

GENERAL POLICIES AND PROCEDURES

ABSENCE AND TARDINESS REPORTING

To report student absences, please log on to PowerSchool and enter the Absence/Tardy/Early Dismissal information. Emails may also be sent to spfhs-attendance@spfk12.org. To request an early dismissal or a late arrival, students **must** bring a note to the Attendance Office prior to the day of the dismissal. They will receive a pass and return to the office to sign out at the time of their dismissal. To leave a message only by phone for the Attendance Office, please call 908-889-8600 and choose option 1. Be sure to speak clearly and leave all pertinent information, including the student's full name, grade, and reason for the call.

ACCEPTABLE USE POLICY: INTERNET USAGE AND WAIVER FORM

The SPF Board of Education believes that the use of technology and computer-assisted communications is vital to our students' success. It is the responsibility of our educators to foster an understanding of appropriate technology and to teach those technological skills which are necessary to promote academic excellence. The proper use of technology and technological skills will be integrated into our instructional programs when learning is enhanced by its use.

The district encourages the use of computer-assisted communications such as the internet and student collaboration when it supports the curricula of the district and advances the learning process.

Students will have access to and can participate in information from news groups and research institutions, public domain documents and other materials and shareware databases, discussion groups on a wide variety of subjects, electronic mail worldwide, professional and student collaborations, and electronic publication of original work.

It is the district's general policy that all computers are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the policy and guidelines below will result in the revocation of the user's access privilege. Unacceptable use of the Internet includes:

1. Invading another students' right to privacy by opening, changing or manipulating his or her files
2. Using profanity, obscenity, or other language which may be offensive to another user.
3. Reposting (forwarding) personal communication without the author's prior consent.
4. Copying commercial software in violation of copyright laws.
5. Using the network for financial gain, for commercial activity, or for any illegal activity.
6. Purposefully changing a system configuration without permission of the network administrator.
7. Intentionally searching for materials on the Internet which are inappropriate for the user's age and/or grade level.
8. Failure to comply with specific directives from the instructor in charge regarding use of an access to on-line information or services.
9. Using the network to engage in any type of harassment of other network users.

The internet provides connections to other computer systems located all over the world. Neither the individual school nor the Scotch Plains-Fanwood Board of Education controls the content of the information available on these other systems. Some of the information available may be controversial and/or inappropriate.

The SPF Board of Education does not condone the use of computers to access inappropriate materials, violations of this policy will result in loss of access to the internet and/or other computer networks or systems and subject the student to additional **disciplinary** action as defined in the school's code of conduct.

AFFIRMATIVE ACTION

The New Jersey Constitution and implementing legislation guarantee each child in the public schools equal educational opportunity regardless of race, color, or social or economic status. To assure these basic rights the Commissioner of Education and the State Board of Education have developed regulations which specifically implement N.J.S.A. 18A:36-20 and the State Board of Education Resolution concerning sex equality in educational programs. These regulations have also been developed in conformity with relevant Federal and State statutes concerning discriminatory conduct. For further information, contact our Affirmation Action Officers:

Dr. Robert McGarry (Educational Programs)
Mr. Peter Pitucco (Employment Practices)
Scotch Plains-Fanwood Board of Education
Evergreen and Cedar Streets
Scotch Plains, NJ 07076
(908) 232-6161, Extension 41102

ASSEMBLIES

Assemblies provide opportunities to share talent, create cultural awareness, nurture school spirit and extend the classroom learning experience. Assembly programs blend entertainment with education. Students are expected to be respectful and courteous to all performers and speakers. Each student attends the assembly as part of a class escorted by a teacher to an assigned seating area. Assembly schedule changes and program descriptions are announced to the faculty at least a week prior to the scheduled assembly.

ATHLETIC ELIGIBILITY RULE

Student must successfully pass 15 credits in the 1st semester to be eligible for spring sports. Students must accumulate 30 credits during the prior school year to be eligible for fall and winter sports. Athletic eligibility is determined by the New Jersey State Interscholastic Athletic Association (NJSIAA).

ATTENDANCE AND STUDENT ATHLETICS/ACTIVITIES

Students participating in an **after-school** activity (e.g., sports competition, concerts, dances, etc.) must be present in **school prior to the end of block one**. Students must also remain in school until the end of the school day. Students not complying with these requirements may be ineligible to participate in school activities on that day.

For **activities occurring on a Saturday or during a vacation**, students must sign into school before 10:30 a.m. on Friday or the day prior to the vacation or the student may be ineligible for school activities taking place on the weekend and/or ineligible for the first competition during the break. The above guidelines apply to unexcused absences only.

ATTENDANCE POLICY

The following statements summarize the Attendance Policy of Scotch Plains-Fanwood High School.

A. Absenteeism

Students missing nine (9) school days for a full year course and five (5) days for a semester course (half year) will not qualify to receive credit for the course. **Only observances of religious holidays as mandated by the State of New Jersey, Take Your Child to Work Day, three days per school year for college visits for students in the 11th and 12th grades or suspension from school are excluded from this total.** Nine (9) absences could also warrant a loss of student privileges (e.g., proms, dances, etc.) and students will lose their parking permit should they accumulate nine absences. For attendance purposes, Physical Education/Health will be counted as a full year course. Attendance is taken on a daily basis in block two and in all classes. Records are entered on each student on a block-by-block basis.

B. Exceptions

1. School Sponsored Activities

Students shall **not** be considered absent from school while participating in a school sponsored activity (e.g., field trips, athletic competitions, or a legitimate pass for school business).

2. Extended or Serious Illness

An extended or serious illness is one which requires absence from school of more than five (5) consecutive days. Such absences will not count against the student provided a statement from a medical doctor is submitted to the school nurse within five (5) days after returning. Absences due to leaving school by signing out of the nurse's office are not excused unless the school nurse has required the student to leave. Student absence from school due to exclusion by the school nurse will be excused.

3. College Visits

11th and 12th grade students are allowed 3 documented college visits as per the State of New Jersey. Younger students accompanying siblings will be considered absent from school.

C. Tardiness

Students who arrive late to school must sign-in with the attendance officer. After three (3) tardies, and each subsequent tardy, students will receive an after-school (office) detention. Students will lose credit after seven (7) tardies to a class. Students will receive one office detention for each time they are tardy to a class or school. Excessive tardies will lead to Saturday detentions. Students will only be considered present for a class if the student has been in the class for a minimum of fifty-two (52) minutes. Three (3) unexcused tardies will count as one cut and seven (7) unexcused tardies will count as two cuts leading to removal from class, loss of credit and assignment to Supervised Study. **Students who accumulate five (5) tardies will lose their parking permit for a ten (10) day period. Students who accumulate ten (10) tardies will have their permit revoked for the remainder of the school year. Excessive tardiness will warrant loss of additional privileges (e.g., proms, dances, graduation, etc.).**

D. Appeals

In keeping with the dictates of fairness and procedural due process, students may appeal the loss of credit based on medical and/or personal problems. During this process it may be necessary for the student and/or parent to present the case before the Attendance Appeals Committee. This committee will meet on an as needed basis throughout the school year.

E. Appropriate Notification

Parents will be apprised of student attendance records on a regular basis. In addition to this information being indicated on the report card, periodic notices will be sent to parents of students who have accumulated excessive absences. Notification will be mailed to the parent informing them of a student's noncredit status.

F. Class Cutting

Students who are absent from class without authorization while being in attendance on the day of that absence shall be referred to the Attendance Office for cutting class. After verification, parents will be notified by mail. **Students will be assigned a Saturday detention for each offense.** A second cut in the same course will result in the permanent removal from the class and loss of credit.

CELL PHONES/OTHER DEVICES

1. Students will be permitted to use cell phones and other electronic devices (with headphones) in the following areas:
 - a. During lunch time in the designated areas
 - b. While they are passing from class to class
 - c. Upon entering the building at the start of the day
 - d. As they leave the building for dismissal

2. Students **will not** be permitted to use cell phones, headphones or other electronic devices **without explicit teacher permission:**
 - a. Upon entering the classroom
 - b. Any time during class (including restroom breaks)
3. Students will not be permitted to photograph, record or videotape other students or staff without consent. This will result in confiscation of the device and disciplinary action. A parent or guardian will be contacted to pick up the cell phone.
4. Repeated cell phone or headphone infractions may result in loss of all cell phone or headphone privileges.

DAILY ANNOUNCEMENTS

Daily Announcements are published each day for both staff and students. These announcements will be read and shared on a daily basis during block one.

HIGH SCHOOL CODE OF STUDENT CONDUCT

Progressive Procedure: This discipline policy is a cumulative policy beginning with freshman year and remains in effect throughout the student's enrollment at the high school. However, if a student has no recorded infractions for at least one full calendar year from the date of the last entry on the discipline record, he/she may consider his/her record clear and any subsequent infraction will be treated at the appropriate starting step of this policy.

With respect to high-level infractions, parents and students should note that in cases that a student exhibits an inappropriate behavior not indicated in this Code of Student Conduct, the administration reserves the right to determine an applicable consequence. Moreover, depending upon the severity of an inappropriate behavior exhibited, the administration reserves the right to impose consequences reflective of the severity by adjusting leniency and/or harshness of indicated consequences.

