

**ELITE PREPARATORY
ACADEMY**



**Student Handbook
2023-2024**

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PHILOSOPHY

Elite Preparatory Academy seeks to create a new generation of professional individuals that understand their world and its challenges. We encourage a humanity that has the confidence and perseverance to implement and maintain stability, creativity and service in a new world.

ELITE PREPARATORY ACADEMY GOALS:

1. To establish a safe environment conducive to optimal learning.
2. To address the physical, social, emotional and cognitive needs of all students.
3. To motivate students to achieve high academic standards.
4. To demonstrate an appreciation of the multicultural heritage of American Society and the promotion of positive interpersonal relationships.
5. To continue to support the use of technology in order for students to meet their academic goals.
6. To involve the community as a partner in the learning process.

2023 - 2024

September 2023	2	School Closed-Labor Day
	7	Orientation
	8	First Day for Students
October	9	School Closed / Columbus Day
November	23-24	School Closed- Thanksgiving Recess
December	9-31	Winter Recess
January 2023	1-5	School Closed - Holiday Recess
	15	School Closed / MLK Jr Day
February	9	School Closed/Chinese New Year
	19	School Closed-Presidents Day
April	8-12	School Closed - Spring Recess
May	27	School Closed-Memorial Day
June	5	Last day Of Classes

SCHOOL CLOSINGS

During the school year it may be necessary to close schools on one or more days due to ice, snow or other storm conditions which make school bus travel hazardous.

AFFIRMATIVE ACTION

Elite Preparatory Academy maintains an established procedure for processing complaints regarding discrimination and affirmative action concerns.

This procedure was developed in accordance with the New Jersey State Department of Education's guidelines for handling complaints regarding sex, race, religion, etc.

Such complaints can arise from working conditions or school and classroom practices.

Any individual who wishes to process a complaint regarding discrimination should pick up an Affirmative Action Grievance Filing Form from the district's Affirmative Action Officer, Administration Building, Telephone No. 973-398-8802. Such completed forms should then be filed according to the following:

Level 1 - Head of Schools

Level 2 - Board of Elite Preparatory Academy

If a complaint is not resolved by Level 2, it should then be referred to the County Superintendent of Schools for review and/or processing to other appropriate agencies. When the complaint is processed with the County Superintendent, it becomes an official matter.

EDUCATIONAL EQUITY POLICIES

Elite Preparatory Academy has adopted and implemented written educational equity policies that:

1. Recognize and value the diversity of persons and groups within the society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.

2. Promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination and harassment based upon race, creed, color, national origin, ancestry, age marital status, affect or sexual orientation, gender, religion, disability or socioeconomic status in the policies, programs and practices of the district board of education.

Elite Preparatory Academy complies with all applicable laws, codes, regulations, and guidelines governing equity in education including, but not limited to: N.J.S.A.18A:36-20; N.J.S.A.10:5; N.J.A.C. 6A:7; Guidelines for the Desegregation of Public Schools in New Jersey (1989); Titles VI and VII of the Civil Rights Act of

1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act (I.D.E.A.) of 1997.

I. ATTENDANCE AND TIME IN CLASS

Research clearly shows that students who attend school regularly have been shown to achieve at higher levels, not only academically, but socially and physically as well. Children will learn and become productive young adults when they feel valued, safe and happy in engaging programs. However, in order for students to be successful, students need to be present and on time to school. Frequent absences, late arrival to class and excessive time out of the classroom means less instruction and missed opportunities for intervention, reinforcement and enrichment. While missing a couple of days a month may not seem like a lot, it can add up to a child becoming chronically absent or truant.

1. ATTENDANCE

Elite Preparatory Academy is responsible for reporting chronic absenteeism (missing 10 percent or more of the school year) and [truancy](#) (10 or more cumulative *unexcused* absences) as defined in N.J.A.C. 6A:16-7.6 If a child becomes chronically absent or truant, the Elite Preparatory Academy will conduct a home visit by the school safety officer. The purpose of the visit is to emphasize the importance of attendance, and to provide families with guidance on how to communicate this message to the student.

2. PROTOCOLS AND PROCEDURES CONCERNING ABSENCES FROM SCHOOL

Attendance is taken each day, not only at the beginning of school, but at the beginning of EVERY class. Please keep the following in point mind:

1. In the event your child will be absent from school, please call or email Mr. Jamison Brooks in the attendance office. To ensure that your child is safe and accounted for, and that your child's absence is recorded properly, please state the reason and projected length for the absence.
2. When your child returns to school, please provide documentation if applicable, which will be kept in a file in the event there is a credit recovery appeal (see [Denial of Course Credit](#) and [Appeals](#)). Absences that are not cleared by the next day will be recorded as an unauthorized absence from school.
3. Students attending or participating in athletics and extracurricular activities *must be present in school in order to participate in a school sponsored function that same day, unless attending a funeral, a doctor's appointment or driver's license test.* In those cases, students are expected to be present for a part of the school day within reason. For more clarification, please see the Principal or Coordinator of Student Discipline. An absence on a Friday would result in a student being ineligible for the subsequent weekend sponsored events. Please note - students on a Quarantine / Exclusion List are not present in school, and therefore ineligible to participate in extracurricular and school functions.
4. According to N.J.A.C. 6A:32-8.3, the New Jersey Department of Education defines a school day in session as "a day in which the school is open, and students are under the guidance and direction of a teacher(s); and the day must be **four (4) hours or more to be considered a full day**". *This is of special note to the students participating in athletics and extracurricular activities.*
5. Additionally, applicable students must be in attendance at school before 9:55 a.m. or until 11:30 a.m. in order for their school day to count as per the four (4) hour definition. Students not adhering to this

school code will not be allowed to participate in the activity including (this includes ALL clubs, activities, athletics, stage/band productions, etc.) unless excused by the high school administration.

6. Coaches and club advisors will take attendance at extracurricular events and activities and are responsible for reporting absences appropriately and responsibly to the high school administrative team.

NOTE - Students **18 years of age and older** are NOT allowed to sign themselves in or out of school or supply their own notes to be excused on their own. Parent permission / notification IS STILL REQUIRED!

3. LATE TO SCHOOL

Students are expected to be in school at 8:00 am, to give themselves enough time to be ready for Period 1 (the first period of instruction) which begins promptly at 8:30 a.m. All students are expected to be **on time for school**. Most of life's events, whether educational, professional or social are predicated on a start time and school is no exception.

Students that arrive at school AFTER 8:30 am must enter through the faculty entrance. Students who report to school after 8:30 a.m. will sign into the Attendance Office through the main entrance. A pass will be provided to enter the period 1 class. However, students arriving to school late:

- 2 times will result in warnings (documented).
- The 3rd will result in a parent email home explaining the consequences.
- The 4th will result in an absence recorded against the 15 Absence Policy.
- The cycle will continue accordingly.
- Additionally, the 8th, 12th and every 4th thereafter will result in Central Detention (after school).
- Students arriving late to school will **NOT BE ALLOWED TO BRING IN BEVERAGES OR FOOD IN BAGS OR CUPS FROM RESTAURANTS** to avoid the appearance of being late to school due to stopping for food or beverages.

4. SIGNING OUT OF SCHOOL EARLY

Students requiring early dismissal for a permissible reason, (such as court appointment, doctor visit, college visit, etc.) must adhere to the following:

1. Students must bring a signed parental note on the day of dismissal to the Attendance Office in advance. The note must include a telephone number where a parent can be reached for verification purposes. Alternatively, a parent may send an email from a parent email address on file, but must also include a phone number where a parent can be reached for verification purposes.
2. A note confirming the student appointment must be presented to the office upon return to school.
3. **No** student will be dismissed without a signed parental note and phone call presented in advance and which states the reason for early dismissal.
4. If a student does not have a note/phone call, a parent/guardian will be required to personally sign their child out of school from the main office.
5. Absences resulting from early dismissal count and may or may not be excused.
6. Students may not sign out to go home, or patronize food establishments off-campus, or anything similar. Only approved reasons will be considered.

