their hallway lockers locked at all times.

Lockers are the property of the BOE and administration reserves the right to perform random searches at any time.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are permitted to utilize electronic devices (this includes iPods, tablets, MP3s, cell phones, etc.) on school premises in accordance with the following guidelines:

- Device may be used during lunch period.
- Device may be used during transition in the hallways.
- Students are NOT permitted to wear ear buds for safety reasons.
- Students ARE NOT permitted to accept phone calls except during their lunch period.
- Device may be used during instructional and enrichment periods **only** with teacher permission for an instructional purpose.

If parents need to contact a student during the school day, they are to contact the school office for assistance. If students need to make a phone call during the school day, they must use a school phone, which is made available to students with appropriate permission.

In order to preserve the privacy of students and staff, taking photographs and/or videotaping is prohibited during school hours, except in circumstances where permission is granted by a teacher or administrator for instructional purposes, such as student presentations, demonstrations, or projects.

Students bringing cellular telephones or electronic devices to school do so at their own risk. APSHS will not assume any liability for any lost, stolen or damaged cellular telephones and/or any other electronic devices either in school or in their possession.

Any unauthorized use of electronic devices or noncompliance with these guidelines will result in disciplinary consequences. Teachers will handle student violations that cause or involve a distraction or disruption of the instructional environment. Failure to comply with a teacher/staff directive will be considered defiance and will incur a discipline referral.

Cell phones and other electronic devices shall not be used in a manner that (a) disrupts the educational process, (b) undermines academic integrity, or (c) violates confidentiality or privacy rights of another individual (including taking photographs of other students). Any improper use of cell phones, including recording inappropriate behavior or using the camera, will be dealt with by administration based on the severity of the offense.

CHANGE OF ADDRESS OR PHONE NUMBER

For the safety of your child, it is vital that the school office be notified immediately when you change your address, telephone number, emergency number, place of employment contact information and phone/cell phone number of either parent/guardian during the school year. Please contact the Guidance Office at 856-358-2054 ext. 4110.

CLASS CHANGES

Students wishing to drop a course must do so during the summer months. Counselor appointments are available over the summer for students to make schedule changes. Once classes begin (Semester 1 & Semester 2) no course changes will be allowed unless an obvious error has occurred. If there are any questions, please contact the Guidance Office at 358-2054, extension 4110.

CLASS PARTIES

Teachers have been instructed not to allow any parties, food or drinks in their rooms. Please do not embarrass a teacher by requesting a party, as he/she is not permitted to grant permission.

CLASS RANK AND AWARDS

Graduation awards will be based on class rank. All courses taken in grades 9-12 are included in calculating class rank, with exceptions as noted in course descriptions. Class rank will be calculated by multiplying credits with grades to arrive at a Quality Point Total. The quality point total will be divided by the number of credits to determine a weighted Grade Point Average (GPA) for graduation awards and class rank.

Class rank will be calculated at the end of junior year, and the final class ranking will be calculated at the end of semester one of their senior year. Class rank and GPA are reported on transcripts.

Transfer students must attend Schalick High School at least one full year in order to qualify for senior awards including class rank awards.

Grades will be weighted based on the following:

COLLEGE PREP	HONORS	AP
A – 4	A – 5	A – 5.5
B – 3	B – 4	B – 4.5
C – 2	C – 3	C – 3.5
D – 1	D – 2	D – 2.5
F – 0	F – 0	F – 0

In calculating a student’s rank, an example will illustrate:

SUBJECT	CREDITS	GRADE		WEIGHT		PTS
English (H)	5	B	=	4	=	20
Biology (CP)	5	C	=	2	=	10
Spanish I	5	A	=	4	=	20
Meteorology	5	C	=	2	=	10
Algebra I (CP)	5	B	=	3	=	15
PE / Health	5	C	=	2	=	10
US His (AP)	5	B	=	4.5	=	22.5
AP Seminar	2.5	A	≠	5.5	≠	13.75
(Totals)	37.5					121.25

$$121.25 \div 37.5 = 3.23 \text{ WGPA}$$

Weighted Grade Point Average and standard GPA (4.0 scale) are reported on transcripts.

Our example is based on eight courses. For the purpose of grade point average, a maximum of ten (10) courses may be taken during any one year, and up to five (5) credits can be counted for participation in the Mentor Program. Additionally, students have alternative educational opportunities, such as Senior Option. An explanation can be found on our website under **policy code # 6146.5**. Alternative educational experiences are not factored into GPA or class rank.

CO-CURRICULAR ELIGIBILITY

“Co-curricular Activities” shall mean: Interscholastic athletics, club programs, drama programs, Student Council, band front, cheerleading, and similar activities. It shall not include: dances, attendance at athletic events or shows, field trips, nor other activities of a similar nature. The determination of whether a specific activity is to be covered under this policy will be made by the building Principal.

Guidelines for eligibility to participate in co-curricular activities are the same as the athletic eligibility statement found on page nine (9).

COMMUNITY CODE OF CONDUCT

One of the goals generated by the Pittsgrove Township Public Schools’ Strategic Planning Council was the development and implementation of a district-wide Code of Conduct. As a result of this collaborative effort, the Pittsgrove Township Public Schools’ Code of Conduct serves as a guide for parents, staff, and students in the Pittsgrove Township school community. For additional information, please refer to the district’s website.

COMPUTER ETHICS

Computers in schools are a public domain and will be monitored for appropriate/approved usage. Students are required to follow the rules and provisions outlined in our school's Code of Technology Ethics Acceptable Use Agreement. Students are not permitted to use school computers without accepting the terms and conditions outlined in the agreement.

According to Senate Bill No. 2057 with Committee Amendments, "The Anti-Big Brother Act," requires a school district or charter school that furnishes a student with a laptop computer, cellular telephone, or other electronic device to provide the student with written or electronic notice that the electronic device may record or collect information on the student's activity, or the student's use of the device if it is equipped with a camera, global positioning system, or other feature capable of recording or collecting information.

CONCERN OF PARENT/GUARDIAN OF STUDENT (CHAIN OF COMMUNICATION)

School-related concerns involving a student are usually resolved by the teacher or other school employee with supervisory responsibilities. To effectively and efficiently address these concerns in the best interest of the student, the following chain of communication will be applied. If the concern is not resolved, proceed to the next step in the chain of communication.

1. Parent/guardian of student communicates concern to teacher or counselor.
2. Parent/guardian communicates concern to a school administrator.
3. Administrator facilitates communication between parent/guardian, teacher, and appropriate school personnel (i.e, counselors, etc).
4. Parent/guardian communicates concern to Superintendent of Schools, or his designee.
5. Parent/guardian communicates concern to Board of Education.

CONDUCT DURING PERFORMANCES/ASSEMBLIES/ PEP RALLIES

When attending a performance/assembly in a classroom, the auditorium, the gym, or other venue, proper decorum is required. You want to get the most out of the presentation, and, at the same time, allow all audience members to enjoy the same benefit. In addition, it is important to remember that it takes a lot of courage to get in front of an audience; therefore, respect for each performer/speaker is expected. Students who are unable to properly conduct themselves during assemblies/pep rallies will be asked to leave and may forfeit the privilege of attending future programs, as well as receiving other appropriate disciplinary action.

Remember to:

- Sit in your designated area of the auditorium/gym.
- Once seated, do not leave the area.
- Remain quiet while groups/individuals are performing/speaking.
- Remember that applause is appropriate at specific times in the program.

CONDUCT AT SPORTING EVENTS AND OTHER SCHOOL FUNCTIONS

High School athletic contests are an educational event and we expect everyone in attendance to act in a manner as if they were in an academic classroom. Fans are encouraged to cheer in a positive manner for their teams and show respect for their opponents and officials. Conduct which includes name-calling, profanity, booing, trash talk or extremely loud screaming and yelling at our opponents, their fans or officials is unacceptable. Students

who are unable to properly conduct themselves during sporting events will be asked to leave and may forfeit the privilege of attending future programs, as well as receiving other appropriate disciplinary action. Students will not receive a refund of the cost of the ticket if they are asked to leave due to inappropriate behavior.

Disciplinary action may include: students losing the right to participate in future school sponsored events, including but not limited to future trips, athletic events, evening events, dances, prom, senior events and graduation. Disciplinary action may also include detention, suspension and/or restricted list.

COUNSELING SERVICES

The counseling services at Schalick are designed to help each student make good educational and vocational choices as well as aid in the development of attitudes and skills helpful in a student's life. Counselors are available throughout the school day.

If a student would like to arrange an appointment with his/her counselor, or the Student Assistance Coordinator (SAC), a "Request To See A Counselor" form should be completed and submitted to the Guidance Secretary. Conferences are made by appointment. Parents or guardians should call the Guidance Secretary at 358-2054, extension 4110 to arrange conferences with counselors or teachers.

Apply for **working papers** in the Guidance Office.

CREDIT COMPLETION

Students who have more than seven (7) unexcused absences per semester are required to make up the hours through our Credit Completion program. Each day over seven unexcused absences requires a student to make up four hours of Credit Completion. For example, a student with 9 unexcused absences will be two days over the limit, requiring eight (8) hours of Credit Completion.