The discipline policy is set forth in the subsequent sections as follows:

- I. Category I Discipline
 - A. Disciplinary Offenses
 - B. Category I Outcomes
 - C. Category I Procedures
- II. Category II Discipline
 - A. Disciplinary Offenses
 - B. Category II Outcomes
 - C. Category II Procedure

I. CATEGORY I DISCIPLINE

A. Category I Disciplinary Offenses

1. Open defiance of authority of any school employee (may also be Category II, depending upon severity).
2. Use of profanity and/or obscene language.
3. Willful and repeated tardiness to class.
4. Conduct of such character as to result in the disruption of classroom instruction.
5. Physical displays of affection by couples anywhere on school property.
6. Unauthorized use of cellular phones and electronic devices.*
7. Ordering lunch to be delivered to the school.
8. Loitering (unsupervised) in school corridors or campus area.
9. Loitering in areas of the school not to be used by students such as teachers' lounges and lavatories.
10. Cutting office or teacher detention or supervised study.

11. Any card playing.
12. Cutting class.
13. Any other conduct which in the judgment of the Principal and/or designee is a minor offense.

***Regarding cell phone authorized/unauthorized use:**

1. Students will be permitted to use cell phones, iPods, and music players (with head phones) in the following areas:
 - a. during lunch time (in the cafeteria)
 - b. while they are passing from class to class
 - c. upon entering the building at the start of the day
 - d. as they leave the building for dismissal
1. Students will not be permitted to use cell phones or wear headphones/earbuds or other electronic devices without explicit teacher permission:
 - a. upon entering the classroom
 - b. anytime during class (including restroom breaks)
2. Students will not be permitted to photograph other students or teachers (without consent). This will result in confiscation of the device and disciplinary action. A parent will be contacted to pick up the device.
3. Repeated cell phone or headphone/earbud infractions may result in the loss of all cell phone or headphone privileges.

B. Category I Outcomes

1. Office Detention

- a. Students may be assigned to office detention by administrative personnel.
- b. Students will be assigned detention from 2:40 p.m. to 3:25 p.m.
- c. Detention will be supervised by certificated personnel.
- d. Unacceptable behavior, as determined by the detention supervisor, will result in an extension of detention or an assignment to Saturday detention or out-of-school suspension.
- e. Detention takes precedence over all in-school or out-of-school extracurricular activities.
- f. Students will be required to take materials to the detention facility for the purpose of doing school work.
- g. No talking or group study is allowed.
- h. It is the responsibility of the student to attend detention as assigned. The student must keep track of scheduled detentions.

2. Saturday Detention

- a. Saturday detention will be held from 8:15 a.m. to 11:45 a.m.
- b. Students who fail to attend Saturday detention will automatically be placed on out-of-school suspension and will be assigned an additional Saturday detention. Students who fail to appear at the Saturday detention a second time will be in violation of a Category II offense (See II).
 - (1.) Detentions may only be rescheduled in the case of an emergency. Students will be allowed to reschedule one Saturday detention per marking period.
 - (2.) Only parents can reschedule a Saturday detention and any rescheduling must happen **before** the Friday of the Saturday detention. Students may not reschedule Saturday detentions. Saturday detentions may not be rescheduled for work or sports obligations.
- c. Students who arrive after 8:15 a.m. **will not** be admitted. They will be assigned an additional Saturday detention. Students who are late to Saturday detention a second time will be in violation of a Category II offense (See II).
- d. Students will be required to take materials, as assigned by their teachers, to the Saturday detention facility for the purpose of doing school work. Failure to bring books and other school related material will result in the student being sent home immediately.

- e. Students may be required to complete academic or remediation activities as assigned.
 - f. Students assigned to Saturday detention are excluded from participation in extracurricular activities on that Saturday.
 - g. Talking or group study is prohibited.
 - h. Unacceptable behavior, as determined by the detention supervisors, will result in appropriate disciplinary action.
 - i. Students are responsible for their own transportation.
 - j. A student who is gainfully employed and notified after Wednesday that he/she has Saturday detention will have the option of serving his/her detention on the immediate Saturday or on the following scheduled Saturday.
 - k. Saturday detention will be supervised by certificated personnel.
 - l. Saturday detention will not be held during vacation periods or on legal holidays.
 - m. School approved community service may be offered as an alternate to the Saturday detention if permission is provided by the principal/assistant principal.
 - n. A doctor's note is required for anyone missing Saturday detention for reasons of illness.
 - o. It is the responsibility of the student to attend detention as assigned. The student must keep track of scheduled detentions.
 - p. Cell phone use at unauthorized times will result in appropriate disciplinary action.
2. Supervised Study and Supervised Lunch
- a. Students are assigned to supervised study for a specific amount of time by the administration.
 - b. Students are to arrive on time and leave when dismissed at the bell.
 - c. Students assigned for consecutive periods are not to be excused during the passing time except in a true emergency.
 - d. Passes are not issued to supervised study students except in an emergency.
 - e. Students are to remain in their assigned seats.
 - f. Visitors to supervised study are not permitted.
 - g. Students must come to supervised study with meaningful educational material or work will be assigned by teacher in charge.
 - h. Students assigned to supervised study during lunch period will remain in supervised study room. A restricted lunch menu will be available, consisting of milk, juices and sandwich of the day. Students are encouraged to "brown bag" their lunch.
 - i. Students assigned to supervised study during assembly periods will remain in supervised study.
 - j. If students do not follow supervised study expectations as stated above, they will be referred to the administrator in charge.

Type of Student Behavior	1 st Offense	2 nd Offense	3 rd Offense
Affection: Inappropriate public display of affection	Student warning Notify parent	1-2 days office detention Notify parent	1 Saturday detention
Cell phone/ iPod/ earphone unauthorized use	Item confiscated and retained by Administrator. Parent telephone conference to obtain item after school hours and at the discretion of the Administrator. Saturday detention issued. Students who refuse to surrender the item will be suspended for 3 days and receive 2 Saturday detentions.		
Cheating and/or plagiarism (includes phone out during assessments)	Parent/Teacher/ Counselor conference (telephone) Zero on assignment	Saturday detention Administrator/Parent conference Zero on assignment	Review by I&RS Loss of credit in course
Class Cutting	See below		

Disrupting Class: Loud & boisterous behavior	Will be based on teacher/student conference	Teacher detention and parent notification	Office detention
Loitering in school corridors, gym or campus areas unsupervised	Warning	Saturday detention	Suspension
Profanity: Habitual use of profanity or obscene language, indecent behavior	Student warning Notify parent Office detention	1-2 days Saturday detentions Parent conference.	3 days suspension and 2 Saturday detentions Loss of student privileges (prom, parking, etc.).
Tardiness*	1-3 Tardies – Warning Parent notification	4 th Tardy – office detention; parent notification	Subsequent tardies – Saturday detention; parent notification; parking permit may be revoked.
Unauthorized parking	1 Saturday detention	1 Saturday detention, loss of privileges (underclassman removed from senior lottery)	2 Saturday detentions, loss of privileges

*Excessive tardiness will warrant loss of additional privileges, i.e., proms, dances, graduation, etc.

Class Cutting

1. Class Cutting

Students who are absent from class without authorization while being in attendance on the day of the absence shall be referred to the Assistant Principal/designee for cutting class. Individual class cuts will be reported by the teacher who will notify the Assistant Principal/designee. A cut letter will be mailed home with a copy to the Guidance Counselor, as well as an assignment to Saturday detention. Numerous cuts can result in a suspension pending parent conference. A total of two cuts in a particular course will result in permanent removal from the course with a withdrawn passing (WP) or a withdrawn failing (WF), and no credit will be given for the particular course. The student will be assigned to the Saturday detention by the Assistant Principal/designee. For class cutting purposes, Physical Education/Health will count as a full year course, that is, a total of two cuts at any time during the year will result in permanent removal from the course from that point on.

Example: If a student should take his/her second cut during the third marking period, that student would lose credit in Physical Education for the third and fourth marking periods. Thus, he/she will have to make up two marking periods of physical education.

a. First Cut

If the class absence proves to be unauthorized, a letter of notification will be sent to the parent and a copy of the policy will be attached. The student will be spoken to by the Assistant Principal/designee with a notice sent to his/her Guidance Counselor. A Saturday detention will be assigned for each offense.

b. Second Cut

This cut will result in withdrawal from the course. The Principal and/or Assistant Principal will contact the student and remove him/her from the class and he/she will be assigned to supervised study for the time period of the eliminated course. The parent will be notified of these procedures by mail. A Saturday detention will be assigned for each offense.

- (1) Cutting the supervised study assignment will result in a formal suspension and parent conference.

- (2) Any student cutting a particular course two times within a time frame which would not allow implementation of step 1 above would still be subject to the drop procedure.
- (3) If a student is removed from a class (including physical education/health) and placed in supervised study during the first semester, he/she may submit a request in writing to the Principal to enter a semester course when the second semester begins. Approval of such a request will be contingent upon the student's earnest efforts at conforming to the school's attendance rules.

C. Category I Discipline Procedure

1. Teacher responsibility for counseling and discipline is a prime concern and the first level of effort. Teacher or administrative discipline should include but not be limited to classroom detention, official school detention and/or supervised study. Detention takes precedence over extracurricular activities.
2. If such violations of school rules (see Category 1B) are repeated, the student will remain in supervised study for the time specified by the administrator pending a parent conference and official school detention will be assigned.
3. If such violations of school rules should occur a third time, the student may remain in supervised study for the time specified by the administrator pending a parent conference, and one day of Saturday detention will be assigned. The student's counselor will be notified for counseling the individual regarding the behavior pattern that resulted in the violation of school rules.
4. If such violations of school rules should occur a fourth time, the student will remain in supervised study for the time specified by the administrator pending a parent conference and two days of Saturday detention will be assigned. The student's counselor will be notified for counseling the individual regarding the behavior pattern that resulted in the violation of school rules.
5. If the violation of school rules is repeated after that, the offense becomes a Category II disciplinary offense (see II) and the steps under Category IIA shall ensue.
6. The Administrator of the school building may use his/her discretion in determining the appropriate disciplining of a student.