5. SCHEDULED EARLY DISMISSAL SIGN OUT POLICY

Seniors (and possibly some juniors) in good academic standing (i.e., school schedule permitting) may apply for scheduled early dismissal with their school counselor. This privilege is extended with the understanding that seniors will honor all the rules/regulations of the school.

NOTE - Students must sign out each day following their last scheduled class and **MUST LEAVE THE BUILDING** by exiting through the **FACULTY ENTRANCE DOORS**. Students will not be permitted to loiter in the gymnasium, auditorium or any other classroom or area of the school unsupervised, and teachers and other instructional staff are not permitted to supervise students not on their roster. **Students violating this policy will be reported as trespassing and are subject to having their Early Release privilege revoked.** In the event medical attention or conditioning is required by the athletic trainer for a school event, the trainer will provide an appointment pass with the date and reason for the attention or conditioning provided.

6. COLLEGE VISITATIONS

Students in grades 11 and 12 are permitted three (3) school days to visit prospective colleges. These days will NOT count towards the 15/7 attendance policy. Please adhere to the following:

1. Students must schedule each visit with the Guidance Department.
2. Students must bring a parent note prior to the visitation to the Attendance Office.
3. An official form signed by the college should be turned into the Attendance Office upon returning to school.

7. TRUANCY

Truancy is defined by the NJ Department of Education as 10 or more cumulative **unexcused absences** ([N.J.A.C. 6A:16-1.3](#)). For cumulative unexcused absences of ten or more, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25 as determined by the Board's Attendance Policy and Regulation pursuant to [N.J.A.C. 6A:16-7.6\(a\)4.iii](#).

The following list counts as excused absences. The first *four* listed are state excused absences, and don't count as a student's day "in membership" (meaning that the absences won't count against credit loss in a course / class).

- *Religious observance* ([N.J.A.C. 6A:32-8.3\(h\)](#))
- *Visits to post-secondary educational institutions (limited to three (3)).*
- *Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33)*
- Illness that is supported by notification to the school by the student's parent or doctor.
- Required attendance in court
- Out of school suspension from school
- Family illness or death supported by a written letter from the parent upon the student's return to school
- Interviews with a prospective employer or with an admissions officer of an institution of higher education supported by a written letter upon return to school
- Driver's license test.
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day

Any absence **not listed** above shall be an unexcused absence counted toward truancy.

In the event a student is found to be truant, pursuant to N.J.S.A. 18A:38-25 and [N.J.A.C. 6A:16-7.6\(a\)](#), the Principal or designee shall cooperate with law enforcement and other authorities and agencies, as appropriate, to determine if court referrals are necessary.

8. VACATION LEAVE POLICY

Vacation days will be counted toward the 15/7 days allowed in the attendance policy. Students going on vacation must complete a student vacation leave form found in the main office. The administrative team will check the student's attendance and academic records and will schedule a meeting in the event the vacation would negatively impact the student's records.

9. MAKE-UP WORK (DUE TO EXTENDED ABSENCE)

Upon returning from an extended absence, students will have a reasonable amount of time to make up schoolwork (generally one day for each day absent). Extensions on make-up work are permitted **at the discretion of the teacher and administration.**

10. CUTTING

Students are expected to attend all their assigned classes every day and on time. A cut is defined as a student initiated **unauthorized** absence from a class or as an unauthorized lateness of **10 minutes** or more. The following consequences will be followed:

1. 1st Cut – The teacher will refer the student to the mentor of the student, who will conference with the student, contact the parent and notify the Director of the Mentorship.
2. 2nd Cut – The teacher will refer the student to the Director of the Mentorship, who will conference with the student, contact the parent and notify the Head of the Schools. The student will be assigned an In-School Suspension.
3. 3rd Cut – **The student may be denied course credit** and lose Privileges including, but not limited to participation in:
 - a. extracurricular activities and athletics.
 - b. Attendance at a school-related social or sports activity, including PROM.
 - c. Participation in a graduation ceremony.
 - d. Others as defined in may be subject to additional disciplinary and academic consequences, in addition to losing extracurricular penalties.
4. Additional cuts will result in a Head of the School's review.

11. LATE TO CLASS

Being late to class is defined as not being in your classroom, in your seat, and prepared to work when the late bell rings. A student that arrives late / tardy to class 10 minutes and under will receive the following consequence(s):

- 1st offense - Teacher warning (documented)
- 2nd offense - Teacher phone call / email home
- 3rd offense - Director of the Mentorship phone call / email home
- 4th offense - An **absence** will be recorded against the 15 Absence Policy
- The cycle continues accordingly with the possibility of additional loss of privileges.

A student that arrives to class over 10 minutes will be accepted into class but automatically **marked as a cut** and will receive the appropriate consequences (see [Cutting](#)).

12. BATHROOM PASSES

A student is expected to return to class **within 10 minutes**. In the event a student goes over 10 minutes, the following consequences apply:

- 1st offense - Teacher warning (documented)
- 2nd offense - Teacher phone call / email home
- 3rd offense - Director of the Mentorship phone call / email home
- 4th offense - An **absence** will be recorded against the 15 Absence Policy
- The cycle continues accordingly

13. DENIAL OF COURSE CREDIT

All students are expected to attend every assigned class on their schedule every day. Students may not exceed 15 days absent (with the exception of state approved absences that count as a day not in membership) for a full year course, or 7 days absent (with the exception of state approved absences that count as a day not in membership) for a semester course. Students exceeding 15/7 days will be considered excessively absent and are subject to removal from the course which will result in loss of course credit and may be reassigned at the option of the administration. Parents are notified of absences via electronic attendance letters sent out after 3, 5, 7 and 10 absences in a class, progress reports, report cards and online access to attendance/grades in PowerSchool. When determining a possibility of loss of course credit, both excused and unexcused absences will be counted, with the exception of the following state approved absences, that count as days not in membership:

- Religious observance ([N.J.A.C. 6A:32-8.3\(h\)](#))
- Visits to post-secondary educational institutions (limited to three (3)).
- Take Your Children to Work Day
- Participation in observance of Veterans Day (*N.J.S.A. 18A: 36-13.2*) or district board of election membership activities (*N.J.S.A. 18A: 36-33*)

In the event a student loses course credit:

1. Graduating on time may be affected.
2. Eligibility and participation in extracurriculars may be affected (see Athletics and Extracurricular Activities).
3. A student may have to repeat the class the following year.
4. A junior or senior may have to take a required academic core course online at their or their parent's expense.

14. APPEALS

In the event a students' absences exceed 15/7 in a class, a student may be placed on "no credit" status. Parents will be notified by a call from the school counselor and a letter emailed home from the administration. The student and their parent/guardian may make an appeal through the high school administration to determine if credit is to be restored. Until a formal decision is made by the administration, any student with absences over 15/7 will be given a "Z" grade and will be denied credit. The appeal process is as follows:

1. Parents submit a written petition of appeal (via email is fine) to the school administration within (5) days of receiving the letter from high school administration as stated above.
2. The petition to appeal will be considered by the administration. The school administration will notify the parents and student as to the date and time of the appeal proceeding (a meeting).
3. The appeal meeting will consist of a meeting between the administrative team, the student and their parents and school counselor to consider the merits of the appeal. All supporting material to be considered as a basis for appeal (attendance records, excuse notes, contract, etc.) must be presented at that time. Data must include documentation, if any, for all days absent, not merely for those in excess of the limit. Students/parents **must** be present at the meeting in order for the school administrative team to consider restoration of credit. The decision will be communicated to the student at the conclusion of the meeting. The decision may be one of the following:
 - A. Appeal denied
 - B. Appeal granted/credit restored
 - C. Appeal decision deferred pending successful completion of conditions set forth by the administration, which may include but not limited to attendance / academic contract, a schedule change to include a study hall with supervised completion of missed and make-up work, and participation in an after-school credit recovery program (see Credit Recovery Programs).