These hours are required in order to receive credit for ALL of your classes during the semester. We strongly encourage all students to be in school each day in a timely manner. All notes for excused absences from doctors or state officials must be handed in within in ten days of the absence.

The purpose of this program is to allow students the opportunity to graduate on schedule. Effective with the 2018-2019 school year, students are required to make up missed time during the summer months. At the end of each semester, any student who has exceeded the 7 day allowance, will be informed by the assistant principal that he/she must complete the credit completion program in order to obtain course credits.

Students must attend the required number of credit completion sessions, in order for credit to be awarded any and all class(es) in which that student earned a passing grade.

No discipline-related problems will be tolerated. Students who display inappropriate behavior and do not act accordingly, will be terminated from the program and no credit will be awarded.

Credit Completion will be held from June 24, 2019 - June 28, 2019 and July 1 - July 3, 2019. There are NO EXCEPTIONS to these dates. If a student cannot serve during this time, he/she will be ineligible to earn credit. The report time for this program will be 8:00 am and dismissal will be 3:00 pm. There will be no lunch or snacks provided; the student must bring his/her own. Time for lunch will be given from 11:00 am - 11:30 am. Lunches from outside vendors (McDonald's, Burger King, Anderson's, etc.) will not be permitted.

All students must report on time. Any student who arrives later than the 8:00 am report time, will not receive credit for that date and will need to reschedule the credit completion for another day. There will only be a total of 35 hours provided for students to obtain credit for both Semester 1 and Semester 2.

Credit Completion is offered to students with 14 or less unexcused absences days. If a student exceeds 14 unexcused absences per semester, the student IS NOT ELIGIBLE for Credit Completion for those courses.

CURRICULUM

The Pittsgrove Township Board of Education believes that a student must attend school regularly in order to profit from his/her educational experience; therefore, the stipulation for regular attendance is included in the Attendance section. Detailed curricular information can be found in the Program of Studies. Copies are available in the Guidance Office and on our website.

NO STUDENT MAY PARTICIPATE IN GRADUATION CEREMONIES IF THE STUDENT HAS FAILED ANY COURSE REQUIRED OR NECESSARY FOR GRADUATION. In addition, all state and local BOE requirements and State testing requirements must be met. If a student owes time in Credit Completion due to excessive incidental absences, that student will not be permitted to walk in the graduation ceremony.

An out-of-state transfer student may participate if he/she has not had sufficient time to meet the requirements of the State of New Jersey. Though the transfer student may participate in graduation ceremonies, the student will not receive a diploma until all state and local requirements are met.

Students who perform below statewide standards on one or more of the statewide achievement tests shall be provided with an intervention designed to address the needs of the students.

DANCES

Guests with valid photo identification are admitted to the Homecoming Dance and Prom only with **prior** administrative approval, when accompanied by a Schalick student, and if the guest meets the requirements as outlined in the dance information packets. Any student bringing a guest is responsible for the conduct of the guest. The dance sponsors will indicate the dress code.

The Discipline Code will be in effect during dances. Dances will be considered an extension of the school day.

Regulations for School Dances

- Once admitted to a dance, if a student leaves, he/she will not be readmitted.
- Students will not be admitted 30 minutes or more after the start time of the dance without prior approval.
- Students will not be permitted to leave early without the permission of their parent/guardian and will not be permitted to leave more than 15 minutes before the scheduled conclusion of the dance unless prior approval was given before the day of the event.
- Guests must be enrolled in grade 9 or higher.
- All guests must be under 21 years of age by the date of the dance (except for students currently enrolled in Schalick High School).
- Guests must be enrolled in a regular, daytime high school program and receive a favorable recommendation from the high school currently/last attended or be a Schalick alumnus.
- Students driving to the dance **must** stay until the conclusion of the dance and leave school property at that time.
- Students attending a dance must arrive to school on time and are required to be in school on the same day for the minimum number of hours required (see “Unexcused Absences”).
- Students on the *Restricted List* **may not** attend dances.
- Hard-soled shoes and high heels are not permitted on the gym floor.
- Dance Protocol Rules are in Effect – Inappropriate dancing will not be tolerated (e.g. grinding).

DECORATIONS AND POSTERS

Decorations or posters to be displayed in the halls must receive administrative approval prior to being hung. Items receiving approval will be marked as approved by an administrator or the Principal's secretary. Please note that not all decorations and/or posters will meet the criteria for being approved. Posters are to be legible, contain no spelling errors, be pertinent to the school, and contain no inappropriate material.

Lockers are property of the Pittsgrove Twp. Board of Education. Decorating the exterior of lockers will be limited to school-related events, student birthdays, or other decorum approved by the Building Principal/Asst. Principal. All non-approved decorations will be removed and discarded by Administration.

DISCIPLINE

The following are guidelines; however, the **administration reserves the right to bypass steps**, depending on the seriousness and/or sufficient frequency of the incident as to disrupt the safe, orderly operation of school. Infractions shall be dealt with in a cumulative fashion.

Be aware that substitute teachers, instructional aides, Guidance Counselors, the Athletic Director and security personnel have the same responsibility for control as regular teaching faculty members and administrators and the same level of cooperation is expected toward them; therefore, discipline referrals made by substitute teachers, instructional aides, guidance counselors, the Athletic Director and security personnel carry the same disciplinary consequences as listed in the Student Code of Conduct/Discipline Matrix.

When a student is sent from a class/activity, he/she is to report directly to the Main Office. Any student who purposely hinders staff from addressing such a situation will face disciplinary action.

Student accountability begins upon leaving home for school and ends upon returning home from school.

Possible Disciplinary Actions

Office Detention is a period of time in which students are assigned to stay after school and are separated from the mainstream of the student body. Students must arrange for their own transportation when assigned an after-school detention. Not attending due to lack of transportation is considered "Cutting Detention" and will receive disciplinary action.

Restricted List

A student who is suspended (in-school or out-of-school) will be placed on the *Restricted List* on the day the referral is processed by the administration, unless the student receives an out-of-school suspension. If the student receives an out-of-school suspension, placement on the Restricted List begins the first day the student returns to school following the out-of-school suspension.

While on restriction, the student is not allowed to attend or participate in any school function/activity and **parking privileges may be revoked**. Saturday events/games/practices, as well as events held during holiday breaks and summer vacation, will be counted as a restricted day. *Attending an event while on the Restricted List will result in further disciplinary action.*

Students may be granted an opportunity, at their request, to reduce the number of days on the Restricted List by submitting a request to complete School Service. School Service must be performed during the time of the Restriction and may not be used to reduce restriction days for offenses violating Drugs/Alcohol, Bullying/Harassment, Violence, Weapons or offenses resulting in the school pressing charges against the student.

Students requesting to perform School Service to reduce the number of days they are placed on the Restricted List will have to request the form, which will include an application, and the total time needed to reduce a

restriction by one day. Service for outside organization or community programs is not permitted when requesting service hours for the reduction of restricted days.

Suspension

There are 2 forms of suspension used at A.P. Schalick High School; In-School Suspension (ISS) and Out-of-School Suspension (OSS)

In-School Suspension is when the student spends the school day in school but is assigned to the In-School Suspension room for their entire academic day. Teachers will send work to the ISS room and student will receive full academic credit for all of the work they complete. Students will eat lunch in the ISS room and will not be in the halls during the change of classes. Students enrolled in the Vo-Tech program will not attend the Vo-Tech on days they have been assigned to the ISS room. Students not following ISS and/or other school rules while in ISS are subject to additional disciplinary actions. Students arriving late or leaving school early while in ISS will owe additional time and will be scheduled for an entire day in ISS.

During the period of **Out-of-School Suspension**, a student is not permitted to be in school, on school property, or attend any school function/activity at home or away.

- 1st Suspension ~ Conference with Assistant Principal
- 2nd Suspension ~ Conference with Assistant Principal
- 3rd Suspension ~ Conference with Principal
- **Any senior suspended four or more times in his/her senior year may be subject to review for possible loss of privileges, including graduation exercises as per BOE Policy 5127.**
- A student suspended from Schalick High School or externally suspended from the Salem County Vocational-Technical School cannot attend either program while on suspension.

Certain infractions of the discipline code may warrant more severe disciplinary action, up to and including long-term suspension, placement in an alternative school setting, and/or expulsion from school.

All illegal behaviors will be referred to the New Jersey State Police, in addition to being addressed by the school.

Academic Instruction Due to Suspension

Starting on the 5th consecutive day of a suspension and every consecutive day thereafter, two hours of instructional tutoring by a certified instructor is required.

In addition, upon reaching the 11th cumulative day of suspension during one school year, classified students are required to have two hours of instructional tutoring on the 11th day and any suspension day thereafter.

A school administrator or his/her designee will arrange the academic instruction time required due to a suspension(s) with the student and parent. This instruction is in addition to the regular school day.