II. CATEGORY II DISCIPLINE OFFENSES (*Offenses may result in the filing of a formal complaint with the Scotch Plains Police.)

A. Category II Disciplinary Offenses

The conduct listed below shall give cause for a combination out-of-school suspension and/or Saturday detention. Repeated offenses shall give cause for further suspension and/or exclusion, as well as appropriate legal action, in accordance with State law 18A:37-2 and other applicable laws or administrative code.

The Administrator of the school building may use his/her discretion in determining the appropriate disciplining of a student. Conduct which shall constitute good cause for suspension of a student guilty of such conduct shall include, but not be limited to, any of the following:

1. Interference in any way with a school employee attempting to discipline another student.
2. Leaving school building or grounds without permission.
3. Failure to properly identify him/herself upon request.
4. Falsifying or forging any documents related to school.
5. Use of profanity or obscene language when directed at a school employee.
6. Appearance on school property or school related activity while excluded or suspended out-of-school.*
7. Continued and willful defiance of any school employee.

8. Gambling or the possession of any gambling paraphernalia.
9. Willfully causing or attempting to cause damage to school property.*
10. Possession of tobacco products anywhere on school property is prohibited pursuant to New Jersey Law (P.L. 2001, Chapter 226, approved August 27, 2001). Violators may be subject to a fine.*
11. Conduct of such character as to constitute a continuing danger to the physical well being of other students.
12. Truancy.*
13. Incitement of or participation in an unauthorized occupancy by any group of students or others in any part of the school or any building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or his/her designee or other person in charge of such building or facility.*
14. Incitement that is intended to and does result in truancy by other students.
15. Turning in a false alarm or causing a bomb scare.*
16. Inciting others to fight.
17. Continued and willful disobedience.
18. Open defiance of authority of any teacher or person having authority over him/her.
19. Conduct of such character as to constitute a continuing danger to the physical well being of other pupils.
20. The use of hate language: Hate language or speech includes any cruel, hostile, or negative statements directed toward someone based on their race, religion, national origin, disability, age, gender or sexual orientation.

VIOLENCE INCIDENTS

21. Simple Assault: A person attempts to cause or purposely, knowingly, or recklessly causes bodily injury to another. One needs to consider age and developmentally appropriate behavior.*
22. Robbery: Obtaining money or material things from another by means of **violence or threat of immediate violence**. Criminal investigation will occur.*
23. Threat: Attempting by physical menace or verbal threats to put another in fear of further serious bodily injury. (Does not include bomb threats.) One needs to consider age and developmentally appropriate behavior.*
24. Fight: Mutual engagement in a physical confrontation that may result in bodily injury to either party. Does not include verbal confrontations or a minor confrontation such as a shoving match. All participants should be classified as offenders. One needs to consider age and developmentally appropriate behavior.*
25. Harassment, Intimidation or Bullying (includes Bias Intimidation): Any gesture or written, verbal or physical act 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 handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that: (a) a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property; or (b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

VANDALISM

26. Burglary: An individual entering or surreptitiously remaining in a school district facility or property, or someone's property (e.g., automobile) with the purpose to commit an offense therein. Criminal investigation will occur.*

27. **Damage to Property:** Purposely, knowingly, or recklessly destroying or defacing school, contracted, or personal property, causing an economic loss due to repair or replacement. Knowingly setting off a fire alarm when no fire exists is entered into this category. Serious incidental damage to property occurring during an act of violence is included.*
28. **Fireworks Offense:** The possession, selling, distributing, or detonating of a self-fusing explosive device, no greater in size than two inches and commercially sold as “fireworks”, cherry bombs, M-80’s and M-90’s.
29. **Theft:** Taking of the district’s or a person’s belongings or property without consent. Criminal investigation will occur.*
30. **Trespassing:** Entrance onto school property or into a school building without permission by an individual, who knows he/she is not privileged to be on the property.

SUBSTANCE ABUSE INCIDENTS

31. **Suspected Use Not Confirmed:**
 - (a.) **Alcoholic Beverages and Controlled Substances** – per N.J.A.C. 6A:16-4.3(a), any educational staff member or other professional to whom it appears that a students may be currently under the influence of alcohol or other drugs on school property or at a school function shall report that matter as soon as possible to the principal and to the certified or non-certified school nurse or the school physician, according to the requirements of N.J.S.A. 18A:40A-12.
 - (b.) **Anabolic Steroids** – per N.J.A.C. 6A:16-4.3 (b), any educational staff member or other professional who has reason to believe that a student has used or may be using anabolic steroids, that person shall report the matter as soon as possible to the principal or to the substance awareness coordinator, according to the requirements of N.J.S.A.: 40A-12.
32. **Suspected Use Confirmed** – An incident is reported as Suspected Use Confirmed when a positive determination from a medical examination indicates that the student is under the influence of alcoholic beverages, marijuana, and/or other drug (controlled dangerous substance, but not including cigarettes), or indicates that the student has used anabolic steroids. A report should be completed when suspected use is confirmed by a positive determination from a physician.
33. **Possession** – Student is found with alcohol, marijuana, and/or any other drug (controlled dangerous substance) in his/her locker or vehicle, or on his/her person. Includes possession of unauthorized prescription drugs and drug paraphernalia.*
34. **Distribution** – Student is selling, buying or giving alcohol, other controlled dangerous substance(s) or anabolic steroids to others, or employs others to do the same. The student need not be caught in the act of selling or giving. The term “distribution” includes having alcohol or other drugs under circumstances where it may be inferred that the student would distribute to others. Therefore, possession of a large amount of drugs should be reported as “distribution”, not as “possession”.*

WEAPON INCIDENTS

35. **Possession of a firearm:** Having on one’s person, or in one’s locker or vehicle, a handgun or rifle. The firearm need not be loaded.*
36. **Assault with a firearm:** Attacking or physically harming someone by threatening with or shooting a handgun or rifle. The firearm need not be loaded.*
37. **Sale or transfer of a firearm:** Selling, giving, or having in one’s possession with the intent to distribute or sell a firearm of any kind.*
38. **Assault with Other Weapon:** Attacking or physically harming someone with a knife, club, stun gun, chain, pepper spray, or other instrument (other than a firearm) readily capable of lethal use of or inflicting serious bodily injury.*

39. Possession of Other Weapon: having on one's person or in one's locker or vehicle, any weapon (other than a firearm). A weapon is any instrument readily capable of lethal use or of inflicting serious bodily injury that includes, but is not limited to, studded with metal filings and razor blades. This category also includes stun guns and any device which projects, releases, or emits tear gas or any other substance (e.g., pepper spray) intended to produce temporary discomfort or permanent injury through being vaporized or otherwise dispensed in the air. Components that can readily be assembled into a weapon also apply.*

40. Any other serious offense that in the judgment of the principal/designee warrants Level II consequences.

* These offenses may result in the filing of a formal complaint with the Scotch Plains Police Department.

B. Category II Discipline Outcomes

Suspension: The temporary removal of a student from all classes for a specified period of time.

Expulsion: The permanent removal by the Board of Education of a student from all future attendance at any school within the Scotch Plains-Fanwood school system.

Type of Student Behavior	1 st Offense	2 nd Offense	3 rd Offense
Attacking or threatening another student or school personnel	4-10 days suspension and 2-3 Saturday detentions. (Possible recommendation for expulsion.) Possibility of police notification and filing of a juvenile complaint. Loss of student privileges (prom, parking, etc.).		
Defiance: Open defiance of authority	1-2 Saturday detentions and suspension from school depending on the nature of the offense	2-3 days of suspension from school and 1-2 Saturday detentions	4-10 days suspension and 3 Saturday detentions. Loss of student privileges (prom, parking, etc.).
Destroying or defacing property*	3 days suspension, 2 Saturday detentions and reimbursement of district	Suspension and/or expulsion, as well as appropriate legal action. Reimbursement to district – possible prosecution with community service as one option. Loss of student privileges (prom, parking, etc.)	
False alarm or causing a bomb scare*	4 days suspension and 3 Saturday detentions. Notification of police. Loss of student privileges (prom, parking, etc.).		
Fighting*	Parent conference and 4-10 days suspension plus 2-3 days of Saturday detention. Investigate thoroughly. Possible prosecution. Loss of privileges (prom, parking, etc.)		
Firecrackers*	3-4 days suspension and 2-3 Saturday detentions. (Possible recommendation for expulsion.) Possibility of police notification and a filing of a juvenile complaint. Loss of student privileges (prom, parking, etc.)		
Fires: Starting or causing*	3-4 days suspension. Notify parent. Notify police. Loss of student privilege (prom, parking, etc.).	Suspension and/or expulsion, as well as appropriate legal action. Reimbursement to district – possible prosecution with community service as one option. Loss of student privileges (prom, parking, etc.)	
Forgery and/or altering documents	1 Saturday detention Possible suspension (based on offense)	2 Saturday detentions or suspension	
Hate Language	2-3 days of suspension. 1-2 Saturday detentions. Possible referral to District Anti-Bullying (HIB) Coordinator.	4 days of suspension. 2-3 Saturday detentions. Possible loss of student privileges (e.g., prom, parking, etc.) Possible referral to District Anti-Bullying (HIB) Coordinator	