II. CODE OF CONDUCT

The State of New Jersey mandates the compliance of students with school rules and authority in order to maintain a safe and conducive educational environment ([N.J.S.A 18A:37](#)). As such, the Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe the following rules and regulations that have been adopted, published and distributed to the community, and for the discipline imposed for infractions of those rules.

Please refer to the "[Code of Conduct Grid Sheets](#)" for more information about infractions and consequences.

1. CLASSROOM / CAFETERIA and HALLWAY BEHAVIOR

Teachers are responsible for maintaining a **safe** classroom and school environment that is conducive to a **productive learning process**. Students who disrupt teachers or students in that endeavor, or whose behavior is deemed dangerous or disrespectful will be referred to the administrative team that will assign consequences for discipline infractions.

Students in the **hallways** should be mindful of the traffic - be courteous, don't block access to areas or paths of travel, and refrain from physical contact. Students that are carrying balls / sporting equipment must hold on to them and NOT bounce them on the floors or walls, and not engage in playing catch or games in order to avoid potential accidents. Disruptive items will be confiscated.

Food is NOT permitted in classrooms or hallways. No food is to be taken out of the cafeteria unless kept in bookbags for consumption after school hours.

2. SUSPENSIONS

A suspension is defined as a temporary removal of a student from the regular instructional program. The following suspensions may be assigned depending on the discipline infraction:

1. In-School Suspension - A student receiving an in-school suspension will:
 - Report to the office upon arriving at school and will be assigned a monitor that will stay with the student all day.
 - **Students must forfeit their phone to the main office for the day.**
 - Teachers are informed of the student's suspension and will provide work for the student to do during the day.
 - Students may read if done with their work.
 - Students may engage in any other activity at the discretion of the monitor.
 - As the student is IN school, the student will NOT receive an absence from school or against classes that count against the 15/7 policy.
2. Out of School Suspension - A student placed in an out of school suspension:
 - Is NOT permitted on school grounds for the duration of the suspension. This means the student will **not be permitted to join in the activities of any team, group, squad, club, activity, etc. that will be functioning that day or night, which includes attending as an audience member / spectator.** If the suspension carries over through a weekend (example - a 3-day suspension beginning on Thursday would return to school on Tuesday) the participation ban extends through the weekend to the remaining days.
 - A suspended student's participation in extracurricular activities over an extended vacation will be at the discretion of the administration.
 - Suspended students and their parents may be required to attend a re-entry conference with the school administrative team upon their return to school.
 - An out-of-school suspension **counts toward** the 15/7 attendance policy.
 - **A second out of school suspension in the same academic (school) year, regardless of the infraction, or a suspension that results in criminal charges (example - an assault on a school employee) WILL BE PROHIBITED FROM ATTENDING CLASS / FIELD TRIPS or ANY OTHER PRIVILEGES at the discretion of the school administration.**

3. PROFANITY

Offensive, abusive or obscene language is not acceptable. Students using profanity or inappropriate/obscene language are subject to the following disciplinary actions:

- 1st offense - Teacher warning (documented)
- 2nd offense - Teacher phone call / email home
- 3rd offense - Central Detention
- If directed toward any school **staff member** - Suspension 1 - 5 days, and possible loss of other student privileges.

4. HARASSMENT, INTIMIDATION & BULLYING

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. As such, the Board of Education prohibits acts of harassment, intimidation, or bullying of students by their peers or school staff members.

As per [N.J.S.A.18A:37-14](#), **Harassment, Intimidation or Bullying (HIB)** means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- A. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property
- B. has the effect of insulting or demeaning any student or group of students; or
- C. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Please Note - Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

5. HATE CRIMES AND BIAS-RELATED ACTS

As stated in #5 - Harassment, Intimidation and Bullying, a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bias crimes and bias-related acts, by their nature, are confrontational, inflame tensions, and promote social hostility and will not be tolerated by the school district.

A "bias crime" is defined as any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race; color; religion; gender; disability; sexual orientation; gender identity or expression; national origin; or ethnicity.

A "bias-related act" means an act directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial; gender; disability; religion; sexual orientation; gender identity or expression; national origin; or ethnic prejudice. A bias-related act need not involve conduct that constitutes a criminal offense.

All bias crimes are also bias-related acts, but not all bias-related acts will constitute a bias crime.

In accordance with [N.J.A.C. 6A:16-6.3\(e\)](#), School employees are required to notify the Head of the Schools or designee if they believe a bias crime or bias-related act has been committed or is about to be committed. The Superintendent or designee shall immediately notify the local police department and the bias investigation prosecutor's office where there is reason to believe that a bias crime or bias-related act that involves an act of violence has been or is about to be physically committed against a student, or there is otherwise reason to believe that a life has been or will be threatened in accordance with N.J.A.C. 6A:16-6.3(e)2.

Unless the local police department or the county prosecutor's office request otherwise, the school district may continue to investigate a suspected bias crime or bias-related act occurring on school grounds and may take such actions as necessary and appropriate to redress and remediate any such acts, which may include, but are not limited to:

- Out of School Suspension
- Referral to Law Enforcement
- Financial Restitution (when graffiti is involved)
- Counseling
- Possible loss of other [student privileges](#).

6. PUBLIC DISPLAYS OF AFFECTION

Displays of affection should occur in private places outside of school. Excessive public displays of affection while in school or at a school sponsored activity are considered to be inappropriate and could result in disciplinary action.

7. WATER COOLERS / FOUNTAINS

Students are to bring in their own water *bottles* or *tumblers* from home. They are permitted to fill them from the hallway water coolers/fountains during the passing time in between classes.

Students are NOT to ask the nurse for a cup for water. If students do not have their own water bottle or tumbler, water bottles are available for purchase in the cafeteria or purchased from the vending machines located by the gymnasium.

8. CARE OF SCHOOL PROPERTY AND VANDALISM

Students who cause damage to school property shall be subject to disciplinary measures.

- Parents shall be financially liable for damage caused to school property, facility or grounds.
- Students may be required to perform community service, which may include removing the graffiti from the property, in accordance with the law.
- Vandalism may be reported to the police.
- Possible loss of other [student privileges](#).

A person who purposely defaces or damages district property with any symbol that exposes persons to violence, contempt, or hatred on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, or disability **is guilty of a bias crime and shall be reported to appropriate law enforcement authorities.**

Textbooks are *loaned* to students for their use during the school year. Fines for lost or damaged books per the following:

9. INTERNET / COMPUTER ABUSE

Technology is an ever-developing integral part of our lives, and can provide exciting and convenient experiences in education. In order to enhance the learning environment, Elite Preparatory Academy provides computers, internet, network and resources for students and staff for educational purposes only. Students are responsible for acceptable and appropriate behavior and conduct on school district computer networks!

Therefore, the following Computer, Internet, Network and Resources guidelines should be observed for clarity and practice:

- All standards for proper usage apply to **privately and school owned devices** that are given access to services and internet through school Wi-Fi, and are subject to all policies, procedures and consequences
- Please remember - communications on the computer network/computers are public in nature. Every email, text message, instant message and other internet communication including social media and networking sites connected to the school network can be viewed by school officials at any time!
- The standards for student conduct apply with electronic communication using school computers, internet, network and resources.
- Access to district computers, internet, network and resources is a privilege and may be revoked at any time.
- School district personnel may monitor networks and internet activity to maintain integrity of the network, ensure proper use, and ensure compliance with Federal and State laws that regulate internet safety. **No one should expect that files stored on district servers will always be private or confidential.**
- The district uses blocking and filtering firewalls that prevent inappropriate material specifically prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act.
- Depending on the severity of an inappropriate behavior, students may be subject to severe consequences, including referral to law enforcement.