DRESS CODE

Dress Code enforcement begins at home. Parents/guardians have the primary responsibility of making sure their children understand and adhere to the Arthur P. Schalick dress code, and arrive at school appropriately dressed and groomed.

The dress code described below cannot fully predict all circumstances. For that reason, the principal or designee reserves the right to determine whether a student's dress is appropriate for the educational environment.

Clothing:

- Sleeveless attire is permitted as long as the straps are at least three fingers wide.

- Off-the-shoulder tops, halter tops and tube tops are not permitted.
- No low-cut tops (no exposed cleavage).
- No bare midriffs or bare backs. Tops and bottoms must meet at all times – sitting and standing.
- All clothing that is transparent/see-through (including fishnet fabrics or fabric that is too thin) is prohibited.
- Clothing shall conceal undergarments at all times, including boxer shorts, bra straps, etc. Undergarments are never to be worn as outer garments.
- **Skirts/dresses/shorts must be mid-thigh in length.**
- Pants are to be worn at the waistline with undergarments not exposed.
- No boxer shorts, skin-tight shorts, spandex, pajamas or similar clothing considered “loungewear.”
- Clothing must be properly buttoned.
- All apparel must be clean--not ragged, ripped, frayed, or contain holes. If jeans, pants, shorts or skirts have holes in them, leggings, colored pantyhose or patches must be behind each hole higher than mid-thigh.

Headwear:

- No head coverings or headwear of any type are permitted in the building. This includes hats, bandannas, sweatshirt hoods “hoodies,” head/sweat bands (unless it is used to hold hair back off of face), goggles, and sun glasses.

Footwear:

- No slippers, or other shoes that pose a safety hazard. Sandals may be worn unless other footwear is required by the teacher during a class activity that may pose a potential safety hazard. In such cases, teachers will notify students in advance.

Other Items:

- No chains, spikes, dog collars, or other sharp objects on any type of clothing, accessories, or jewelry that may pose a danger to the wearer or others.
- No gloves or mittens.
- No blankets, “snuggies,” pillows, stuffed animals, or blanket-like items.
- No clothing, book bags, or other possessions that display inappropriate pictures, drawings, wording, or gestures that are offensive to others.
- No double meanings or crude phrases, references to or direct display of profanity, sexual or violent activity, terroristic, racist or sexist symbols, or promotion of harmful and/or illegal substances – including alcohol and advertisements for taverns/bars.
- Any item of clothing (or jewelry) which depicts bias symbols or hate messages or is intended to harass, threaten, intimidate or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation and which, in the judgment of the administration, has substantial risk of creating a material disruption to the learning environment and/or school operation shall be prohibited.

Students in violation of the dress code will be given **ONE** opportunity to change their clothes, call a family member to bring a change of clothes, or borrow clothes from a friend. In the event that they cannot change their clothes, they will be required to sit in ISS for the remainder of the day and the parent/guardian contacted. Subsequent dress code violations will be noted in the student’s discipline file. See *Discipline Code* for disciplinary action due to dress code violations.

**** Awards Ceremonies and Special Events ****

Students are expected to dress appropriately when attending any award or recognition ceremony, which means dress shirt, tie, and pants for the gentlemen, and slacks, dresses, or skirts (must follow dress code guidelines) for the ladies. If you are not dressed appropriately then you will not be afforded the opportunity to proceed to the front to be honored.

The building administration reserves the right to make the final decision as to the appropriate nature of the clothing/item or message displayed on the student.

EIGHTEEN-YEAR-OLD STUDENTS

A student (18 years old) or emancipated adult, must present a court issued affidavit, notarized, to possess the full rights of an adult and may authorize those school matters previously handled by his/her parents or guardians. Accordingly, this student shall assume full responsibility of his/her attendance, scholastic performance, and compliance with school rules and regulations. Please note that the law still allows a school, at their discretion, to contact parents, regardless of student's age.

Students (18) years of age or older must follow the same rules and regulations that all other students follow. This includes: notes, report cards, signing out, etc.

- Although eighteen year-old (18) students may submit their own requests for early dismissal, permission will only be granted for reasons approved by the administration.
- Students must have an administrator's, as well as parent/guardian permission to sign out of school, participate in field trips, etc. (signing out without an administration AND parent's permission can result in disciplinary action for "cutting class and leaving school grounds.")
- Students are not permitted to call themselves out absent.

E-MAIL

All faculty members are accessible by e-mail. E-mail addresses are the person's first initial and last name@pittsgrove.net (all lower case letters, no spaces). An example follows for Douglas Volovar, Assistant Principal: dvolovar@pittsgrove.net

All students are provided a district-issued email address. Students are expected to check their email regularly, as the school and teachers will often send important information and reminders to students via their school-issued email address. Student E-mail addresses are the student's graduation year, first name, last name ##firstnamelastname@ptsdstudent.net (all lower case letters, no spaces).
Example: 16johnsmith@ptsdstudent.net

EMERGENCY CLOSINGS

In the event that school has to be closed due to inclement weather/emergency conditions, please listen to and/or watch the following radio and television stations, which will announce either the name of our school district (Pittsgrove Township Schools) or our code #895:

KYW	1060 AM	Philadelphia
KYW	TV 3	Philadelphia
NBC	TV 10	Philadelphia
WPVI	TV 6	Philadelphia

School closing decisions are made no later than 6 a.m., at which time radio stations are notified. Please **DO NOT** call the stations or the school.

If closing the district is questionable, we may signal for a one-hour delay of starting school and the above-listed radio stations will be notified to broadcast this delay. This **DOES NOT** necessarily mean the district will open; rather, it gives us time to assess if conditions will change sufficiently, and to make a determination at that time. Should the decision be made to close the school, the radio stations will be notified to broadcast this information. A one-hour delay means that all transportation for all students and all starting times of all Pittsgrove Township Schools will be delayed one hour. In the event that schools dismiss early due to weather/emergency conditions, we shall contact the stations to broadcast the dismissal. Dependent upon the circumstances, you may also receive a district-issued phone call when an emergency situation arises.

EXAM EXEMPTION POLICY (SENIORS ONLY)

Any **SENIOR** who earns a minimal semester average of 93% in a particular course, will be exempt from taking the final exam. AP students, in preparation for the AP exams, will have a final exam in the respective AP course. **Only SENIORS are eligible to be exempt from taking a final.**

FERPA NOTICE

In accordance with No Child Left Behind Act of 2001 (NCLB)/ESSA, parents and eligible students have the right to inspect educational records under the Family Educational Rights and Privacy Act (FERPA). These rights include:

- Inspect and review records.
- Request amendments to records.
- Rights to consent to disclosures.
- Rights to file a complaint.

For more information, please contact the office of the Superintendent.

FIGHTING/ASSAULT ON A STUDENT

Peer Mediation and counseling are available to students to resolve interpersonal conflicts before they reach the confrontational stage. The maximum suspension penalty is possible if peer mediation and/or counseling are refused prior to an altercation.

Fighting is when both parties are involved. “Defending oneself” will not excuse the student(s) from disciplinary action.

Assault on a student or adult is classified in accordance with N.J.S.C. 2C:12-1. Any pupil who commits an assault, as defined pursuant to N.J.S.2C:12-1, upon a teacher, administrator, board member or other employee of the Board of Education, acting in his/her performance of his/her duties and in a situation where his/her authority to so act is apparent, or as a result of the victim’s relationship to an institution of public education of this state, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local Board of Education in accordance with BOE policy 5114.

NJSP may be notified when a student is involved in an assault or fight. This could result in a complaint being filed.

504 OFFICER

This 1973 civil rights law prohibits discrimination on the basis of disability in all programs and activities receiving federal financial assistance. The 504 Officer works with parents to devise a 504 Plan and fields concerns from parents once a 504 Plan has been developed. The Arthur P. Schalick building-level 504 Officer is Ms. Angela Williams, 856-358-2054 ext. 411. The district-level 504 Officers are Ms. Alicia Chiaradonna (ext. 4324) and Mrs. Michelle Deaver (ext. 4021).

FOOD / DRINKS

No food or drinks are permitted in the hallways or classrooms after 7:30AM (end of homeroom). At no time are food or drinks permitted in the classrooms, other than homeroom. Vending machines in the hallway are available for use only after 2:01 p.m.

With the exception of the lunch period when students are permitted to eat in designated areas of the school other than the Cafeteria, food/drink/snacks are not to be taken from the Cafeteria.

Students will be asked to throw out food or beverage they possess in the hallway as they exit homeroom from breakfast or as they exit the Cafeteria from lunch.

The *only exception* to the above food/drink restriction is the consumption of water from clear water bottles.

GRADING

Grade Reporting

Parents are encouraged to monitor students' grades on Power School. Progress reports and reports cards are accessible via PowerSchool; paper copies of report cards are mailed home at the end of each semester. If assistance is needed accessing PowerSchool, please visit the "For Parents" tab – "Parent Portal Overview" on our webpage, or contact the guidance office for assistance. Parents are able to establish their own username and password via the PowerSchool Parent Portal.