Inciting a fight	1 Saturday detention or suspension	2 Saturday detentions or suspension. Parent conference.	3 days suspension and 2 Saturday detentions. Loss of student privileges (prom, parking, etc.)
Illegal substances*: Possession, use and/or distribution of illegal substances	Minimum 4 days suspension pending implementation of district guidelines for alcohol/controlled dangerous substance abuse will be followed and 3 Saturday detentions issued. Loss of student privileges (prom, parking, etc.).		
Interference with school employee who is attempting to discipline another student	3 days suspension 2 Saturday detentions Notify parent	4 days suspension and 3 Saturday detentions. Notify parents. Loss of student privileges (prom, parking, etc.).	
Leaving school building or grounds without permission	3 days suspension 2 Saturday detentions Notify parent	4 days suspension and 3 Saturday detentions Loss of student privileges (prom, parking, etc.).	
Sexual harassment or stalking of any student by another student or a group of students	3-4 days suspension and 2 Saturday detentions. Loss of student privileges (prom, parking, etc.).		
Possession of smoking paraphernalia, Smoking and/or use of tobacco, e-cigarettes or vaping on school property during school hours and activities	A complaint may be filed with the Department of Health. 3- 4 days suspension and 3 Saturday detentions pending implementation of district guidelines for alcohol/controlled dangerous substance abuse will be followed. Loss of student privileges (prom, parking, etc.). Subsequent offenses carry greater penalties.		
Stealing/theft*	4 days suspension and 3 Saturday detentions. Refer to Child Study Team. Parent conference. Possible police notification. Loss of student privilege (prom, parking, etc.).		
Trespass	Escort to office. Notify police if unauthorized person is uncooperative.		
Unauthorized assembly	Parent conference with 3 days suspension and 2 Saturday detentions	4 days suspension and 3 Saturday detentions.	
Weapons*: Carrying dangerous and/or offensive weapons – including look-alikes. ZERO tolerance	School authorities are required to report these incidents to the local police. Suspension from school. Loss of student privileges (prom, parking, etc.).		
The Administrators of the school building may use their discretion to determine the appropriate disciplinary action for a student. This list is not intended to be all inclusive but represents the more common offenses that are encountered in schools. *Offenses may result in the filing of a formal complaint with the Scotch Plains Police.			

C. Category II Procedure

Procedure for carrying out the process of out-of-school suspension and/or expulsion shall be as follows:

1. Upon suspension by the Principal or designee or other administrative officer, the student's parent shall be notified at which time the nature and degree of the infraction shall be discussed.
2. The Child Study Team shall be consulted regarding removal of a classified student.
3. A second Category II offense on the part of the student shall result in an extended suspension (minimum of three days).
4. A third Category II offense on the part of the student may then require the formation of a formal review panel for the consideration of possible expulsion. This panel shall be made up of, but not limited to, the student's guidance counselor, a teacher (assigned by the Principal/designee), a nurse, and an administrator. The panel will meet with the student and his/her parent and

- his/her total discipline file shall be reviewed with a recommendation to the Principal as to further action, inclusive of consideration for Child Study Team evaluation.
5. Out-of-school suspension and Saturday detentions can be assigned by the Principal or designee as follows:
 - 2 days out-of-school suspension and 1 Saturday detention
 - 3 days out-of-school suspension and 2 Saturday detentions
 - 4 days out-of-school suspension and 3 Saturday detentions
 - 10 days out-of-school suspension and 4 Saturday detentions
 6. Parent will be notified regarding the offense and the resulting suspension. Should the parent choose to appeal the suspension, they should contact the school Principal. The student will remain out of school while the appeal is pending.
 7. Expulsion proceedings can be initiated without the progressive steps based on the seriousness of the offense.
 8. The Principal's recommendation for expulsion will be submitted to the Superintendent of Schools. Preliminary to a formal expulsion hearing by the Board of Education, an informal hearing will be conducted by the Superintendent. This pre-expulsion hearing will be scheduled with the parent, student, school Principal and/or designee in attendance. Pending the results of the Superintendent's hearing, a recommendation will be made to the Board of Education and a Board level hearing for expulsion may be scheduled, pursuant to N.J.S.A. 18A:37-2.

End Of Year Fulfillment Of Disciplinary Requirements

1. If a senior has not fulfilled his/her discipline requirements by commencement, he/she may be excluded from commencement exercises pending a decision on the seriousness of the offense, and will have to fulfill disciplinary action requirements before receiving his/her diploma.
2. If a freshman, sophomore, or junior has not fulfilled his/her disciplinary requirements by the end of the school year, he/she may receive a minimum of three days out-of-school suspension at the beginning of the following school year, based on the judgment of the high school administrator as to the seriousness of the offense.
3. Alternatively, a student may be given a community service or school maintenance assignment during the summer with parental permission.

DRESS, GROOMING & APPEARANCE REGULATIONS

The New Jersey State Board of Education regulation concerning dress regulation standards for students, states, "attire which causes the disruption of the educational process or which constitutes a health or safety hazard or concern is not permitted." The dress and grooming regulations at Scotch Plains-Fanwood High School supports student apparel choices that are neat, clean, and modest. It is important that we recognize the rights of students to express themselves through their attire as well as the rights and responsibilities of parents to determine the standard of dress for their children. Student apparel should reflect responsibility and self-respect and an atmosphere that is conducive to learning, not destructive or disruptive. These regulations aim at avoiding suggestive, biased, offensive and harassing messages, avoids communicating or advertising illegal substances, and should not interfere with the identification of a student. Good grooming is expected at all times.

Specific requirements regarding the dress and grooming regulations are as follows:

- A. Clothing that unreasonably exposes the midriff or has an unreasonably low neckline or arm holes is not permitted in the school building during school hours. Undergarments, or parts of the body that should be covered by undergarments (breasts, buttocks, etc.), may not be visible. All students' shirts must have sleeves or straps. The list of restricted items includes: bandeaus, modified crop tops, cropped camisoles, muscle shirts, or shirts without sleeves, and miniskirts/dresses or shorts that are

- shorter than mid-thigh are prohibited, sheer blouses that show undergarments or bandeaus, clothing which is not worn appropriately, not properly fastened or with tears or holes that are indecent.
- B. Clothing, accessories or jewelry that include messages associated with gangs, alcohol, drugs, tobacco products or other illegal substances or paraphernalia, sexual connotations, indecent/lewd writings or pictures or cartoon images that support or depict discrimination on the basis of age, handicap, national origin, marital status, race, religion, sexual orientation or gender are not allowed.
 - C. Personal grooming including combing, brushing, spraying hair, spraying of perfumes or colognes and applying cosmetics is allowed only in restrooms and designated areas.
 - D. Pants must be worn at the waist and must be securely fastened.
 - E. Articles of jewelry that can potentially cause a safety concern or hazard or can easily deface school property are not permitted. For example, chains and/or articles of clothing with sharp objects are prohibited.
 - F. Footwear must be worn in the building at all times. The safety of footwear is at the discretion of administration.
 - G. Although hats may be permitted in the building, hoods or anything that obscures a student's identity **may not** be worn during school hours.
 - H. No sunglasses may be worn during the school day unless medically prescribed.

The Administration reserves the right to determine the appropriateness of dress. Violators of these student dress and grooming regulations will be required to make arrangements to obtain suitable clothing immediately. Failure to comply will result in the student's parents being notified, and/or being sent home. Repeat offenders will be subject to the discipline policy, which may include supervised study, office detention, Saturday detention or suspension.

EARLY DISMISSAL

Any student who leaves school for any reason before his last class must sign out in the early dismissal book in the Attendance Office. Students must present a note prior to block one stating your reason for leaving early. It should include your name, grade, section, date, time of dismissal, reason and signed by a parent. If it is a doctor or dentist appointment, it should include the doctor's name and phone number.

Early dismissal must be for legitimate reasons and proof is required. Unless it is a legitimate reason, an absence will count towards the nine (9) days. Students who are 18 years of age are still required to obtain parent permission and they may not sign themselves out.

Students are not permitted to leave the school grounds at any time during the school day without permission from the school office. If you must leave the building because of any emergency, please report to the office for permission which may only be granted by an administrator upon confirmation from a parent or guardian. Failure to follow the proper procedure will be considered an unexcused absence.

EDUCATIONAL TRIPS

Field trips for classes, clubs and other organizations are recognized as educationally valuable experiences to enrich regularly planned classroom or group activities. The same regulations that apply to students when they are on the school premises apply to students when they are on trips and representing our school. Parental permission slips are required from all students planning to participate. Class work missed as a result of the educational trips or participation in a school activity must be completed and submitted in accordance with the provisions of the make-up policy.

ENTERING THE BUILDING

At the start of the school day, students are not permitted to enter the second floor of the building prior to 7:45 unless under the direct supervision of a teacher in a classroom. Students must remain on the first floor of the building until 7:45 AM. In addition, students who are found opening one of the school's doors to let in anyone will be given a Saturday detention. There are protocols in place dealing with visitors, who may only be let in by staff members posted at Door One.

1. Students may only enter through Doors One or Twelve prior to the start of school.
2. After the start of Block 1, all doors will be locked and students entering the building after 8:08 will be directed to Door One.
3. Near the end of Block 1 beginning at 9:15, a school official (hall monitor, teacher on duty, principal and/or SRO) will be stationed at Door Twelve to allow Open Block seniors to enter the building and report to the cafeteria. The students should use the vestibule. It will not be necessary for the students to buzz in since a school official will be present.
4. Once Block 2 begins, students will be required to proceed to Door One.
5. We will no longer buzz anyone in through Door Twelve.
6. At the conclusion of Block 3, a school official (hall monitor, teacher on duty, principal and/or SRO) will be present at Door Twelve to oversee the departure of seniors with an Open Block. Open Block students that remain in the building must report to the Attendance Office to pick up a single day pass to study hall and proceed to the cafeteria.
7. Once Block 4 begins and all Open Block seniors have departed, Door Twelve will be secured and no one will be buzzed in.