The following **prohibited** behavior and/or conduct using the school's computers, internet, network and resources includes but is not limited to the following:

- Sending or displaying offensive messages or pictures.
- Using obscene language and/or accessing obscene material as defined in sections 1460 and 2256 of Title 18, United States Code.
- Using or accessing material or visual depictions that are harmful to minors.
- Cyberbullying and inappropriate online behavior, including interactions with other individuals on social networks.

- Posting anonymous or forged messages.
- Invading privacy.
- Damaging district computers, computer systems or networks.
- Disrupting the network.
- Violating copyright laws.
- Using another student, or a school personnel's password, or using another's account without consent.
- Engaging in other activities that do not advance the educational purposes for which the computers, internet, network and resources were provided.
- Using the school's computers, internet, network and resources without completing the consent form signed by the student and their parents or guardians.
- Other behaviors deemed inappropriate by the school administrative team where technology is used in any manner that substantially disrupts the school environment, from within or from outside the classroom, **or that violates the rights of others.**

Inappropriate use of technology at Elite Preparatory Academy may result in:

- In or Out of School Suspension
- Suspension or revocation of network and / or computer privileges
- Possible loss of other [student privileges](#).

10. SCHOOL BUS REGULATIONS

Disruptive students on a school bus create a safety hazard, not only for the driver, but for all students under the care and supervision of the driver. Students are expected to be compliant with the directives of the bus driver, and observe the following rules **anytime** traveling by school transportation:

- Be on time at the designated school bus stops.
- Remain out of the roadway while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter or exit the vehicle.
- Remain seated while the bus is in motion.
- No part of the body should ever be extended outside the bus.
- Aisles must be kept clear at all times.
- Conversations should take place in normal tones of voice. A sudden scream or yell is especially dangerous and disruptive.
- No throwing anything from the bus (may result in criminal charges).
- Smoking/Vaping on the school bus, and bus stop **is strictly forbidden.**
- Crowding, pushing, shoving, dangerous and unsafe behavior ("horseplay") **is strictly forbidden.**
- Students are expected to ride their assigned bus to and from school and all after school activities.

Be advised - Bus stops and other designated areas are extensions of the school. Bus misconduct may result in:

- In or Out of School Suspension.
- Loss of transportation. Parents will be responsible for providing transportation to and from school should their child be suspended from the bus.
- Possible loss of other [student privileges](#).

11. ELECTRONIC DEVICES / PHONES / EAR BUDS

It is understood that electronic devices are commonplace in most people's lives. However, *students who use electronic devices for non-instructional purposes during instructional time are not fully engaged in the learning experience and can be disruptive to the learning process.* Other violations involving electronic devices may potentially occur, including but not limited to using the device in violation of the academic integrity policy, harassing or bullying staff or students, unauthorized photography or video recording.

As such:

- Teachers and staff members **will regulate electronic devices in their classrooms and educational areas** to create and maintain an environment conducive to learning and free of distractions.
- Cell phones and all cell phone functions (cameras, applications, and social media) are prohibited in all classrooms, **restrooms, hallways during instructional periods**, gyms, auditoriums, main and guidance offices *unless expressly permitted by a staff member and especially for educational or emergency purposes!*
- Earbuds are NOT allowed in student's ears, in classrooms during instructional periods.

Therefore, the following cell phone usage guidelines should be observed for clarity and practice:

*The appropriate and non-disruptive use of cell phones and earbuds is permitted before and after school, during passing in-between classes, and in the cafeteria during a lunch period. At the beginning of all classes (including study hall), athletics and extracurricular activities, cell phones and earbuds need to be put away and out of sight (silenced and without vibration) **unless expressly permitted by a staff member.***

Of special note:

- Every teacher **WILL instruct students** where to keep cell phones in their individual classrooms which may include bookbags, or teacher designated areas (cubbies or other storage areas).
- Cell phones will not be used in hallways **during instruction periods**.

Student use of cell phones is a privilege, and the staff and faculty of Elite Preparatory Academy would like to avoid confiscating devices whenever possible. However, abuse of this privilege will result in consequences consistent with the [code of conduct](#), which includes but is not limited to:

- Confiscation or revocation of phone privilege at school (which may include turning into the office).
- Loss of credit in class assignments or assessments.
- Parent conference.
- Possible loss of other [student privileges](#).
- Students using cell phones in any manner that substantially disrupts the school environment, from within or from outside the classroom, **or that violates the rights of others**, may be subject to more severe consequences (see [Internet / Computer Abuse](#), [HIB](#) and [Hate Crimes and Bias Acts](#)).

In the event a student is referred to the administrative team / office for non-compliance, the phone must be surrendered and can be picked up at the end of the day. **Refusal to do so will result in an Insubordination consequence, and immediately suspended from school.**

12. FIGHTING / PHYSICAL ASSAULT / ALTERCATIONS

Elite Preparatory Academy considers physical altercations serious dangerous matters. As such:

- Any student involved in a physical altercation that includes but is not limited to hitting, punching, slapping, poking, grabbing, pulling, tripping, kicking, and pinching, will result in an Out of School Suspension (OSS) for a 3 to 9 days. Police are notified in all physical altercations.
- Any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, shall be suspended 9 days. Police will be notified, and criminal charges are likely to be filed.
- Recording any physical fight is strictly prohibited. If a student is caught recording a fight, the following disciplinary procedures will be followed:
 - The student's phone will be confiscated for a time to be determined by the administrative team and returned to the PARENT/Dorm PARENT.
 - The video will be deleted from the recording device.
 - The student responsible for recording or disturbing the recording (which includes posting the fight to social media) will be suspended for 1 to 4 days.
 - In addition, anyone who is caught forwarding the video to other students/persons will be suspended for an additional three days.

13. CHEATING / PLAGIARISM:

Cheating and plagiarism are severe violations of school policy that undermine learning, obstruct proficiency, and demoralize ethical behavior. This conduct prohibits both teachers and students from ascertaining one's true academic ability; furthermore, it breaches the trust that is vital toward a school community. Examples of infractions that breach academic integrity include

- Plagiarism of any assignment that is literature or research based.
- Electronic copying/digital file sharing of any and all academic content (unless instructed by teacher).
- Screenshotting and scanning academic (classroom) material and assessments.
- Social Media posts that share assigned subject material.
- Online communication via Bluetooth correspondence, chat rooms or video meets during assessments.
- Storing of information in graphing calculators, cell phones, and other electronic devices.

If a student is found to have conducted an **offense against** academic integrity, the following **consequences may result but are not limited to:**

- Loss of assignment credit / reduction of grade.
- Discussion with the student and parents/guardians.
- Prevention of admittance into the National Honor Society.
- Loss of recognition to receive an honorary status upon graduation (i.e. Valedictorian, Salutatorian).
- Possible loss of other student privileges.
- Loss of any other privilege the Building Principal or designee determines may be appropriate.

14. STUDENT ID CARDS

Every student is issued a student picture I.D. card. Students are required to carry their student I.D. card while on campus and present it when requested to do so, which will be:

- In hallways at the request of hallway monitors.

- In the event a student is signing into school late at the office.
- After school events, including all athletic competitions.

Failure to present an ID Card, or falsely identifying oneself will result in an In-School Suspension.