Grade Scale:	A	93-100
	B	85-92
	C	75-84
	D	70-74
	F	0-69

The marking period average will be determined by a combination of the following: quiz grades, test grades, classwork, homework, class participation, projects, and by other appropriate evaluative criteria of student progress. Final course grades are calculated as follows:

- A course which **does not require a final exam or a mid-term exam**, is determined by the numerical average of two (2) marking periods (50% each).
- A course which **requires a final exam and a mid-term exam**, is determined by the following: each marking period is worth 42.5%, the mid term is 5% and the final exam is worth 10%.
- A course which **requires only a final exam**, is determined by the following: each marking period is worth 45% and the final exam is worth 10%.

GRADUATION/PROGRESSION

The minimum graduation credit requirement is 135 credits. Effective September 2017 for the graduating class of 2018 and beyond, the minimum graduation credit requirement is 135. All courses receive credit upon the formula of one credit per number of meeting periods in a week. Students who fail an academic course(s) may attend an approved summer school for credit recovery. Students can retake two (2) failed courses in summer school.

Progression will be based on the following:

- 00 - 30 credits** to be a Freshman
- 35 - 65 credits** to be a Sophomore
- 70 - 100 credits** to be a Junior
- 105 - 135 credits** to be a Senior
- 135 credits** to graduate as of 2018

HALLWAY BEHAVIOR

Students are permitted to talk, use their cell phones, and visit their lockers while changing classes. Students are not permitted to shout, push, run, or in general, anything which will cause overall disturbance or possible injury. Students who use time between classes to go to their locker or the bathroom are still responsible to be in their classroom before the late bell rings. Students who feel they may need more time MUST report to their assigned class and ask for a pass so as not to be reported as entering class late and possibly receiving disciplinary action. Failure to report to class prior to the bell will result in an unexcused late to class.

Students are to only report to the destination indicated on their hall pass. Wandering the halls or being found in areas of the building not noted on the pass will result in disciplinary action. Examples included but are not limited to: a student with a pass to the Lavatory is not permitted to go to the Nurse, their locker, Cafeteria or to wander the halls.

HARRASSMENT INTIMIDATION AND BULLYING (HIB)

Pittsgrove Township School District strives to provide students with the highest conditions for learning by preserving a school community where each student is treated with respect, and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated or bullied by others in the school community, at school-sponsored events, on a school bus or when such actions create a substantial disruption in or substantial interference with the orderly operation of the school.

The Pittsgrove Township School Board of Education and administration believes that educating children is a shared responsibility between the parent/guardian and the school community. Students will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics.

As per New Jersey Statute, Title 18A:37-1 through 19, the consequences for any pupil who commits acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. However, the Chief School Administrator may modify a pupil's removal on a case-by-case basis. In addition, the appropriate law enforcement agency may be notified.

To ensure that the harassment, intimidation and bullying policy is understood, please read the district policy online at www.pittsgrove.net. To report an incident of Harassment, Intimidation and bullying, please download a HIB reporting form from the district website and submit it to the Main Office or guidance office. If you have questions or concerns regarding an HIB case or the district policy, please contact:

Mrs. Corinn Cole, HIB Specialist
A.P. Schalick High School
718 Centerton Road
Pittsgrove, NJ 08318
856-358-2054 ext. 4113
ccole@pittsgrove.net

Ms. Angela Williams, District Anti-Bullying Coordinator
A.P. Schalick High School
718 Centerton Road
Pittsgrove, NJ 08318
856-358-2054 ext. 4111
awilliams@pittsgrove.net

HIB – THE 10 STEPS OF THE HIB INVESTIGATION PROCESS

Schools are required to take specific steps when an alleged HIB is reported. For information on the Pittsgrove Township School Board's HIB policy 5131.1, please visit the district website at www.pittsgrove.net under the HIB policy.

The steps a school district and a school must take when addressing a suspected incident of HIB are provided below. These steps can be found in *N.J.S.A. 18A:37-15* of the ABR:

Step 1: The Verbal Report – All reports of HIB acts must be reported to the principal the *same day* the incident occurs when a school staff member, a contractor, or a volunteer:

- Personally witnesses an act of HIB; or
- Receives reliable information indicating that a HIB act occurred.

Parents, students and others also may make verbal reports.

Step 2: Parent Notification – As soon as possible following any verbal report of HIB to the principal, the principal must inform the parents of all suspected student offenders and suspected student victims. If it is appropriate to the situation, the principal may discuss the availability of counseling and other intervention services.

Step 3: The Investigation – After receiving the verbal/written report, the principal, or his or her designee, in consultation with the anti-bullying specialist, makes a preliminary determination as to whether a reported incident or complaint, assuming all facts presented are true, is a report within the scope of the HIB law. If so, the principal or the principal's designee must start an investigation of the act. The school anti-bullying specialist conducts the investigation, in coordination with the principal. If the decision is NOT to initiate an investigation, the parent may appeal to the BOE.

Length of Investigation – The investigation should be completed as soon as possible, but must be completed no later than *10 school days* from the date of the *written* report (see Step 4: The Written Report below).

During the investigation:

- The principal might appoint other school staff to help with the investigation; and
- The administrator might administer discipline or take other steps under the board of education's anti-bullying policy or code of student conduct if the facts show there is enough information to do so.

Step 4: The Written Report – Within *two school days* of the verbal report, the school employee, contractor or volunteer must also report the act of HIB to the principal, in writing. The written report requirement does not apply to parents.

Step 5: The Investigation Report – Within *two school days* of the completion of the investigation, the results of the investigation must be reported to the CSA.

Amending the Investigation Report (Depends on the Facts): If there is information related to the investigation that is received after the 10 school day deadline, the ABS may amend the original results of the report to include the information. There is no deadline for making an amendment to the report. The district would make a decision on the way to respond to the additional information, depending on the facts.

Step 6: CSA Actions – Based on the investigation report, the CSA may choose to take any one of the following additional actions:

- Impose discipline;
- Provide intervention services;
- Create training programs to reduce HIB, improve school climate and make the school safer and more accepting of all students;

- Order counseling; or
- Take any other actions necessary to address the incident or reduce HIB in the schools.

Step 7: The CSA’s Report to the Board of Education – The CSA must report the results of the investigation and any actions taken to the board of education by its next meeting following the completion of the investigation.

Step 8: Information to Parents – Within *five school days* after the results of the investigation are reported to the board of education, the school district must provide the parents with information about the investigation that is limited to the following:

- The type of investigation that was conducted;
- Whether or not the district found evidence of HIB, as defined in the ABR; and
- Whether or not discipline was imposed or services were provided to address the HIB.

Limited Information and Student Privacy Laws: Due to student records and privacy laws and regulations, parents are only entitled to review their child’s educational records; a parent is not entitled to view the records of other students. This means that parents are not permitted to receive the entire HIB investigation report if it in any way would identify a student other than their own. If parents believe they are entitled to more information than has been provided by the school district, the parents may request a hearing before the board of education. The process for the board hearing and other options available to parents are explained in the following section (Based on 20 U.S.C. §1232g, the *Family Education Rights and Privacy Act*, and *N.J.A.C. 6A:32-7, Student Records*).

Step 9: Optional Hearing or Appeal – Parents may request a hearing, no later than 60 calendar days after parent or guardian receives written notice of the outcome of the investigation. Parents have the right, but are not required, to request a hearing with the board of education, if they are unsatisfied with the investigation findings or any other actions taken by the school or school district. If the parent requests this hearing, it must be held within 10 days of the parents’ request.

Step 10: Board of Education Decision – At the board of education’s *next meeting* following its receipt of the CSA’s report (Step 7), the board must produce a decision, in writing. The decision must either uphold, reject or change the CSA’s decision.

HOMEROOM

Each homeroom is separated by grade level, which is determined by the number of credits a student has earned toward graduation. If students are late to homeroom, they are considered late to school and must sign in at the Main Office. Failure to sign in when coming to school or homeroom late can result in disciplinary action. Students must treat homeroom as one of the most important times of the day, for it serves as a necessary method for informing students of activities and as indicator of student attendance. Breakfast may be consumed in the Cafeteria or homeroom during the time allotted for breakfast. Failure to abide by these procedures can result in disciplinary action.

HONOR ROLL

Students who meet the following requirements will be on the Arthur P. Schalick High School Honor Roll:

- **Superintendent’s List** ~ All A’s
- **Principal’s List** ~ Any combination of A’s and B’s

Students earning Superintendent’s List or Principal’s List Honor Roll for the first three (3) marking periods of the current school year will be invited to the Student Recognition Ceremony held during the fourth marking period. Students are expected to dress appropriately when attending any award or recognition ceremony. Please refer to the Dress Code on page 22-23.

IDENTIFICATION CARDS

Each Arthur P. Schalick High School student is issued a photo identification card. Each student should carry this card whenever he or she is on the school property. Also, it should be available upon request to support staff, teachers, administrators, or security monitors.

New ID cards must be purchased for \$5.00 if the original is lost.

ID cards are also used for discount admission at all home games/events and must be in the student's possession at all times.