FIRE DRILL REGULATIONS

A poster with directions for leaving the room is placed in a prominent place in each classroom. Each class using the room is instructed as to the regulations governing fire drills as well as the procedure for leaving the room and building.

There will be two fire drills each month starting in September. The students' attitude during these drills is most important. Complete silence should be maintained throughout the entire drill and all movement completed in the most orderly way possible.

1. Walk quickly; do not run.
2. Do not talk, laugh or shout.
3. First person to each closed door should open it and hold it until all have passed.
4. Use the route shown on the floor plan posted near the exit of your room. The routes have been marked by using arrows indicating the direction to move.
5. Students in the cafeteria should **immediately** exit through the nearest exit.
6. Firefighting apparatus must be able to gain access to any part of the building. Teachers are asked to be sure that students do not block driveways and are lined up in single file.
7. Obey fire wardens and follow their instructions should any exit be blocked.
8. Move a considerable distance from the exit to assure that those who follow will be able to leave the building.
9. Do not reenter the building until the return signal is sounded, then return the same way you left.

GENERAL STUDENT GUIDELINES

This year we have a unique opportunity to make SPFHS a more satisfying and rewarding place in which to live and learn. Our facilities and program open up a wide variety of possibilities for high school education. The faculty meet the challenge of discovering the best approaches for using these new opportunities.

We are entering this school year with a firm belief that students can and will accept more responsibility for their learning while teachers will do less directing and more guiding in the learning process. This belief is accompanied by three basic assumptions.

1. Most students in our school want more responsibility for their learning than they have in the past. They like the feeling of being trusted and having responsibility.
2. Most students really care about their school and will work hard to make it a pleasant and respected place to learn.

3. Most students understand the need to have regulations that will guarantee the rights and privileges of the group and are willing to support these regulations.

HALLWAY PASS PROCEDURES

In order to reduce the amount of hallway traffic and classroom distractions, students must utilize the hall pass procedures:

1. Students out of the classroom must wear a lanyard bearing their teacher's name.
2. Students must sign in and out of the bathrooms legibly.
3. Only three students will be permitted in a bathroom at one time.
4. Only one student may be in a stall at any time.
5. If visiting the nurse, counselor or other school offices, students must carry a handwritten pass from their teacher.

HARASSMENT, INTIMIDATION OR BULLYING REGULATIONS

Harassing, intimidating or bullying behaviors are defined as aggressive behaviors of a physical and/or psychological nature carried out by one or more individuals against one or more individuals that may have the intent or effect of:

- a. harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
- b. insulting or demeaning one or more students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Reporting of Incidents

1. At each school, the principal or his/her designee is responsible for receiving complaints alleging violations of this policy, and for promptly investigating any allegations that a person has committed an act of harassment, intimidation or bullying.
2. All school employees, including bus drivers, are required to report complaints alleging violations to the principal or designee on the same day in which the violation occurs.
3. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.
4. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy.
5. Pursuant to Board Policy, the principal/designee will investigate and report any confirmed incidents to the Affirmative Action Officer within 5 school days of the allegation. This report should include the consequence imposed, as well as what remedial action is being taken to prevent future occurrences.

Consequences for Students Found Guilty of a Violation of This Policy

High School Students:

1st Offense	3 - 5 days Suspension/2-3 Saturday detentions
2nd Offense	5 days Suspension - 3 Saturday detentions
3rd Offense	5 - 10 days Suspension - 3 Saturday detentions & a Discipline Review Hearing
4th (and subsequent)	Discipline to be expulsion or such other action as may offenses be deemed appropriate.

Interventions

A multilevel program of intervention will include, but not be limited to:

School-wide interventions

Increased supervision, school-wide assemblies and teacher/aide in-service training to raise the awareness of children and school staff regarding bullying.

Classroom-level interventions

The establishment of classroom rules against bullying, regular class meetings to discuss bullying at school and meetings with all parents.

Individual-level interventions

Strategies for discussions with students identified as bullies and victims, including ways to mediate bullying:

- a. Rules against bullying that are publicized, posted school wide and accompanied by consistent sanctions.
- b. Adult mentors who assist victims and bullies to build self-esteem and to foster mutual understanding of and appreciation of differences in others.
- c. A buddy system that pairs students with a particular friend or older buddy.
- d. Classes for students in anger management, assertiveness training and behavior modification training, and for adults in parenting skills.

HEALTH SERVICES FOR STUDENTS

The Health Office is staffed by two full time certified school nurses and one full time registered nurse. It is located on the first floor in a corner office facing Westfield Road. The nurses administer first aid in the case of an accident or illness during school hours. In the event a student becomes ill and needs to go home, the nurse will notify the parent for permission to release the child from school. Dismissal through the Health Office is considered an unexcused absence. **It is extremely important that you complete and sign the yellow student emergency card for the health office staff.** This will provide the nurses with daytime phone numbers and the names of at least two other adults who will be responsible for your child if you cannot be reached. When choosing an alternate contact, consider if they are local and available to provide care and transportation for your child during the school day. It is important to keep this information on the emergency card current. A new emergency card must be filled out each school year and returned to the health office. **Only health information noted on the back of the Emergency Card by the Parent/Guardian will be shared with the teaching staff if indicated.**

School nurses provide health education and counseling as needed and conduct a variety of screenings as mandated by the State of NJ. Per NJAC Chapter 16 6A:16 2.1-2.2, each student will be screened for height, weight and blood pressure every school year. Students will be screened in 9th and 11th grade for scoliosis unless the student has submitted proof of a physical examination or the parent requests in writing that the student be exempt from the screening. A vision screening will be conducted on all 10th grade students and a hearing test will be conducted on all 11th grade students. With the exception of vision and hearing, all screenings will be conducted in collaboration with the physical education staff. State guidelines are followed to monitor student immunization records and tuberculosis skin testing. Mantoux skin testing for tuberculosis is currently required for some new students entering from specific countries. You will be contacted by the school nurse if your child requires testing.

Physical examinations are required for all new students entering the district and all candidates for athletic teams. It is recommended, but not required, that your child have a physical examination by your private physician at least once during the high school years.

Each candidate for a school athletic team is to be examined within 365 days prior to the first practice session. A full report of the examination must be **documented on the state approved Pre-Participation Physical Evaluation Form**. In addition, a **Steroid Testing Form, Concussion Policy, Sudden Death in Young Athletes and Sport Participation Card** must be completed by parent/guardian **online** prior to the first practice session. The school nurse will bring these forms to the School Medical Director for his approval. No student will be allowed to participate until approved by the School Medical Director. For any succeeding sport (within 365 days of sport physical exam) only the **90 Day Health History Update, Steroid Testing Form, Concussion Policy, Sudden Death in Young Athletes and Participation Card** must be filled and submitted online. Once the forms are submitted, please allow three to five working days for these forms to be processed and approved.

Medication should be administered at home as much as possible. The school does not routinely supply or dispense any over the counter medication such as aspirin, Advil or Tylenol. When absolutely necessary, medication will be administered by the school nurse upon written request from the parent/guardian along with written orders from the student's private physician detailing the diagnosis, name of drug, dosage and time to be administered. The medication must be brought to school by the parent/guardian in the original prescription labeled bottle and will be stored in the nurse's office. Students are not allowed to carry medication of any kind at school/or school sponsored events except when a potentially life-threatening condition exists and self-administration of medications (such as asthma inhalers, epi-pens, insulin) is necessary. Special self-medication forms must be filled out by a private physician, parent and student. Both nurse administered and self-administered medication forms are available from the school nurse. Any unused medication must be picked up by the parent/guardian by the end of the school year or at the end of the period of administration, whichever comes first. Uncollected medications will be discarded on the last day of school. If it is absolutely necessary that your child take medications while on a field trip, please contact the nurse for medication forms as soon as possible. Only the nurse or the child's parent may administer medication (prescription or over the counter) while a student is on a field trip. If a school nurse is in attendance on an overnight field trip, we do have standing orders from our School Medical Director for the school nurse to administer Tylenol, Ibuprofen, Benadryl and Tums as necessary. Parent must have signed permission on the field trip form for administration of these medications on the overnight field trip form.

Medical conditions requiring long term curtailment or limitation of physical education activity (more than three days) requires a written physician's note and are processed through the Health Office. If your child has a minor complaint and feels he/she is not able to participate in gym on any given day, the nurse may give a one-day gym excuse. Classes missed for a one-day excuse given by the nurse must be made up.

Please call the school nurse with any question at 889-8600 extension 31020. Faxes may be sent to: 908-889-1812 or 908-654-7535.

HONOR CODE

Homework: A person providing homework and the person copying that homework will receive a zero for the assignment. A **second offense** will result in a zero for the assignment for the person sharing the assignment and the person copying the assignment. Both students will receive an office detention and the parents/guardians will be notified.

Plagiarism/Academic Dishonesty: Plagiarism is defined as using the words or ideas of another person as if they were your own. This definition applies to essays, research papers, lab reports, and various types of course projects. Academic dishonesty includes: copying from or providing work for another student's homework, test/quiz, communicating with another student about answers during a test or quiz, using a crib sheet or other kind of unauthorized prompting devices communication and sharing information about test/quiz material with students who have not yet taken the evaluation or having a cellphone or similar device out during a test/quiz.