16. LOSS OF PRIVILEGES

Students that:

- are continually referred to the administrative team,
- exhibit chronic disruption and / or disrespect,
- have received more than one suspension,
- are chronically absent from or tardy to school,
- are experiencing health concerns related to substance abuse,
- do not meet [NJSIAA academic regulations](#) pertaining to credits (on track to graduate by the conclusion of grade 12)

will result in the loss of privileges. These include but are not limited to:

- moving freely about the school building (loss of passes, or the assigning of a chaperone),
- participation in extracurricular activities, including:
 - the prom,
 - graduation ceremony,
 - interscholastic athletics, clubs and activities sponsored by the Board of Education
 - homecoming events,
 - non-academic class trips,
 - academic field trips,
 - any other privilege the Building Principal or designee determines may be appropriate and consistent with [Policy](#) and [Regulation](#) 5600 and [N.J.A.C. 6A:16-7.1](#).

Privileges and Suspensions:

- Any student who is suspended out of school (OSS) may not participate in sport/activities during the suspension period.
- Multiple suspensions may require a student, along with his/her parent/guardian, to appear before an administrative review committee. At this meeting, exclusion from all athletic, extracurricular and social activities, and school trips for the remainder of the school year will be considered.
- **A second out of school suspension in the same academic (school) year, regardless of the infraction, or a suspension that results in criminal charges (example - an assault on a school employee) WILL BE PROHIBITED FROM ATTENDING CLASS / FIELD TRIPS or ANY OTHER PRIVILEGES at the discretion of the high school administration.**

17. WEAPONS (POLICY [#8467](#))

Any pupil who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which may include expulsion (as per the NJ Zero Tolerance for Guns Act). Additionally,

- Any pupil or school employee who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline.
- Any person who possesses a weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.
- For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. This includes, but is not limited to:
 - All firearms
 - Knives
 - Dangerous instruments intended to inflict harm
 - Components that can be readily assembled into a weapon
 - Explosive devices
 - **Imitation firearms**
 - And others enumerated in [N.J.S.A. 2C:39-1f](#) (which includes air, compressed air, and other “toy” guns that shoot projectiles)

18. THEFT

Students are prohibited from stealing, or attempting to steal, school or private property and from knowingly being in possession of stolen property. In the event a student a student is found to be involved in theft, students will:

- Be suspended from school for 3 to 5 days
- Be responsible for financial restitution
- Be referred to the police

Please be advised - the **school cafeteria services** are provided by an outside vendor / company. Stealing / shoplifting items from the cafeteria, including snacks and drinks is not only punishable by Hopatcong High School, but students may be additionally charged with legal action.

III. GENERAL INFORMATION

1. STUDY HALL

Students that are enrolled in a study hall are provided the time and means necessary for academic support. The administrative team will have a low tolerance for study hall students that are failing classes when considering [privileges](#).

If a student has a study hall on their schedule, they are expected to report to the proper location and on time and observe the following:

1. All rules governing [classroom behavior](#) apply to all study hall periods.
2. Policies that affect [cutting](#) and [late to class](#) apply for all study halls.
3. Policies concerning [phones and electronic devices](#) are observed during study halls.
4. In the event an appointment pass has been issued (nurse, guidance, music lesson, athletic trainer, etc) students MUST report to the study hall teacher prior to attending the appointment.
5. Time spent in study hall will be spent completing schoolwork, studying or reading. Students are required to report with their work or reading materials at the beginning of the period.
6. Students are NOT allowed to eat food from the cafeteria or lunches / snacks brought from outside the school (unless approved by the administration due to schedule conflict or otherwise).
7. Playing games accessed via electronic devices is not advised. This assumes that all of your schoolwork is complete and is quality work.

2. PHYSICAL EDUCATION (P.E) CLASS AND THE GYM

As per [18A:35-7](#), “every pupil, except kindergarten pupils, attending the public schools, insofar as [they are] physically fit and capable of doing so, as determined by the medical inspector, shall take such courses, which shall be a part of the curriculum prescribed for the several grades, and the conduct and attainment of the pupils shall be marked as in other courses or subjects, and the standing of the pupil in connection therewith shall form a part of the requirements for promotion or graduation.”. Simply put, this means that students are required to participate in P.E. classes in order to graduate from high school.

As such the following protocols and procedures should not only be considered by every student, but will be followed by all students in order to pass P.E. classes:

- Students must participate in the activities. There are choices suitable for all students. *Sitting on the sidelines or bleachers doing nothing or using an electronic device will not be allowed.*
- The only “dress code” for P.E. classes is that all students must wear sneakers for activities. Other footwear, including slides, sandals, flip flops or *anything* other than sneakers is not permitted for P.E. class.
- The gym is an active classroom. Therefore, only the students in the gym are students scheduled for that gym period. Students in gym that are not scheduled for P.E. will be referred to the Coordinator of Discipline for a “Being in an Unauthorized Area” [Code of Conduct](#) violation.

3. BUILDING SECURITY/ELECTRONIC SURVEILLANCE/CAMERAS (POLICY [#7441](#))

There is the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with EPA policy.

The content produced by the surveillance system under certain circumstances may be considered a student record, in which it will be subject to the EPA policy and regulations regarding confidential student records. If

the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding, and the district declares such use to be a legitimate educational interest.

4. LOCKERS (HALLWAY AND PHYSICAL EDUCATION)

Each student will be assigned a locker at the beginning of the school year. *The student is responsible for the locker's order and contents.* If a problem arises with the operation of a locker, the student should report it to the office. Please be advised:

- A student's locker is considered to be the property of the school. A locker is subject to inspection/search upon the authorization of the administration.
- Fines will be assessed for willfully damaging lockers.
- Students are advised against bringing large sums of money or other valuable belongings to school. The school will not be responsible for lost or stolen items/money at any time.
- It is strongly suggested that students provide their own combination lock for their assigned GYM locker as the school is NOT responsible for lost or stolen items at any time.
- Student's personal lock may be cut off by the administration for safety and/or security reasons at any time.

5. STUDENT SEARCH AND RIGHT TO PRIVACY (POLICY [#5770](#))

The Board of Education recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner. *However*, please know that the law allows the more lenient standard of reasonable suspicion, over the law authority's ordinary standard of probable cause. (See [T.L.O., 469 U.S. 325 \(1985\)](#))

The school administration is charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, the principal may search or request the search of the person or property (book bags etc) of a pupil as authorized by this policy, with or without the pupil's consent, whenever the principal has reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules.

Additionally, all school issued lockers, desks or any issued storage area is subject to search by school officials at any time.

6. FOOD AND BEVERAGES IN HALLWAY

- Students are not permitted to bring food from the cafeteria, into halls or into other rooms in the school *unless given specific verifiable permission from the school administrative team.* Possible permissions would be possible if a student is involved in an event that keeps the student from eating during their assigned lunch period, an assigned lunch detention, or other situations at the discretion of the administrative team.
- Other food from outside the school may not be consumed openly in hallways or classrooms, using the same guidelines as above.
- Water bottles are allowed, but ALL OTHER BEVERAGES (coffee drinks, juice, soda et al.) must be consumed from a covered tumbler or mug.
- Food from outside vendors **will NOT be accepted** at the office, or any other area of the school.
- Food and beverages brought into the school must be stored in bags upon arrival and may only be consumed with the conditions above.

7. MEDICATION (POLICY [#5330](#))

If a student needs medication, consultation with the student's physician should be made about taking the medication before and/or after school hours as no child will be allowed to take any medication in school without administrative approval. The following procedure must be observed:

- A. A request in writing by the parent or guardian of the student that the school nurse administer the medication.
- B. The parent or guardian will have the prescribing doctor complete the required HBS Medication Administration documentation and then submit the documentation back to the school nurse. The parent or guardian will provide the prescribed medication in the original pharmacy container to the school nurse.
- C. The medication must be kept in the Health Office in the original pharmacy container.