ILLEGAL BEHAVIOR

Illegal behaviors may be referred to the New Jersey State Police and a complaint may be filed. This includes, but is not limited to, the following:

Vandalism
Violence
Alcohol
Drug Abuse
Threats/assault
Theft
Harassment/Intimidation/Bullying
Weapons offense

INSURANCE

Our Board of Education provides **SECONDARY** insurance coverage for all of our students.

INTERVENTION & REFERRAL SERVICE (I&RS)

An I&RS team is one of the many resources used to intervene with student problems or concerns, prior to Child Study Team (CST) evaluation. Areas addressed are: academic, behavioral, or health related.

The Intervention and Referral Services (I&RS) for general education students is intended as a primary way in which general education teachers or specialists can assist a student who is at risk for school problems within the general education environment. I&RS programs are not intended to replace traditional methods or resources for helping students to function effectively in school. Rather, they exist primarily to focus on particular student problems using available resources within the general education environment.

The term intervention is used when teachers and other school personnel study and creatively problem solve educational issues that place a student at risk for school failure. Using a team approach that also significantly involves parents, each school carefully considers the needs of students who are identified "at risk" for learning, behavior, and health problems. After careful consideration, strategies are put in place to work with the student and effectively address the issues at hand.

I&RS PHASES

1. Request for assistance.
2. Information collection.
3. Parent/guardian notification and participation.
4. Problem solve.

5. Develop I&RS Action Plan.
6. Support, monitor and continue the process.
7. Problem resolved or referral to CST.

For more information, see the Director of Guidance in the Guidance Office or go to www.state.nj.us/njded/students/irs/

LAVATORIES

Leaving class to go to the lavatory represents an **EMERGENCY** situation rather than a regular occurrence for high school students and a pass is required. **No student is to use the restroom without an appropriate pass.** When leaving a classroom students are required to sign in and out. Names are to be printed in a legible manner.

Students are to use the bathroom closest to their classroom. Students are not to wander the halls.

The Nurse's restrooms are for patient use only with the Nurse's permission. For convenience, the lavatories are open between blocks. Students may also use the lavatories without a pass during their assigned lunch period or in the locker rooms when they are changing for PE class.

LOST AND FOUND

In the event you should lose something in the way of personal possessions, please check in the Lost and Found located in the Cafeteria. Should you find something around the building belonging to someone else, please take it to the Cafeteria. Items will be held until the end of each semester.

MAKE-UP WORK

Students need to complete missed assignments upon their return to school. **Each student is allowed one day for each absence to make up work.** Absence from school due to suspension will follow the same policy. It is the student's responsibility to get and complete all work missed.

MEDIA CENTER

The Arthur P. Schalick Media Center provides our students with many resources. The print collection of over 10,000 volumes includes contemporary and classical fiction, non-fiction and reference materials. Students may check out up to three books at a time. Desktop and laptop computers are available for students to access the Internet and a wide variety of software programs to create products and complete their assignments. Through the Media Center Web Page (<http://schalick.pittsgrove.net>), students can access the on-line card catalog, databases with remote access, reference e-books, homework helpers, SAT prep, work cited guides, and much, much more.

The Media Center is open daily during the school day. Students visiting the media center during the school day may come with a class, or as individuals if they have a pass from their classroom teacher. Students visiting the media center as individuals must sign in and out on the clipboard by the door. For a schedule of after-school hours, visit the media center web page. Students utilizing school technology must have a signed Acceptable Use of Technology policy on file at the school and abide by the guidelines of this policy to maintain computer privileges.

The Media Center is maintained as productive workspace for all who utilize it. Students who visit the media center are expected not to be disruptive to the learning environment. Good digital citizenship is expected of all students, and intellectual honesty will be upheld. As in the rest of the building, food and drink are not allowed in the media center.

NATIONAL HONOR SOCIETY

The APSHS Chapter

The Arthur P. Schalick High School Chapter of the National Honor Society

The National Honor Society is an organization based on four areas of student recognition: scholarship, leadership, service, and character. There are several stages in the selection process.

Stage 1--In order to be considered for membership, students must:

1. Be a junior or senior;
2. Have been in attendance at APSHS for the semester prior to selection;
3. Have a cumulative academic average of 91.00% or above OR a weighted GPA of 3.600 or above.

Stage 2--Students meeting the above requirements will be notified. Those who would like to be considered for membership must complete the information packet given to them, including essay and required commitment to service recommendation, by the specified deadline. Selection is NOT automatic.

IT IS IMPORTANT TO NOTE:

Although all students who meet academic requirements will be notified, they may not meet other requirements: poor discipline record, less than 95% attendance, etc. All requirements are detailed below.

Stage 3-- Candidates will then be evaluated by the Faculty Council in the areas of leadership, service, and character. All candidates will then be notified of their selection or non-selection. Evaluation will be based on the following characteristics of leadership, service, and character:

A student who exhibits **LEADERSHIP** qualities:

- will have a cumulative school attendance record of 95% or better in the two school years prior to selection
- leads by positive example: see Character qualities below
- inspires positive behavior in others and exercises positive influence on peers by upholding school ideals
- demonstrates initiative in promoting school activities
- successfully holds offices or positions of responsibility
- conducts business effectively and efficiently
- demonstrates reliability and dependability
- is resourceful in proposing new problems, applying principles, and making suggestions
- contributes ideas that improve the civic life of the school
- is able to delegate responsibilities
- demonstrates academic initiative
- is a leader in the classroom, at work and in other school or community activities
- is thoroughly dependable in any responsibility accepted

A student who **SERVES**:

- demonstrates a commitment to service
- volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- participates (with commitment) in some activity outside of school, for example: Scouts, volunteer services for the elderly or disadvantaged, church groups, and will provide required letters of support from authorities in these outside organizations
- works well with others and is willing to take on difficult or inconspicuous responsibilities
- cheerfully and enthusiastically renders any requested service to the school
- is willing to represent the class or school in inter-class and inter-scholastic competition
- does committee and staff work without complaint
- mentors persons in the community or students at other schools
- shows courtesy by assisting visitors, teachers, administrators, and students

A student of **CHARACTER**:

- cooperates by complying with all school regulations
- will not have been suspended in the two school years prior to selection
- will not have more than three discipline referrals
- continually demonstrates the highest standards of respect, responsibility, trustworthiness, fairness, caring and citizenship
- upholds principles of morality and ethics
- demonstrates the highest standards of honesty and reliability
- observes and complies with instructions and rules, is punctual and faithful, both inside and outside the classroom
- self-discipline as shown by perseverance and application to studies
- takes criticism willingly and accepts recommendations graciously
- manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing unwillingness to profit by the mistakes of others

Students in violation of the Academic Honesty Policy will be denied membership in National Honor Society. Students who are already members of NHS will be removed from the organization.

NURSE

Your high school is equipped with an extensive School Health Office. The Nurse's office is for emergency use only. A registered nurse is on duty throughout the school day. Should you need the services of the Nurse, you must have an **official** pass from a teacher **BEFORE** going to her office. **Prescriptions and over the counter medications must be held by the Nurse and are not to be in the student's possession at any time. Students may only self carry asthma inhalers, Epi-Pen and diabetic medications as allowed by state regulations.** For more complete information on prescriptions and other medications, please refer to the "Medications" section below. All medical notes excusing a student from school or from participation in Physical Education must be written and submitted within 10 school days of the absence. **ANY INJURY THAT REQUIRES MEDICAL ATTENTION MUST BE REPORTED TO THE SCHOOL NURSE WITHIN 24 HOURS OR ANY CLAIM TO ASSISTANCE IS FORFEITED if the injury occurred during school hours or after school while participating in sports.**

Health Screenings:

The following is an explanation of the health-related experiences in which your son/daughter will be involved:

Height and Weight	~	Grades 9 - 12
Vision	~	Grade 10
Hearing	~	Grade 11
Blood Pressure	~	Grades 9 - 12

In addition to the above screenings, all high school students will be checked for scoliosis as required by state law. This is done biannually in grades 9 and 11. Scoliosis is defined as a condition of the spine in which the spine may curve to the right or left. It is most commonly found during the time of rapid growth and may progress if not treated. The purpose of the screening program is an attempt to recognize scoliosis in its earliest stages.

A student may be exempt from this examination if requested in writing by the parent/guardian.

The School Nurse will do the screening. The screening is conducted while students, both male and female, wear a gym t-shirt. The nurse uses a scoliometer to conduct the screening to measure the angle of a back and forward bend test. The parent/guardian is invited to be present if they so desire. However, to do so, the Nurse must be notified in writing so the parent/guardian can be advised of the time and date. The parent/guardian will be notified of any concerns.

Physical Examinations

A physical exam is required for all students who are transferred into APSHS. Physical exams are STATE MANDATED REQUIREMENTS.