In the case of a **first offense**, the student will receive a zero for the assignment. Parents will be notified by a telephone conference. The student will receive an office detention. A **second offense** will result in a zero for the assignment. Parents will be required to attend a conference. The student will receive a Saturday detention. A **third offense** will result in a failing grade for the course and referred to I&RS.

LOCKERS

Each student is assigned two lockers; a corridor locker for books and clothing and a gym locker for athletic wear and equipment. All lockers are the property of the school and, as such, the school reserves the right to open, inspect or restrict the use of lockers at any time (see Search and Seizure section).

Each student should:

1. Use the locker and padlock assigned and supplied by the school. **Locker rooms are not locked during the day or after school. All belongings and valuables must be secured in a locker.**
2. Keep the locker neat and clean.
3. Never give your combination to anyone.
4. Use your own locker. Never use anyone else's.
5. Only use the gym locker during PE class.
6. During PE classes students should not leave any valuable items in the open, but instead lock them up or give them to their teacher.
7. **You may not keep anything of a dangerous or illegal nature in your locker.** The locker is for **your** belongings and should not be shared with another student.
8. From time to time, drug sniffing dogs can be used to search lockers and other student belongings.

Locks For Student Lockers

Unfortunately, we occasionally experience thefts from student lockers. Locker rooms are not locked during the day or after school. All belongings and valuables must be secured in a locker. All students will be provided with a combination lock built into their hall locker. Each student is being held responsible for keeping his lockers securely locked at all times. You should be very careful not to put your lock on any locker other than the one assigned to you. Should any student report a strange lock on his assigned locker, it will immediately be cut off. It is your responsibility to promptly remove your lock and the locker's contents at the end of the season or school year. Personal locks may not be placed on hall lockers. Be sure to spin the dial on the combination to lock your hall locker after closing the locker door.

LOCKER ROOMS

Students should not be in the locker room area unless they are assigned to a Physical Education class. Locker rooms are not locked during the day or after school. Unauthorized students found in the locker room will receive a Saturday detention for the first offense. Additional offenses will result in more serious disciplinary action.

All students will be issued a lock for Physical Education class. All students are expected to use this lock and should lock all of their valuables prior to reporting to class. **Students must return the lock at the end of the school year or be charged a \$5.00 replacement fee.**

LOST AND FOUND

If you discover that you have lost something, you should first check the classrooms you were in that day. Often, the missing item will be found there. If you find something that may be of some value to someone else, please turn it in to the Main Office to be claimed by its owner. Pupils should not bring large sums of money or valuable jewelry, etc., to school. The school assumes no responsibility for a student's personal belongings (see **Theft and Theft Reporting**).

MASKS WHEN REQUIRED

When masks are required, they must be well-fitted and completely cover the nose and mouth. Masks may only be removed when engaged in an activity that cannot be performed while wearing one, such as eating and drinking or playing an instrument that would be obstructed by the face covering.

MEDIA CENTER

- A. The Media Center comprises the largest quiet study area in our school. The prime function of the Media Center is to supplement and enrich the curriculum through the use of a variety of media.
- B. When there is not sufficient seating space available, students in scheduled classes have priority over those who have come to relax through leisure reading or personal research.

- C. The Media Center is a place for individuals to work independently. The Center is not a place for groups to congregate and socialize.
- D. No food or beverage is allowed in the Media Center.
- E. Materials may be borrowed for overnight or for two- or four-week periods, depending on the nature of the material.
- F. Fines are charged to insure prompt return of materials. Any students who have overdue materials or outstanding fines will not receive their report cards until their accounts are cleared. Fines charged: Reference materials: \$.50 per day; all other material: \$.05 per school day; Lost items: replacement cost.
- G. Students who break rules, waste time, or are unable to discipline themselves will be assigned to a supervised study room during independent study time.

NATIONAL HONOR SOCIETY

A cumulative Grade Point Average of 3.75 is necessary for a student to be academically eligible for membership in the Scotch Plains-Fanwood High School chapter of the National Honor Society. To be eligible for membership a student must be a member of the junior or senior class. The student must also demonstrate that he/she qualifies in terms of leadership, service, and character. Additional information can be obtained in the High School Main Office or in the Program of Studies.

OPEN BLOCK

Seniors in good academic, disciplinary and attendance standing may be assigned an Open Block period in lieu of their study hall if it falls during the 1st or 4th block. An Open Block will be replaced with a study hall if the student does not remain in good academic standing, has repeated or serious disciplinary infractions or exceeds their attendance allowances. Senior students with an Open Block during 4A or 4B must leave the premises before the start of their Open Block period. Students who need to be in the building during this time for authorized reasons must report to the Attendance Office for a single day pass to study hall.

OPEN LUNCH

Seniors in good standing and with parental permission may leave the school campus for lunch. Students must show their open lunch identification card and exit and enter through Doors One and Twelve ONLY. Any student who leaves the school building without permission will be disciplined and their opportunity to qualify for Open Lunch in the future will be revoked. In addition to Category II discipline, the student may also lose parking privileges or access to parking privileges in the future.

PHONE CALLS - FACILITIES

Messages from parents, friends, etc., cannot be delivered to students. Only in extreme emergencies may an exception be made and this must be cleared by an administrator.

POSTERS AND NOTICES

Posters or notices of any kind must receive approval of the Coordinator of Student Activities before being posted. Each must be initialed by Ms. Lockwood and may only be posted in designated hallway display cases. Please do not ask for permission to advertise activities that do not pertain to the educational program of the school.

RAIDER WELLNESS CENTER

The Raider Wellness Center is a space for students to practice mindfulness and relaxation concentration. It is located in C102.

1. Students may access the Raider Wellness Center with a pass from their teacher, counselor or nurse for ten minutes at a time. Students will not be admitted without a pass.
2. Cellphone use is prohibited except in the case of listening to music or using a meditation app.
3. The Raider Wellness Center is a quiet space.

Students who do not respect the rules of the wellness center and fellow students will be asked to leave.

SCHOOL - AFTER HOURS

Twenty minutes after the dismissal bell all students will be expected to leave the building unless they meet one of the following criteria:

1. A coach or staff member due to involvement in a club, sport or other school activity is directly supervising them.
2. The student is planning to attend an athletic event that is taking place in the gymnasium. In this case they may report to the gymnasium after 3:00 p.m.

No student is permitted in the building after 2:35 unless a staff member supervises him or her. Students may be required to have a pass from a teacher or extracurricular supervisor in order to ride the late bus.

SCHOOL CLOSINGS

A decision on school closings will be made by **6:30 a.m.** on a given day. The announcement of the school closing will be carried on **Radio Station 101.5 and TV station WNBC, Channel 4**. If our school district's name is **not** announced, then our schools will be open. In the event you miss the announcement on the radio, the information will be available by calling **232-6161** or by **checking the web site <http://www.spfk12.org>**. Please **do not** call the Police Department as they will not give out school closing information. Their lines must be kept open to serve emergency needs.

Late (Delayed) Openings of School

Under certain conditions, hazardous weather or other emergency conditions, it may become necessary to delay the opening of the Scotch Plains-Fanwood Public Schools. The procedures under SCHOOL CLOSINGS will be followed. The announcement of delayed opening means that schools will be open approximately **1 1/2 hours later than usual**. Those students who are bused will meet their bus at the same bus stop exactly 1 1/2 hours later than the normal time.

High School Schedule (**Delayed Opening**)

9:28 AM Students begin to arrive at school.

9:38 AM Beginning of block one

Regular schedule for the rest of the day

SCHOOL GROUNDS/LOITERING

By order of the Scotch Plains Police Department, students may not stand in the street on Happel Court and neighboring roads. This is in accordance with township ordinance 3-9.2 subsection C. The police may take any minor loitering in the street to the station to be picked up by a parent or guardian. Both the Scotch Plains and Fanwood Police Departments have notified the school that these regulations will be strictly enforced. This also prohibits students from being on school property unsupervised, including the area near Happel Court.

SCHOOL LOCKDOWN

Occasionally, a school lockdown may be implemented for emergency, non-emergency or practice purposes. Students are to remain in their classrooms during a school lockdown.

SEARCH AND SEIZURE

The following two court decisions address the issue of search and seizure as it relates to students in New Jersey schools.

In August 1983, the N.J. Supreme Court indicated, (PG. 17, NJ v. Engerud) ...

"When a school official has reasonable grounds to believe that a student possesses evidence of illegal activity or activity that would interfere with school discipline and order, the school official has the right to conduct a reasonable search for such evidence." **This notice is placed in this locker to clearly state that the school officials of Scotch Plains-Fanwood High Schools do regularly inspect lockers in order to ensure compliance with school regulations.**

In 1985, the U.S. Supreme Court stated (N.J. v T.L.O.) ...

"... school officials need not obtain a warrant before searching a student who is under their authority. Under ordinary circumstances the search of a student by a school official will be justified at its inception where there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school."

SMOKING/VAPING/POSSESSION OF TOBACCO PRODUCTS

Smoking, vaping or use of any tobacco product is prohibited by the State of New Jersey anywhere on school property on regular school days. Smoking is considered to be such a serious offense that, in addition to a suspension from school, and enrollment in smoking cessation classes, a complaint may be signed with the Department of Health against those students caught smoking within the facility. Smoking is defined as possessing a lighted cigarette, cigar, pipe or any other smoking device and/or exhaling smoke. Students in the presence of a student smoking who appears to be participating may also be investigated.