8. HEALTH SERVICES / SCHOOL NURSE

The Health Office is staffed by a school nurse and is available to pupils for illness, injuries or emergencies at all times. Please be advised:

- No student will be admitted to the health office **without a pass** (unless in an emergency.)
- A student cannot come during passing time (in between classes). If a student feels the need to see the nurse between classes, the student must first report to the next period teacher and obtain a pass.
- Under no circumstances should any student who is feeling ill leave the campus without permission from the nurse.
- Emergency contact information is to be filled out by each parent or guardian. The information be kept on file in the main office and nurse's office in order that the parent or other designated person can be notified if necessary. This information should be kept up to date.

9. DRESS CODE REGULATION (POLICY [#5511](#))

Elite Preparatory Academy recognizes that each student's mode of dress and grooming is according to an individual's means, style and preferences. However, Elite Preparatory Academy does retain the right to intercede if students are dressed or groomed in a way that adversely affects the safety of all of the students, or of the educational program of the school.

The following dress code usage guidelines should be observed for clarity and practice:

Allowable Dress & Grooming

- Clothing must include both a shirt with pants or skirt (or dress or the equivalent) and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments (waistbands and bra straps excluded)
- All fabric must cover all private parts and must not be see-through. *Fabric must cover chest, mid-section of torso, and mid-thigh.*
- Hats, hoodies and headwear must allow the face and ears to be visible to staff and not interfere with the line of sight to any student or staff (in adherence to the electronic devices and building security policies).
During a pandemic, mask policies supersede face visibility.

- Clothing must be suitable for all classroom activities and where there may be safety concerns. *This means that Physical Education, Science, and CTE Programs may have additional requirements to avoid hazards!*

Non-Allowable Dress & Grooming (in accordance with N.J.S.A. [18:A:11-1](#), [18A:11-7](#), [18A:11-9](#))

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, or other controlled substances
- Clothing containing profanity or sexual references or innuendoes
- Clothing may not use or depict hate speech targeting any groups based on race, ethnicity, gender, sexual orientation, religion or otherwise
- Clothing, apparel and/or accessories which indicate affiliation with any gang or criminal activity
- Attire or grooming that threatens the health or safety of any other person.
- *Other items may be deemed inappropriate by Mr. Yi as necessary. .*

A commonsense approach and an ongoing respect for the entire study body at Elite Preparatory Academy should minimize consequences pertaining to dress code concerns, and allow us to participate in a safe and conducive learning environment.

Teaching staff members shall report violations of the dress code to the Building Principal or designee, who will interpret and apply the code and intervention procedures. Every attempt will be made to have a student that violates the dress code to change into appropriate attire. See the [Code of Conduct Grid](#) for possible consequences if necessary.

10. LIBRARY MEDIA CENTER SERVICES / TECHNOLOGY CENTER

The Library Media Center may be used for reference assignments and recreational reading. It is essential that students respect the rights of classmates in maintaining a quiet atmosphere in the Library.

The Hopatcong High School Library is available for our school’s use for Research, Information Literacy, Digital Literacy, and Reading. Our print collections include over 12,000 fiction, nonfiction, and reference titles for research or recreational reading. Digital resources are linked through our [Library website](#) and include access to millions of scholarly and academic research and reference articles through over [30 subscription EBSCO databases](#). Other digital resources include our Library website which links additional resources, social media updates, and curated Research Guides for specific classes/topics compiled by our district’s state certified Library Media Specialist. Students are provided access to Reference, Information Literacy, Digital Literacy, and Reading support by our Library Media Specialist through class visits, small groups, or individually. Students may visit the Library during Open Library Hours for support, research, use of the Library space, or to browse/checkout Library materials. Open Library Hours may vary - please check updated posted times. Students visiting the Library are required to follow all behavior expectations as noted in posted signage. Self Checkout is also available in the Library. Please contact our [Library Media Specialist](#) for further information regarding Library services.

Students interested in using the Library Media Center must understand that the Library is a learning environment and are *expected* to use the Library in an appropriate manner at all times. All school rules and

regulations apply in the Library, including cell phone usage. The privilege of using the Library may be revoked at any time..

11. VISITORS/GUESTS

All parents/visitors must enter via the Main Entrance and sign in at the Main Office lobby. Students may not bring visitors to school.

12. CAFETERIA SERVICES

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, well-balanced meals are offered at reasonable prices.

13. FIRE DRILLS/SECURITY DRILLS

Fire drills/security drills are required by law for the safety of students and faculty.

Fire Drills:

- A. Announcements from the main office will precede any fire drill.
- B. At the fire signal (continuous sound), any and all talking will cease.
- C. Specific exit instructions are found in each classroom next to the exit door. Familiarize yourselves with these instructions.
- D. Each class will exit the building per the instructions and move rapidly, silently, and alert to emergency instructions.
- E. Evacuate the building to a point 200 feet beyond the exit.
- F. At the all clear signal, return to the building.

Security Drills:

- A. Follow directions given by staff.

14. PROCEDURES FOR COMPLETION OF WORKING PAPERS

Every student obtaining employment who has not reached the age of 18 is required to have working papers. Students should pick up a working paper form from the Main Office each time they are hired for a new job. The form may be picked up between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday during the school year. In the summer, from July 1st through August 31st, this can be done between the hours of 8:00 a.m. and 2:00 p.m. Monday through Thursday. Students must obtain signatures from parents/guardian, employer, and doctor, PRIOR to submitting their working papers to the Main Office.

IV. SUBSTANCE ABUSE / SMOKING

1. STUDENTS SUSPECTED UNDER THE INFLUENCE OF SUBSTANCES (POLICY #5530)

Elite Preparatory Academy recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. EPA is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

If a student is suspected of using or being under the influence of a substance (student is observed in the use of a substance **or** exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance):

- The student’s parent and the Head of School will be notified.
- The student must go for an immediate medical examination for the purposes of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids.
- Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.

Any violation of EPA rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly (as per Regulation [#5530](#)). Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined as follows:

- First offense: Parent and Police are notified, 4-9 days Out-of-School Suspension (OSS), parent/guardian must meet with the Student Assistance Coordinator (SAC), School Counselor or designee within 48 hours and follow treatment recommendation.
- Second offense: Parent and Police are notified, 7-9 days Out-of-School Suspension, parent/guardian must meet with Student Assistance Coordinator (SAC), School Counselor or designee within 48 hours and follow treatment recommendation.
- Third offense: Parent and Police are notified, immediate 9 day Out-of-School Suspension with home instruction. To return to school, the pupil has to follow the treatment recommendation.

In accordance with [N.J.A.C. 6A:16-4.1\(c\)](#), the following disciplinary action will be taken in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors:

- First offense: Failure to follow treatment recommendation (see Regulation [#5530](#) (Letter C for information) will result in 9 days Out-of-School Suspension and the Division of Youth and Family Services may be notified.
- Second offense: Failure to follow treatment recommendation will result in potential expulsion proceedings or homebound instruction.
- Third offense: Suspended 9 days with home instruction.

2. RANDOM DRUG TESTING (POLICY [#5536](#))

Students who participate in athletics, extracurricular activities, field trips, school sponsored events (including Prom), and/or receive a school authorized parking permit **will be required to consent to the provisions of the Random Drug Testing Program**. Consequences are listed in Regulation [#5536](#).

Consequences for a Confirmed Positive Alcohol or Drug Test for students in Grades 9 - 12

- First Offense
 - Parent Contact
 - Restrictions in participating in, or attending any interscholastic athletic activity, extra-curricular activity
 - Revocation of and/or disqualification from obtaining a parking permit for a maximum of ten (10) consecutive calendar days in an academic year. In the event, the period of loss of privilege is not

served before the last day of school in an academic year, the balance of the days will be completed in the following academic year beginning on the first day of school for student attendance.