- Students are not required to have a physical examination when transferring from another school in NJ, ***provided that the transferring school provides the entrance exam*** with their medical file.
- All students from out of state, out of country or first time entering school (for example home schooling students) are required to have a physical within 30 days, unless the student has had a physical within 365 days.
- If the student has already had a physical within 365 days, parents must provide proof of this physical on the proper form. It is strongly recommended that all students in grades 9 or 10 have a physical examination done by their family physician.
- If there are any questions relating to physical exam requirements, please contact Nurse Bokma at ext. 4118.

Medication Policies

New Jersey State Law regulates that the administration of medication to students in school be discouraged except when the student's health may be jeopardized without it. All medications must be brought to school by parent/guardian with the exception of medication for life threatening illness such as asthma anaphylaxis and diabetes as allowed by law. The following rules must be followed:

1. Medication will be dispensed to your child by the School Nurse.
2. At no time may a student carry/self-administer any medication unless there is a life-threatening circumstance and permission is granted in writing by your child's physician and you.
3. Students must have a written statement from a doctor stating that the medication needs to be given at school. Written permission from the parent needs to accompany the physician's statement.
4. **Medication orders must be renewed at the beginning of every school year. Participation in after school activities or attending field trips will be denied if the student needs medication and orders are not on file with the School Nurse.**
5. The medication must be in the original container and clearly labeled by the pharmacist with the student's name, the medication (check to make sure it has not expired), the dosage, and the time to be given. Single pills out of the original container will NOT be administered.
6. The medication must be given to the school nurse by a parent/guardian and will be stored in the Nurse's Office.
7. Acetaminophen (Tylenol), ibuprofen (Advil/Motrin), Aleve, Midol and Excedrin may be given without a doctor's order but MUST have parental consent. Students must supply their own acetaminophen (Tylenol), ibuprofen (Advil/Motrin), Aleve, Midol and Excedrin.
8. Cough drops may be carried by and self-administered by the student during the school day, with written parent permission. The signed parent consent must be turned into the school nurse.
9. Students with asthma, serious allergic reactions or diabetes are required by state law to have action plans completed **every school year.**
10. The state of NJ requires that a trained delegate be available for any student who may need an epi-pen or glucagon when the School Nurse is not available. Please have your doctor complete those forms **every school year.**
11. Students who have doctor's orders to carry/self-administer their inhalers/epi-pens should have one in the Nurse's Office and carry one at all times. The Nurse MUST be informed that the student has an inhaler.

Illness, Injury and Communicable Diseases

Our teachers and Nurse will keep a close watch on our students. If illness occurs, we will attempt to notify the parent/guardian. If a student has been hospitalized or is absent from school for any illness lasting five consecutive days or more, a note from the family physician is required before the student may return to school.

Students with a temperature over 100 must be fever free for 24 hours without the use of fever reducing medicine before returning to school. (See Absences - School Nurse Excused)

If a student has been injured and must return to school with crutches, a cast, brace, sling, neck brace, sutures, etc.; a note from a physician is required.

ANY INJURY THAT REQUIRES MEDICAL ATTENTION MUST BE REPORTED TO THE SCHOOL NURSE WITHIN 24 HOURS OR ANY CLAIM TO ASSISTANCE IS FORFEITED if the injury occurred during school hours or after school while participating in sports.

If a student must be excused from participating in physical education activities due to illness or injury, a physician's note is required. In such case, he/she will also be exempt from participating in other physical activities such as athletics.

Any student suspected of having a "nuisance" disease; namely, impetigo, ringworm, conjunctivitis, pediculosis, scabies, or any questionable rash will be excluded from school and may only return with a physician's note.

If the parent/guardian feels that there is a health problem of which the school should be aware, he/she should not hesitate to call us. The school will call if there are any problems of which we feel the parent/guardian should be made aware.

Students must sign in upon arrival to the Nurse's Office and sign out upon departure.

Home instruction procedures will be initiated after receiving a doctor's note requesting that a tutor be provided, the date tutoring should begin, and the approximate length of time for tutoring.

OVERNIGHT TRIPS

- Students will not purchase, possess, distribute, use or be under the influence of alcoholic beverages.
- Students will not purchase, possess, distribute, use or be under the influence of a controlled, dangerous substance.
- Students will not have visitors of opposite sex in their rooms.
- Students will not engage in violations of the school's Student Code of Conduct and trip contracts. Behaviors resulting in suspension may be subject to serious disciplinary action, inclusive of potential restrictions of any and all school-related events and extra activities.

If a student on an overnight trip is found to be in violation of any of the above, or other serious infraction(s) as so determined by Administration, in addition to regular suspension, the student will be prohibited from participation on the next scheduled trip of the same event and from any overnight trips for one calendar year (including the Senior Trip if these fall within the calendar year of restriction). Additionally, if a violation of the discipline code occurs while on the Senior Trip, a student may be subject to exclusion from graduation as per BOE policy 5127.

PARKING PERMITS

Due to limited parking space, **only students reaching senior status** may request permission to park a private vehicle on school property during regular school hours, providing they have received proper authorization from the Assistant Principal through submission of the required documentation as outlined below. Permits are issued through the Assistant Principal's office on a first come, first serve basis. Students unauthorized to drive or parking in unauthorized areas will be subject to disciplinary action and their car may be towed at the expense of the owner. (See *Disciplinary Code*)

Effective with the 2018-2019 School Year, Seniors ONLY will be permitted to purchase a parking permit. Junior-level students taking AP Courses are no longer eligible to purchase a parking permit, as has been permitted in the past as a privilege after the AP exams were completed.

Underclassmen and/or seniors without an authorized parking permit are NOT permitted to park on school property (school property includes: any of the parking areas surrounding the High School, the parking lots by the athletic fields, the Middle School parking lots, the CST parking lot, located between the High School and the Middle School, and or the maintenance and transportation buildings parking area).

The completed application, along with the following, must be presented to the appropriate administrator to be considered:

- A. evidence of a valid New Jersey Driver's License;
- B. parent/Guardian must sign parking permit application; and
- C. proof of liability insurance

All vehicles must be properly registered and tagged as per the Division of Motor Vehicles/Licensing. A student found in possession of another student's assigned parking permit will lose all parking privileges for the balance of the school year. It must be noted that due to the limited facility for parking, Juniors will not be granted permission to drive to school.

Students who receive permission to drive to school must park in the student parking area. Students are not to park at any district facility, nor in the teachers' parking lot. Students who park in any of the restricted areas, as well as students who do not display the proper parking permit, **may be towed** at the owner's expense.

Students must leave their cars immediately after parking and are not to return until time to leave the school grounds. The students who drive to school must obey all of the previously noted rules as well as observe safe driving procedures.

Careless/reckless driving or making excessive noise on school property may result in disciplinary action. There will be a \$10.00 fee for a new parking permit after revocation.

In order to provide for the safety of our students, faculty members, and parent/visitors who use the student parking lot, it is imperative that a uniform procedure for entering and exiting the parking area be followed. Students are reminded that no cars are to exit from the student lot once the dismissal buses begin leaving the school. Exiting may resume once all of the buses have left. Exiting the parking lot while dismissal buses are exiting, or unsafe driving will result in the immediate loss of parking privileges for the entire school year.

Students who are granted permission to drive to school may have this privilege revoked if they leave either the school building or the school grounds without permission. Student parking privileges may also be revoked when a student parks in an area other than the Student Parking Lot.

Vehicles on school property may be searched during regular school hours when reasonable suspicion of weapons, drugs/alcohol, and other dangerous contraband is established.

In addition, since parking is a privilege, **a student who has been issued a parking permit gives permission for the New Jersey State Police to conduct a motor vehicle check** for a private vehicle parked on school property. The administration reserves the right to revoke parking privileges if a student's driving record is considered dangerous.

Vo-Tech – Bus transportation is provided for all students attending the Salem County Vocational-Technical Schools. Only students reaching senior status may request permission from SCVTS to drive to the Vo-Tech. Their parent/guardian must also approve. **No student is to drive or be transported to SCVTS without prior administrative approval. Students with permission to drive to SCVTS may not transport other students, unless prior written permission is received from administration. Violating this rule will result in the**

suspension of all parties involved and removal driving privileges. In addition, students driving to SCVTS may not leave the high school before the scheduled departing time for the bus to SCVTS.

Parking Violations on School Property include but are not limited to:

- No Parking Permit Visible
- Parking Without Permission (Not properly registering vehicle in Main Office)
- Parking While on Restricted/Revoked List
- Sharing a Parking Permit with a Student in any Grade

PARENT PICK-UP - DROP OFF

The Student Parking Lot is to be used for students being dropped off or picked up from school. Student drop off or pick up is not permitted in the front of the school (bus loop) between the hours of 7:00AM-7:20AM, or 1:45PM - 2:10PM. In addition, the auditorium entrance is off-limits for parent drop off, or pick up.

Due to safety concerns for students entering and exiting busses, students are not to be dropped off or picked up in the front of the school before or after school. From 7:20 AM -1:45 PM, the front bus loop area may be used for parents to pick up or drop off students. Please do not park in designated Fire Lanes.