SPECTATOR CONDUCT AT ATHLETIC EVENTS

In an effort to promote sportsmanship and a positive image of Scotch Plains-Fanwood High School, we propose this code of conduct:

1. Support our teams and cheerleaders: applaud their efforts.
2. Respect the skills and efforts of the opposing players and their cheerleaders; applaud good play and successful cheers.
3. Noisemakers, banners, and signs may be prohibited; consult the Athletic Director/Assistant Principal of Athletics or site manager prior to the event for site rules. Spectators must comply with site managers at all times.
4. Keep frustrations and criticisms to yourself; spectators directing abusive remarks or jeers at officials, opposing players or opposing spectators will be removed from the site of the event.
5. Stay in the bleachers; anyone entering the field or court of play will be removed from the site of the event.
6. Objects thrown onto a field of play can cause delays, distractions and injuries; spectators who throw objects will be removed from the site of the event.
7. Respect the judgment and strategy of the coach; do not criticize players or coaches for a loss of a game.
8. Censure those whose behavior is unbecoming.

STUDENT ACTIVITIES

The high school invites active student participation in its co-curricular program. We seek to provide the kind of environment that fosters existing activities and makes the initiation and development of new clubs and activities unrestricted.

Chartering a Club

If you would like to form a new club, you must arrange for a charter. Forms are available from the SGA advisor. The principal or his designee will charter all clubs upon completion of the following requirements:

- a. Proof of their educational value in a statement of purpose.
- b. Approval of the Student Activities Coordinator.
- c. Acceptance of sponsorship by a faculty member.
- d. A list of ten students who agree to be charter members.

- e. Approval of the Curriculum Committee.

Building Use

Regular school clubs and organizations are allowed the use of the rooms in Scotch Plains-Fanwood High School after school, but no loitering is permitted. The faculty sponsor must be present. To use the building after school hours for special purposes, play or assembly rehearsals or sports activities, arrangements must be made with the assistant principal. As a rule, students should not plan for evening, weekend or holiday meetings. Occasionally, however, it is necessary, as in the case of play rehearsals. At such times, a faculty member **MUST** always be present as a sponsor.

STUDENT ACTIVITIES ARE A PRIVILEGE

Students will be prohibited from attending school-sponsored activities (e.g., proms, socials, other events) should their discipline record warrant this action. A continued disregard for school rules will prevent a student from participating in school activities. Actions will be taken at the discretion of the principal.

STUDENT COMPLAINT PROCEDURE

The Scotch Plains-Fanwood Board of Education recognizes its duty to provide a proper forum for the education of all students within the district. It is vitally important that an atmosphere prevail where mutual respect and due regard for the rights and privileges of others is maintained at all times with all those concerned with this objective.

The Scotch Plains-Fanwood Board of Education further recognizes that there are times when an individual student and/or parent has a complaint outside the ordinary existing channels of discussions and conferences. The Scotch Plains-Fanwood Board of Education has, therefore, directed those procedures and the steps to be taken be established to handle these unique situations.

STUDENT AND/OR PARENT COMPLAINT PROCEDURE (FORMAL)

The formal procedure for individual student and/or parent complaints should not be construed to usurp already existing channels of discussion and conference but only to provide an avenue for those unique situations that defy normal solutions.

- Step 1** Student and/or parent will first talk with teacher or school counselor to resolve any and all complaints. Student and/or parent will make appointment with teacher directly, through counseling office.
- Step 2** If Step 1 does not resolve problem, the student and/or parent may then request to meet with the principal or vice principal.
- Step 3** Should this matter not be resolved in Step 2, the principal, deeming it to be a formal complaint, will ask the parent to put the complaint in writing. Upon receipt of written complaint, the building principal reserves the right to confer with all parties. He will then respond in writing to the parent and forward the parent's letter, as well as a copy of his own statement, to the Superintendent of Schools within ten school days.
- Step 4** The complaint will now proceed through the channels of Superintendent or her delegate who will then meet with concerned parties and, upon rendering a decision, will send copies of the action taken to all concerned.
- Step 5** Should the aggrieved be dissatisfied with the Superintendent's decision, they may appeal in writing within ten (10) days to the Board of Education. The Superintendent shall forward her written decision and all related correspondence to the Board of Education for its consideration. The Board of Education, within thirty (30) days, shall at its discretion, meet with the concerned parties either jointly or separately and make its decision in writing.

STUDENT OBLIGATIONS

A student who has incurred an obligation to the school and has not satisfied it by the end of each marking period will not receive his report card. Parents will be notified at the end of the school year if the student still has outstanding obligations.

STUDENT PARKING

The number of parking spaces on school property is limited. By an agreement reached between the School District and the Township of Scotch Plains and Fanwood, certain areas have been designated for student parking and others for faculty parking. **Students parking in non-designated areas will lose their privilege of parking on school property and will be assigned to a Saturday detention. Only seniors are permitted to park on school grounds.** If a senior wishes to park his/her car on school property during the school day, the senior must apply by completing a Motor Vehicle Registration form from the Attendance Office and displaying a parking permit. It could be that more students will apply for parking privileges than there are student parking spaces. Students will be assigned to a specific parking location (numbered space in student lot, Cedar Street or Green Forest Park) and must park in their assigned spot. There is also limited on street permit parking available. Parking regulations will be strictly enforced and violators will be denied the privilege of parking on school property in addition to being ticketed and fined. Any student who accumulates five (5) tardies to school may have their parking privileges suspended for a ten (10) day period. **Students who reach ten (10) tardies will have their parking permit revoked for the remainder of the school year. Failure to surrender the parking permit will result in suspension from school. Students who exceed fifteen (15) absences from school will have their parking permit taken away for the remainder of the school year and failure to surrender the parking permit will result in suspension.** Truancy is grounds for revoking a Parking Permit. **Students in 11th grade that violate parking regulations (e.g., parking in student lot) will forfeit their privilege to procure a permit as a senior.**

STUDENT SUPPORT/INCENTIVE PROGRAMS

There are a variety of supports and incentives available to help students make the most of their high school experience.

Calligraphy Club: Boosts student morale through positive messages throughout the school.

Diversity Council: Students are selected to represent SPFHS as part Union County Council to explore issues of diversity and support the school community.

Green Dot: All students attend this full-day program which teaches students to identify concerning situations, unhealthy relationships and potential for interpersonal violence. Students design ways to safely and comfortably intervene and create a community that protects everyone. Students also build relationships with student assistance staff.

Lunch Bunch: Students looking to make new friends can join a Lunch Bunch, which meets once a week during lunch.

Mindfulness: Practices mindfulness through classroom experiences, Health and Wellness class and meetings of the Mindfulness Club.

National Honor Society: This leadership/service organization recognizes students who are exemplars on the basis of service, character, leadership and scholarship.

New Student Groups: Students who are new to the school are invited to participate in new student meet-ups. Students should listen for announcements, but they will also receive an invitation from their guidance counselor.

No Place for Hate Committee: Gives students a chance to share their experiences as a student of color with their teachers and peers.

Peer Tutoring: Students can access peer tutors provided by NHS through the Guidance Office.

Saturday Detention Mindfulness Activities: Students who have been assigned a like Saturday detention may choose to participate in Mindfulness offerings yoga to help practice self-regulation.

Student Leadership Conference: Students who show leadership potential are invited to participate in an overnight leadership camp and create a service project to complete during the school year. They are also selected to participate as guides during school events.

Student of the Month: Each month two students are selected from a pool of nominees who demonstrate outstanding character, kindness or selflessness. Students are announced and recognized with a small award.

STUDY HALLS AND EXPECTATIONS

1. Students will report to their study hall on time.
2. All study halls are quiet study halls; do not disturb other students.
3. Students are permitted to use electronic devices as long as they do so with ear phones and content meets our districts' Acceptable Use Policy.
4. Only students enrolled in a study hall may be in study hall spaces.
5. Quiet study halls are held in the cafeteria or MPR. Students preferring a smaller space with less distractions may opt to attend a *silent study hall*.

THEFT AND THEFT REPORTING

It is unfortunate, but not everyone is as honest as you. Stealing does occur. Forewarned is forearmed. Never leave purses, books, or valuables unattended. Do not tell anyone your locker combination. Bring only the amount of money needed for that particular day and do not "advertise" the fact that you have money. The school cannot be responsible for the replacement of personal property.

1. The best deterrent to theft of personal property is prevention.
2. Theft of school property, on loan to you, does not relieve or reduce your responsibility for the stolen property.
3. *The Scotch Plains-Fanwood Board of Education and the Scotch Plains-Fanwood High School are not liable for loss of personal property by theft. The district and high school are also not responsible for the loss of district property loaned to students (e.g., books, calculator, musical instruments, etc.). In a case in which a student loses district property including loss by theft, the student is responsible for replacing the item(s) or reimbursing the district for the cost of replacement.*
4. Be alert. Inform the office of any suspicious behavior regarding the possible theft of personal or school property.
5. Should a theft occur, you are to file a report with your Assistant Principal.

UNIT LUNCH

In addition to the cafeteria being used as the commons, lunches are served to all students during a specific time, as well as in other designated areas. Students' behavior in the designated areas should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to find it. The following guidelines apply to unit lunch:

1. Throwing of any papers, food, etc. will not be tolerated.
2. Each student must discard their trash in the proper receptacles
3. Any student who does not observe these and other general regulations of the school will receive appropriate disciplinary action including removal from the designated area and placement in a supervised lunch area.
4. Students are not permitted to order food or drinks to the school from outside restaurants. This will be considered a Category 1 Offense and failure to comply will result in a Saturday Detention. The items will be held in the Attendance Office for pickup at the end of the school day.
5. Unauthorized students may not leave the building at any time. Unauthorized departure during lunch will result in disciplinary action beginning with a suspension.
6. Students in 9th, 10th and 11th grades are not permitted to leave the building during lunch.