- The student will be required to have a minimum of four (4) counseling sessions with the Student Assistance Coordinator (SAC), School Counselor or designee as scheduled by the SAC, one of which will occur within the week immediately following the confirmed positive test.
- The parent and the student will be required to consent to four (4) subsequent alcohol and drug tests (the subsequent tests) during the student's enrollment in the school district during the next twelve (12) months after an initial positive test. *Any positive test results or refusal to provide a specimen for the subsequent tests shall be considered a second offense.* The timing of the subsequent tests will be determined by the Principal or designee.

- Second Offense

- Parent Contact
- Restrictions in participating in, or attending any interscholastic athletic activity, extra-curricular activity
- Revocation of and/or disqualification from obtaining a parking permit for a maximum of forty-five (45) consecutive calendar days in an academic year. In the event, the period of loss of privilege is not served before the last day of school in an academic year, the balance of the days will be completed in the following academic year beginning on the first day of school for student attendance.
- The student will be required to have a minimum of eight (8) counseling sessions with the Student Assistance Coordinator (SAC), School Counselor or designee as scheduled by the SAC, one of which will occur within the week immediately following the confirmed positive test.
- The Student Assistance Coordinator (SAC), School Counselor or designee may conduct an evaluation with the pupil, parent, and others deemed necessary to determine if an outside assessment is appropriate.
- If deemed appropriate, the student will attend an appropriately recognized certified prevention/education program or a drug/alcohol rehabilitation program, (either or both), recommended by the assessing facility. Attendance in the prevention program must be initiated within seven (7) calendar days of the confirmed second positive test result. The parent and student must provide an information release form from the program authorizing the Student Assistance Coordinator (SAC), School Counselor or designee access to all information relative to the student's program. *The parent is responsible for the cost of the treatment program.*
- The parent and the student will be required to consent to four (4) subsequent alcohol and drug tests (the subsequent tests) during the student's enrollment in the school district during the next twelve (12) months after an initial positive test. *Any positive test results or refusal to provide a specimen for the subsequent tests shall be considered a third offense.* The timing of the subsequent tests will be determined by the Principal or designee.

- Third Offense

- Parent Contact
- Restrictions in participating in, or attending any interscholastic athletic activity, extra-curricular activity

- Revocation of and/or disqualification from obtaining a parking permit for a maximum of twelve (12) months from the date of the positive test result, inclusive of the summer recess. In the event, the period of loss of privilege is not served before the last day of school in an academic year, the balance of the days will be completed in the following academic year beginning on the first day of school for student attendance.
- The student will attend a drug/alcohol rehabilitation program. Attendance in the rehabilitation program must be initiated within one (1) week of the offense. An information release form must be available to the Student Assistance Coordinator (SAC), School Counselor or designee. *The parent is responsible for the cost of the treatment program.*
- The parent and the student will be required to consent to four (4) subsequent alcohol and drug tests (the subsequent tests) during the student's enrollment in the school district during the next twelve (12) months after an initial positive test. *Any positive test results or refusal to provide a specimen for these tests shall be considered a separate offense.* The timing of the subsequent tests will be determined by the Principal or designee.

3. SMOKING/VAPING (POLICY [#5533](#))

In accordance with N.J.S.A. 26:3D-58 and [N.J.A.C. 8:6-7.2](#), EPA policy and state law prohibits smoking and the use of all tobacco products:

- on school grounds, indoors or outdoors
- at events sponsored by the Board away from school
- any transportation vehicle supplied by the Board

This includes the use of:

- cigarettes
- cigars
- vaping devices
- electronic devices of any kind
- chewing tobacco
- snuff
- and ANY smoking or smokeless tobacco use of ANY KIND

If a student is suspected/caught using and/or have on their persons, a tobacco product/device:

- Student may be searched if warranted (see [student search](#))
- The student's parent/guardian and the The Head of School or designee will be notified.
- The student **must** go for an **immediate** medical examination for the purposes of providing appropriate health care and for determining whether the student is under the influence of illegal substances.
- A Medical Evaluation and Chemical Screening Report must be returned to the Student Assistance Coordinator within 24 hours of the initial referral. A student that does NOT receive an examination within 24 hours will be treated as an automatic "positive" result for substance use.
- A student IS ALLOWED back to school the following school day, provided a copy of the Medical Evaluation and Chemical Screening Report is returned, as the results will be pending.
- In the event a medical screening assessment shows that a student is found to be under the influence of a substance, then the consequences are as stated in Regulation [#5530](#) (Drug/Alcohol) and [listed above](#).

- Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.

In the event a person is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in [N.J.A.C. 8:6-9.1\(c\)](#).

IV. ACADEMICS, COUNSELING AND GUIDANCE SERVICES

1. HOME INSTRUCTION (POLICY #2412)

If a student has a temporary or chronic health condition, a parent may provide a request from a physician/medical doctor documenting the projected need for home instruction. Such an instance would be due to more than 10 consecutive school days of absence or 20 cumulative school days of absence during the school year. In order to receive this instruction, a telephone call must be made to the Guidance Office requesting the service. A physician's note advising the counselor that home instruction is required, the approximate length of time, and with diagnosis must be submitted. A parent/guardian or another responsible adult must be at home during the instruction period. Teachers assigned to home instruction will call the home directly to make visitation arrangements.

- A. The above procedure will not apply in cases of emergency. Emergencies will include, but not be limited to:
 - a. Serious personal problems
 - b. Immediate teacher referrals
 - c. Referrals by administration
- B. When college representatives plan to make scheduled visits, notification of these visits will be made to students the previous week. If a student wishes to attend a college representative's presentation, he/she must follow the procedure as described in number one (1) above.

2. CHANGE OF ADDRESS AND TELEPHONE NUMBER

Any student who changes his/her home address and/or telephone number must report this change to the guidance secretary. This change is subject to confirmation. Proof of change of address is required.

3. DROP/ADD POLICY

If any course is to be dropped, it must be done within the time limit established by the school. The following conditions must be satisfied before approval for a course to be dropped will be granted. The course must be replaced by a suitable alternative during the same period.

- A. Careful review by the mantor to ensure that a change is both necessary and justified.
- B. A course may only be dropped/added during the first two (2) weeks of the course, except for level changes.
- C. Students opting to withdraw past the day/add deadline would have to do so before the end of the 3rd marking period for full year classes, or by mid marking period of 2nd half for semester courses.

4. LEVEL CHANGES

It is sometimes necessary to change the level of a course in which a student is enrolled. This change should be made only after careful consideration.

- A. Level changes can be made up until the end of MARKING PERIOD 1. After MARKING PERIOD 1, there should be NO level changes.
- B. Under certain circumstances, a student may have to drop a level after Marking Period 1.
- C. In such a case, the grade at the time of withdrawal must be noted on the academic transcript as WP (withdraw passing) or WF (withdraw failing).
- D. A change in level should only be made after contact with the counselor, parent/guardian, student, teacher, and administrator.
- E. Level Changes will be reviewed/approved by Administration.

5. RECORD KEEPING/PROMOTION

- A. If a course is dropped before the close of the first marking period, no record will be kept.
- B. If a course is dropped after the close of the first marking period, the student's transcript will reflect a WP (Withdrawn Passing) or WF (Withdrawn Failing) for that particular course depending on the academic standing of the student upon removal from the course. No partial credit will be given for a WP.
- C. In high school, promotion generally means your grade assignment - Freshman, Sophomore, Junior, Senior. This is determined on a credit basis. In addition to a specified number of credits, certain courses are required for graduation.

9th Grade

- All incoming 9th grade students.