PASSES

Students are to remain in their classrooms at all times unless they have a pass. Leaving class **should not be** a regular occurrence for high school students. Students who regularly ask to leave class may be denied privileges. Anytime a student leaves their assigned class, he/she must have an appropriate pass and may be asked to display this pass to verify they are in the appropriate area. **No student is to be in the halls without an appropriate pass.** When leaving a classroom, students are required to sign in and out. Names are to be PRINTED in a LEGIBLE manner.

Students are to use the bathroom and water fountain closest to their classroom. Students are to take the most direct route to their destination and are not to wander the halls. To go to the Main Office, Guidance Office, Nurse's Office, Media Center, restroom, locker, water fountain, or another classroom, a pass is required and students must go directly to their destination and return promptly without making unnecessary stops or chatting in the hallways. When arriving or leaving the designated locations, students are required to sign in and out.

Students are to ONLY report to the destination indicated on their hall pass. Wandering the halls or being found in areas of the building not noted on the pass will result in disciplinary action. Examples included but are not limited to: a student with a pass to the Lavatory is not permitted to go to the Nurse, their locker, the Cafeteria or to wander the halls.

PHYSICAL EDUCATION PROGRAM

Suitable attire will be required for all physical education classes. Uniform requirements include: solid dark green or black athletic/gym shorts, solid gold, white or grey tee shirt, gym socks, properly tied sneakers (knot on the outside) and appropriate unexposed undergarments (stockings, yoga pants, leggings and/or pantyhose may not be worn or substituted for any part of the uniform). Other warm-up / sweat suits, jackets, sweaters may be put on over the uniform. To receive credit, the required uniform colors must be entirely visible until after the warm-up exercises are completed.

In keeping with the school's dress code policy, bare midribs and see-through clothing are not acceptable. Also, cut-offs, boxers, makeshift shorts and pajama bottoms will not be permitted. In the interest of promoting school spirit, your physical education uniform may display Pittsgrove Township Schools-related logos only.

Your gym clothing is to be a complete change from your school clothing. When your instructor observes that you are not prepared by being in the required uniform, your classwork grade will be lowered, and you will miss the opportunity to participate in the planned activity. Upon completion of physical education class, it is expected that you will re-dress in your school clothes. The uniform should be taken home regularly and laundered. It is expected to be clean as well as complete.

Physical Education Uniform Requirements are distributed and reviewed at the start of each semester.

ALL VALUABLES SHOULD BE LOCKED IN THE STUDENT'S GYM LOCKER!

To prevent damage to the gym floor, no pens / markers are allowed in the gym.

Physical Education Program Medical Excuse

Students on a short-term medical excuse (four days or less) will remain in their physical education class and must dress in the proper uniform unless otherwise indicated by the School Nurse. Students may, upon their request, complete a daily written assignment sheet or other subject-related duty to receive participation credit. Students may not participate in any extra/co-curricular activities while on a short or long-term medical.

Students on a long-term medical excuse (five or more days) will be assigned to the Media Center for the duration of the medical excuse. Students must work on academic assignments and are not to "visit" with other students in the media center. Students are to remain in their assigned work area and are not to roam around the Media Center. Students will be required to complete a written assignment packet for each week on medical excuse to receive participation credit.

Physical Education Jewelry Policy

The first and foremost concern of our Physical Education Department is student safety. Striving to promote the well-being of those involved in our program, we attempt to eliminate any potential safety hazards. One such hazard is the wearing of jewelry during class time. In an effort to reduce the likelihood of injury and to protect valuable personal property, no jewelry is to be worn in physical education class. Jewelry includes but is not limited to: watches, rings, all piercing (e. g., ear, nose, eyebrow, lip, cheek), ankle bracelets, necklaces and any other visible items. Refusal to remove jewelry for your physical education class will result in the student being prohibited from participation and will be treated as a safety violation, thus lowering the student's grade. In the interest of personal and public safety, jewelry must be removed.

In an effort to protect all people involved in the Physical Education Program at Arthur P. Schalick High School, we request that all students conduct themselves in a safe and sportsmanlike manner. No horseplay or dangerous action of any kind will be tolerated in the locker room, gymnasium, weight room, or other physical education area. Any behavior deemed to be potentially dangerous or detrimental to the well-being of self or others will result in removal from the activity and the lowering of one's grade. Willfully attempting/succeeding in pulling down another student's gym shorts is a form of sexual harassment and will result in suspension. This guideline for safety and sportsmanship is commonly referred to as the "S" rule.

ITEMS NOT PERMITTED IN SCHOOL

INCLUDING, *BUT NOT LIMITED TO* POSSESSION OF, THE FOLLOWING:

- | | |
|---|-------------------------------|
| Blankets, "snuggies" and similar items | Pillows, stuffed animals |
| Balloons | Flower and/or gift deliveries |
| Fast Food and/or Restaurant deliveries | Noise makers |
| Matches/Lighters | Illegal Substances* |
| Cigarettes/"Snuff"/"Dip"/or other tobacco product | Alcohol* |
| Laser Pointers | Electronic Cigarettes/Vapes* |
| Paraphernalia* | |
| Weapons (including pocket or pen knives)* | |

Disciplinary actions will follow the Pittsgrove Township Board Policies

*See Substance Abuse Policy & Weapons Policy for disciplinary action.

PROM

PROM RULES

The prom is a school activity; therefore, the same behavior /policies that are observed in school are required, regardless of the age of the guest. Information relating to Prom will be provided in advance and students attending Prom will be required to review said information and comply with all rules and regulations.

PROM FINANCES

The Prom is a Junior Class function held for both the Junior and Senior Class. This places a financial responsibility on the Junior Class. Therefore, rules and regulations regarding financial structure lends itself to the elimination of refunds once a commitment has been made by a Prom attendee. The Junior Class in turn, must make timely reservations which must guarantee the number of couples and specified funds.

PROM will be held on June 7, 2019.

RESIDENCY CHANGE AND ATTENDANCE AT SCHALICK

Parents/guardians must take the responsibility of reporting any change of address immediately to the Guidance Office. Students under age 18 must be domiciled with a parent or a court-appointed guardian residing in the Pittsgrove School District. A student whose parents move from the school district will need to enroll in their new district of residency.

Students 18 or older who move from the school district will be expected to attend school in their district of residency. Any student believed to no longer reside in the Pittsgrove Township School District will be required to provide proof of residency as per Board Policy 5111. *A waiver may be granted for seniors if the student and parent/guardian make a request in writing to the school Principal.*

SAFETY DRILLS

As per state regulations, safety drills are to be held twice a month to prepare students and staff for an actual emergency. Either a fire alarm or an announcement by the administration will signal the unannounced drill. At this signal, the students and staff will follow the procedures for a fire drill, evacuation, or lock down. It is imperative that students follow teacher directives quickly and quietly. Proper protocol and procedures will be taught to all students at the beginning of the school year. Students not following proper protocol may receive disciplinary action.

SEARCH AND SEIZURE

Searches may be conducted of students' personal effects and belongings when school administrators have reasonable suspicion to believe that a student is in possession of or has within easy access, any form of drug, drug paraphernalia, weapons, stolen property, contraband, alcoholic beverages or other dangerous substances or objects. "Reasonable suspicion" shall mean suspicion based on statements of concern by staff or students, and/or a physical condition or behavior that indicates possible substance abuse or possession. This includes, but is not limited to, a student's backpack, purse, gym bag, locker, or vehicle on school property. A student refusing to cooperate in searches or impeding a search will be subject to disciplinary action and possible police involvement in the incident.

SMOKING/USE OF TOBACCO/ELECTRONIC SMOKING DEVICES

Law and/or Board of Education Policy does not allow smoking on school property. This also includes while a student is participating in a school-sponsored event/field trip. The use of tobacco **in any form** is prohibited. Disciplinary action will be taken in accordance with BOE policy 5131.6.

In 2012, New Jersey Governor Chris Christie amended A4227/4228 to include the use of “electronic smoking devices” in public places and work places (amended the 2005 NJ Smoke Free Air Act).

**DO NOT BRING TOBACCO/ ELECTRONIC SMOKING DEVICES INTO THE BUILDING.
IT WILL BE CONFISCATED AND DISCIPLINARY ACTION WILL BE TAKEN.**

STANDARDIZED TESTING & GRADUATION REQUIREMENTS

The NJ Department of Education requires students to show proficiency in language arts and mathematics for high school graduation.