10th Grade

- In order to be assigned to the 10th grade, you must have completed 30 credits and pass English 1, World History and P.E.

11th Grade

- In order to be assigned to the 11th grade, you must have completed 60 credits and pass English II, P.E. 10, P.E 11, 1 year of Social Studies, Math and Science.

12th Grade

- In order to be assigned to the 12th grade, you must have completed 90 credits and pass English III, P.E. III, 2 years of Math, Science and Social Studies.

6. EXTRA ACADEMIC ASSISTANCE

Students may require extra academic help beyond the school day. All students are encouraged to make "extra-help" appointments with their teachers. [National Honor Society](#) Members are also available for peer tutoring assistance.

7. COMPUTING GRADES

Teachers will maintain numerical grades for work received during the marking period. Grades will be recorded numerically 0-100 with 65 as the passing grade. Report cards will reflect the alpha grade only.

For the purpose of determining a student's report card grade, the following scale shall be used:

*Although the chart below illustrates rounded scores to 1/10th, the actual computation formula uses an unrounded true score.

<u>NUMERICAL EQUIVALENT GRADES 4-7</u>	<u>GRADE</u>
98-100	A+
94-97	A
90-93	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
68-69	D+
65-67	D
0-64	F

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The numeric range of the alpha grade (F) will be worth a minimum of 50 to a maximum of 59 for ninth graders ONLY and ONLY for the first marking period. For the second, third, and fourth marking periods, ninth graders will receive the actual numeric grade they earn. All other students will receive the actual numeric grade they earn for all four marking periods.

In grades 9-12, the final mark for the year is obtained by averaging the numerical grades of all the marking periods and the final exam, according to the following percentages:

Term Weights	M1	M2	M3	M4	E1	Y1
Full Year Courses	22.5 %	22.5 %	22.5 %	22.5 %	10%	100 %
Semester 1 Courses	45%	45%			10%	100 %
Semester 2 Courses			45%	45%	10%	100 %

**The above is subject to change at the discretion of the administration; midterms may be included as an option as well as finals may be excluded.

PE/Health/Driver Education courses have no final examinations; they are valued at 25% per marking period.

NOTE: The following grades will be utilized in special situations:

- P = Pass
- F = Fail
- I = Incomplete

Grades of "P" will not be considered for Rank, GPA, and Honor Roll.

8. GRADE POINT AVERAGE

The following procedure is used to determine grade point average:

*Although the chart below illustrates rounded scores to 1/10th, the actual computation formula uses an unrounded true score.

Quality Points Regular Classes			Quality Points Honors/ AP Courses		
A+	=	4.3	A+	=	5.3
A	=	4.0	A	=	5.0
A-	=	3.667	A-	=	4.667
B+	=	3.333	B+	=	4.333
B	=	3.0	B	=	4.0
B-	=	2.667	B-	=	3.667
C+	=	2.333	C+	=	3.333
C	=	2.0	C	=	3.0
C-	=	1.667	C-	=	2.667
D+	=	1.3	D+	=	2.333
D	=	1.0	D	=	2.0
F	=	0	F	=	0

Grade Point Average = Quality Points divided by Potential Credits

Rank in class is determined by grade point average.

**Valedictorian and Salutatorian will be named during the fourth marking period for graduation purposes.

**Official rank will be determined upon calculation of final grades.

9. INCOMPLETES

If students are absent from school because of illness or if they do not have their work complete, teachers may give an incomplete for the marking period. Incomplete work must be made up within ten days of the end of the marking period. Teachers will change the incomplete grade to the appropriate grade within 2 weeks.

No Incompletes are given at the conclusion of the fourth marking period without the prior approval of the Principal.

10. GRADE REPORTING

Report cards will be available online four times during the school year. Parents without computer access can have grade reports mailed home.

11. MARKING PERIOD DATES

The school year is divided into four marking periods. Each marking period grade has equal value. The marking period dates are listed on the calendar.

12. PROGRESS AND DEFICIENCY REPORTS

At the midpoint of each marking period, progress reports are available online. These notices indicate student progress.

13. HONOR ROLL

A. High Honor Roll = marking period GPA of 3.7 or greater.

B. Honor Roll = marking period GPA of 3.3000 through 3.6999

- C. Actual numeric value of GPA to four decimal places determines Honor Roll status; no rounding permitted. The following grade designations are “place holders” and are not included in Honor Roll calculations: Withdrew Passing (WP), Withdrew Failing (WF), Excused/Exempt (E), Pass (P), and Incomplete (I).
- D. Loss of credit due to absences (“Z” grades) excludes students from Honor Roll.

16. FINAL EXAMINATIONS* are under evaluation by the staff and may be subject to change

- A. Final exams will be administered at the end of each course. All students are expected to take their exams on the scheduled days.
- B. Students who are absent from an exam will be able to make up the exam with the approval of the Administration.
 - Prior to the start of exam week: A note, signed by the parent/guardian, explaining why the exam will be missed will be presented to the Principal for his approval or disapproval. The student will get a note from the principal for a make-up exam.
 - During exam week: Upon returning to school, a note signed by the parent explaining why the student missed the exam will be presented to the Principal for his approval or disapproval. The student will get a note from the principal, and this note will admit the student to the library for the make-up exam.

14. EXAMINATION EXEMPTION POLICY

Seniors who have received a grade of "A-" "A" or "A+" in a course for marking periods one, two and three (two for a semester course), may be exempt from taking a final exam in that course. To be exempt from final examinations, seniors must have the recommendation from their classroom teachers, as well as written parental and administrative approval, and must maintain excellent attendance for the course. Freshmen, Sophomores and Juniors must take final exams as scheduled.

15. HONOR COURSES / ADVANCED PLACEMENT / CC COURSES AND CLASS RANK

Requirements for AP/Honors Courses are listed in the current Curriculum Handbook.

In computing averages for the purpose of determining class rank, one additional quality point will be added to the final grade point value.

EXAMPLE: A grade of “A”, which equals four quality points in a regular course, will be given five quality points if the “A” is received in any honors or AP course

16. GRADUATION REQUIREMENTS

[See Curriculum Handbook](#)

17. P.E. MEDICAL EXCUSE

Students who cannot attend physical education courses and have the required doctor’s written reason are excused from participating in physical education for the duration of the medical excuse. Medical excuses are not retroactive. Students may be required to attend the P.E. class and participate in limited P.E. activities and/or complete written work.

18. SCHEDULING

While every effort is made to accommodate each student's course requests, it is sometimes necessary to make an elective change. You may be required to choose between courses if a conflict cannot be resolved. No specific requests for a teacher, lunch periods, PE classes, etc. will be honored. If your child has scheduling errors, you may contact the Guidance Office during the last week of August to schedule an appointment. At the opening of school, clerical errors or omissions on schedules will be dealt with immediately. Other requests for schedule changes will be handled as soon as possible with seniors as first priority, then juniors, etc.

19. RIGHTS OF EMANCIPATED STUDENTS

A pupil who has reached the age of maturity and is emancipated may request to have his/her report card and all other school related information mailed directly home..

As an emancipated student 18 years of age or older, you must still obey school rules and regulations. Any rule or practice which is appropriate to the orderly and productive administration of a school community may be applied to all within that community, including teachers, administrators and adult students. Whether you are 18 or older, you will be held accountable - in terms of grades, disciplinary sanctions or otherwise - for your attendance and conduct in school.

20. STUDENT RECORDS AND TRANSCRIPTS

Requests for student records/transcripts are to be processed through the Main Office. A written request must accompany each transcript request, whether the student has graduated or is a current student. Forms are available in the Guidance officer and online for either case. Official transcripts may not be given to the student or parents unless in a sealed envelope. Unofficial transcripts can be given to students or parents at any time. Please allow at least two weeks prior to deadline dates.