The Class of 2019 is required to demonstrate proficiency by meeting
ONE of the criteria in **EACH** column listed below:

**** NOTE: Members of the Class of 2020, 2021, and 2022, please contact the Guidance Office for the most recent information regarding State Assessment Requirements and High School Graduation.**

ENGLISH LANGUAGE ARTS (ELA)	MATHEMATICS
PARCC ELA Grade 9 \geq 750 (Level 4) or	PARCC Algebra I \geq 750 (Level 4) or
PARCC ELA Grade 10 \geq 750 (Level 4) or	PARCC Geometry \geq 725 (Level 3) or
PARCC ELA Grade 11 \geq 725 (Level 3) or	PARCC Algebra II \geq 725 (Level 3) or
Prior to 3/1/16 SAT Critical Reading \geq 400 or	Prior to 3/1/16 SAT Math \geq 400 or
3/1/16 or later SAT Evidence-Based Reading and Writing Section \geq 450 OR SAT Reading Test \geq 22	3/1/16 or later SAT Math Section \geq 440 OR SAT Math Test \geq 22
ACT Reading or ACT PLAN Reading \geq 16 or	Accuplacer Elementary Algebra \geq 76 or
Accuplacer Write Placer \geq 6 or	PSAT \geq 40 or
PSAT10 Reading or PSAT/NMSQT Reading* \geq 40 or	PSAT10 Math or PSAT/NMSQT Math* \geq 40
PSAT10 Reading or PSAT/NMSQT Reading** \geq 22 or	PSAT10 Math or PSAT/NMSQT Math** \geq 22 or
ACT Aspire Reading \geq 422 or	ACT Aspire Math \geq 422 or
ASVAB-AFQT Composite \geq 31 or	ASVAB-AFQT Composite \geq 31 or
Meet the Criteria of the NJDOE Portfolio Appeal	Meet the Criteria of the NJDOE Portfolio Appeal

Note: * PSAT taken prior to October 2015; **PSAT taken after October 2015.

Already having demonstrated proficiency through one of the options above does NOT excuse a student from taking the PARCC test.

As of August 2018, PARCC will be administered to students enrolled Algebra I, Geometry, Algebra II, English 9, English 10, and English 11. This applies to both Semester 1 & 2. The school district does anticipate changes to the administration of the PARCC during the 2018-2019 school year. As such, testing schedules and requirements will be updated, accordingly.

NJSLS-Science will be administered to all students in **grade 11**.

PSAT will be administered to all students in **grades 9-11**.

Accuplacer will be administered to all students in **grade 12**.

NWEA will be administered to all **special education students, grades 9-12**

STUDENT COUNCIL

The Student Council is the student government of the school. The main objectives of this organization are to provide an open forum for student expression, develop a procedure to insure fair treatment for individual students, promote better student/faculty understanding, and assist in school management of student affairs.

Officers from the executive board, and each class president (or another grade level officer) will be asked to attend Board Meetings as the APSHS representative(s). The schedule for attendance at meetings will be set at the first Student Council meeting in September.

STUDENT GRIEVANCE PROCEDURE

The Board of Education believes that all students have the right to seek redress of individual grievances through established channels. A grievance is defined as an official statement of a complaint over something believed to be wrong or unfair. Should an individual student seek redress, the procedure is as follows:

- An individual student with a grievance, which arises at his/her association with the school, shall indicate in writing, the action that caused the grievance, the reason the student believes it is a grievance, and the relief sought.
- Within 10 days of the date of the alleged grievance, the student shall submit the written form to the office of the Assistant Principal.
- Within 7 school days the Assistant Principal shall render a written decision to the student. The Assistant Principal may hold a hearing in the interim with the student and those involved to elicit facts, if the Assistant Principal so deems it necessary. Should the individual student not agree with the decision of the Assistant Principal, within 5 school days of receipt of the Assistant Principal's decision, all paperwork to date must be submitted to the Principal along with the reason for dissatisfaction of the Assistant Principal's decision.
- The Principal, within 7 school days, shall render a written decision.
- The Principal may hold a hearing, if he deems necessary, to determine all facts. Should the student not be satisfied with the decision of the Principal, the student may appeal it to the Superintendent of Schools within 5 school days of receipt of the Principal's decision--forwarding all paperwork thus far accumulated, in addition to the reasons for the dissatisfaction of the Principal's decision.
- The Superintendent will, under normal operating circumstances, render a written decision within 10 school days of the receipt of the appeal. The Superintendent may hold a hearing in order to better determine the facts of the case. An aggrieved party not satisfied with the decision of the Superintendent of Schools may appeal the decision within 10 school days to the Board of Education. Such requests for an appeal shall be filed, in writing, with all necessary papers with the Secretary of the Board of Education.
- The Board of Education shall, within 30 school days, render a decision. The Board may conduct a hearing if it deems a hearing is appropriate.
- Final authority rests with the Board of Education.

Students who wish to offer suggestions or express collective concerns that pertain directly to the school and its related activities, are encouraged to do so through the Student Council. Should the Student Council adjudge the matter as worthy of support, it shall pursue an appropriate and acceptable course of action in cooperation with, and under the direction of, the regularly-appointed faculty sponsor or advisor. Should the Student Council deny

its support to the cause or proposition or concern, the aggrieved may appeal by seeking a meeting directly with the Principal. Subsequent appeals may be made to the Superintendent and the Board of Education in the manner prescribed for handling individual student grievances. Student Grievance Forms may be obtained in the Main Office.

STUDENT LOCKERS

FOR SECURITY REASONS, NEVER GIVE OUT YOUR COMBINATION OR LEAVE THE COMBINATION SET. No additional locks are to be placed on the lockers. It is expected that students will keep the lockers neat and orderly at all times. Lockers and their contents may be inspected periodically or when school administrators have reasonable cause (see *Search and Seizure*). You are responsible for the condition of the locker you have been assigned and the contents within. *No student is to change lockers without administrative approval.* The office will only assist students with locker issues for the locker they are assigned. We will not open or provide combinations for lockers if the locker is not assigned to you. Inappropriate behavior, jamming lockers and such may result in disciplinary action. Lockers are for storing belongings, not collecting empty drink bottles, hanging out with friends so as to block hall traffic or other inappropriate behaviors.

Lockers are property of the Pittsgrove Twp. Board of Education. Decorating the exterior of lockers will be limited to school-related events, student birthdays, or other decorum approved by the Building Principal/Asst. Principal. All non-approved decorations will be removed and discarded by Administration.

STUDENT RECOGNITION

Perfect Attendance – No excused/unexcused absences or lates. Attendance is recorded daily in Homeroom.

- Students earning Perfect Attendance for the first three (3) marking periods of the current school year will be invited to the Student Recognition Ceremony held during the fourth marking period.

Honor Roll – Achieving all A's (Superintendent's List) or A's and B's (Principals List) for final Marking Period and Semester course grades.

- Added to Honor Roll roster posted in the Academic Hall of Fame.
- Students earning Honor Roll for the first three (3) marking periods of the current school year will be invited to the Student Recognition Ceremony held during the fourth marking period.

Students of the Month – Each month, two students per grade level are selected by the faculty. These students demonstrate P.R.I.D.E.- Patience, Respect, Integrity, Diligence, & Empathy and serve as positive role models for their peers.

Cougar of the Month – Grade 12

Cougar PRIDE of the Month – Grades 9-11

SUBSTITUTE TEACHERS

Substitute teachers are to be treated as members of the Arthur P. Schalick High School faculty. Any student causing a problem for the substitute teacher will be referred to the administration for appropriate disciplinary action. (See *Discipline Code*.)

TEXTBOOKS AND OTHER SCHOOL MATERIALS

Textbooks and other school materials are assigned to students on a **lending basis**. It is expected that the materials are to be returned upon the completion of the course and in the same condition as when issued. Students owing materials or a fine for lost materials, will be placed on the Restricted List and prohibited from participating in any school events/activities as per the restriction guidelines. Your books represent a large investment of taxpayers' money. Please take care of them. They are your responsibility. Keep them covered. Lost, stolen, damaged or mutilated books will be charged to the student to whom issued. The following is a guide to fines that could be incurred:

- *Lost/Damaged* (to the extent that text is no longer usable) - 10% depreciation per year
- *Cover/Binder Damage* - \$5.00
- *Water Damage* - \$10.00
- *Missing Pages* - \$.50 per page
- *Torn Pages* - \$.25 per page
- *Ink/Marker Marks on pages* - \$.25 per page

VISITORS

All visitors **must** sign in with Security upon being granted entry to the building. Visitors are not permitted during the school day unless an appointment has been set up and approved by the administration.

OVERVIEW OF DISCIPLINE PROCEDURES

The administration strives to maintain a safe and orderly learning environment. The Student Handbook outlines procedures and explanations, for students' and parents' reference, in the operations of A.P. Schalick High School. Based on situational needs that arise, some practices may need to be changed throughout the year in order to maintain a safe and orderly environment.

As established in district practices, the administration has the responsibility to implement Board Policies related to Code of Conduct, Attendance, Drugs and Alcohol, Weapons, and Harassment-Intimidation-Bullying (HIB), in addition to daily school procedures.

Outlined on pp. 21-22, "Discipline Procedures", is a description of levels of the possible consequences for discipline infractions. It is noted that "multiple documented offenses" in a level will result in a level change and therefore more stringent consequences. Administration reserves the right to move infractions up the levels if it is deemed necessary to assign a consequence appropriate to the nature of the offense.

Administration has a more detailed Discipline Matrix they will use to determine discipline consequence(s) for the first offense of a specific infraction through each subsequent offense. All discipline is subject to administrative discretion and infractions are cumulative in nature of consequences issued. Parents may request to view this matrix when consequences are being administered to their child.