VANDALISM

Willful destruction of school property will not be tolerated. Students who destroy or defaces school property will be liable for suspension, to be followed by a parent conference, as well as full restitution being made of any damages done.

VIDEO SURVEILLANCE

Both the interior and exterior of the high school is equipped with video cameras. These cameras will help to maintain a safe environment. Footage can be used as evidence when dealing with student infractions.

VIDEOTAPING

From time-to-time videotaping occurs in classrooms and during school activities. We will assume your consent unless notified otherwise. An objection to your child being videotaped must be in writing and addressed to the principal.

VISITORS

Student visitors are welcome if they meet the following conditions:

- The student is visiting Scotch Plains-Fanwood High for the purpose of investigation. They are either planning to enroll or conducting a study through their home school.
- Written permission must be submitted to the principal's office from the parent/guardian at least one day in advance of the visit.
- The visitor will be paired with a Scotch Plains-Fanwood student for the entire day. The host student must also receive parent permission.
- The visitor and host will check into the principal's office the morning of the visitation.
- A letter from the visitor's principal may be required prior to the day of the visit.

WORKING PAPERS

In order to go to work, whether during school or vacation, all persons under the age of 18 are required by the Child Labor Law of the State of New Jersey to obtain an employment certificate, usually referred to as "working papers". Forms and instructions for applying for working papers are available in the Main Office.

CURRICULUM

CLASSROOM RESPONSIBILITIES

A student is expected to:

1. report to all regularly assigned classes daily and on time.
2. come prepared with text and materials for writing.
3. take the responsibility of getting/completing assignments even when absent.
4. seek out extra help from teachers and students.

COUNSELING RESPONSIBILITIES

A student is expected to:

1. Make appointments when needed with his/her counselor. Appointments may be made during unassigned time or before and after school.
2. Follow through in **keeping** appointments with the counselor whether or not they have requested the appointment.
3. Return all necessary forms related to the guidance process (e.g., college applications forms, appointments forms, etc.).
4. Give ample lead time when requests are made in order to allow the office the opportunity to comply.

COUNSELING SERVICES

Counselor-Student Assignments 2022-2023

COUNSELOR	Class of 2026	Class of 2025	Class of 2024	Class of 2023
	Grade 9	Grade 10	Grade 11	Grade 12
Mr. McManus x31601 jmcmanus@spfk12.org	A-CARLOS	A-CARBERRY	A-CARPIEN	A-CHICHESTER
Mrs. Phelps x31609 cphelps@spfk12.org	CASTILLO MEDINA-FALLAS	CARDENAS-FEFFERMAN	CARTER-EGGERT	CHIN-FEFFERMAN
Mrs. Moser x31605 amoser@spfk12.org	FARLEY-HOETZL	FENELUS-JENKINS	EITMANAS-JASUL	FEI-HOOVER
Mrs. Palozzola x31607 dpalozzola@spfk12.org	HOEY-LOPES	JOHNSON-MATTY	JAYINSKI-MCCANN	HSU-MCDONALD
Mrs. Kilmer x31608 ckilmer@spfk12.org	LOPEZ-PELLAM	MATULONIS-POKU	MCCOY-PRICE	MCEVOY-RAVISHANKAR
Mrs. Hoffman x31603 choffman@spfk12.org	PEREZ-SOLIS LEDEZMA	POLISEO-SKOLAR	PUGLISI-SORIANO	RAYAN-TIGHE
Mrs. Wojcik x31602 swojcik@spfk12.org	SOUZA-Z	SMITH-Z	SPONHEIMER-Z	TIITTANEGRO-Z

COURSE SELECTIONS

We believe that students should give thoughtful consideration to their course selections with the assistance of their parents and counselor. There will be the opportunity to fully evaluate the appropriateness of selections with the option of making changes as indicated in the **Schedule Change Policy. Schedule changes for teacher preference are not honored.**

FAILURES IN FOURTH MARKING PERIOD

This policy applies to the student who has passed some or all of the first three marking periods and/or exams, but who ceases to make any sincere effort during the fourth marking period to fulfill the requirements of the course.

A student may fail a course for the year if he/she does not pass the last marking period. If a student is in danger of failing a course as a result of failing the last marking period, the teacher should:

- a. Notify and confer with the student prior to the fifth week of the marking period.
- b. Notify the counselor in writing no later than the fifth week of the marking period.
- c. Contact the parent by telephone (if possible) no later than the fifth week of the marking period. A written notice must be sent to the parent as well.
- d. Copies of these communications will be sent to the principal.
- e. The teacher must be available for a conference with the parent(s) upon request.

FINAL EXAM

Final exams are required in all classes. Final exams will also be given at the end of each semester course.

1. No student absent from an exam may receive a passing grade. No student may receive an incomplete for a final grade unless approval is granted by the counseling supervisor.
2. All students must take their exams at the scheduled time on the scheduled day. Only illness substantiated by a doctor's note or death in the family will be accepted as reasons for missing an exam. Students then will be permitted to make up that exam at a later date.

GRADUATION REQUIREMENTS

Credit Requirements 120 Credits

English	20 credits
Physical Education/Health: one credit year of PE/Health & Safety Education for each year of enrollment	20 credits
Social Studies: United States History I and II, Global I Perspectives	15 credits
Mathematics: Algebra I and Geometry or the content equivalent	15 credits
Science: Beginning with the Class of 2024, Biology I, Chemistry I and either Physics I or Environmental Science are required	15 credits
Visual and Performing Arts: 5 credits are required in Visual and Performing Arts	5 credits
Practical Arts: 5 credits are required in Practical Arts	5 credits
World Language (of the same language)	10 credits
Financial Literacy: 2.5 credits from either Consumer Finance, Economics & Financial Literacy or Advanced Placement Economics	2.5 credits
Electives: courses of the student's choice to meet overall credit requirements	12.5 credits

Students in the classes of 2023, 2024, and 2025 will take the New Jersey Graduation Proficiency Assessment (NJGPA) in grade 11.

A student who has not met the requirements of graduation may not participate in graduation exercises even though graduation may be possible at a future date. The student may be permitted to participate in end of the year class activities, particularly if the awarding of a diploma is possible prior to the beginning of the next school year.

HOMEWORK

Homework falls into two categories: written reinforcement and study. In order for the learning process to take place, the material that a teacher presents in class must be reviewed, studied and "practiced" (written work) at home. It is essential that a student be well prepared for class in both areas. Without preparation, the student cannot be an active participant in classroom discussion; will often find it difficult to absorb the subject matter being taught; and may eventually become alienated from the class group. In essence, the student's educational and social development becomes hindered. However, outside reinforcement (study and written assignments) ensures steady, consistent progress in his/her school work.

Suggested Study Habits

1. Set aside a "quiet time" for homework that is convenient for the family. It can be anytime, but should not be very late in the evening.
2. Television, radio, etc. should not be on while homework is being done. A student will get more benefit from one hour of concentrated homework a night as opposed to four hours in front of a television.
3. Homework should be done every night, either written or study. This does not mean that each teacher gives an assignment. It is expected that students are rereading stories or chapters, redoing or going over notes, reworking math problems and jotting down questions for areas which are not clear to them. Notebooks and textbooks should go home every night.
4. Weekends may be free of any individual assignments, but parents should know the due dates and status of long-range assignments, books reports, term papers and projects. Look at your child's books and notebooks. You should be aware of the sequence of his or her courses.
5. There should be no "off" nights during the week for homework. The four years of high school are critical learning years. Do not accept the statement, "I have no homework."
6. Study should be constant and consistent, a little at a time. Studying a short amount of time each day keeps the student alert to the material in class and prepared for tests. It is much easier to retain the material in this manner than trying to study everything the night before a test.

Suggested Parental Involvement

1. It is easy to assume that high school students are responsible enough to complete written assignments and to study regularly. However, classroom experience shows that this assumption simply is not true. Parents should check written assignments for their completeness and have a clear understanding of the sequence of study assignments.
2. Written homework should be legible, neat, well organized and should show a logical sequence. Parents should check to see that there is a date, a labeling of the exercise, page number and name on the paper. This enables the student to see and understand the work more easily and is a tremendous aid to study.
3. If notebooks or written assignments are sloppy or disorganized, the parent should have the student do it over. This may be difficult at first but, after a few times, the student just might become more careful and attentive to his/her work. You and the student should take pride in everything that is accomplished.
4. More importantly, encourage and expect the best from your child. The best is not necessarily the same for each student. Accepting anything less than his/her best is to limit the greatest potential each child can achieve. When checking homework, ask yourself, "Is this the best he/she can do?" If so, lend your support and encouragement. If it is not, help them to see their faults and to try harder until the best is achieved.

HONOR ROLL

1. The Honor Roll at the High School will be in two categories: High Honor Roll and Honor Roll. The Honor list will be issued at the close of each marking period. The criteria will be as follows:

High Honor Roll: Straight "A's" if the student is taking only four or five subjects, or at least five "A's" and a maximum of one "B".

Honor Roll: No mark less than a "B" and at least three "A's".

A "P" in a Pass/Fail course will not be considered for Honors placement. A student who receives an "Incomplete" will not be eligible for placement on the Honors List **except** for the following condition: A student must present a note from the teacher issuing the "Incomplete" to the Assistant Principal in charge of compiling the Honors List within five school days after the mailing of report cards. The note must specify the new grade.

- At the close of each marking period, we will attempt to have the Honors List published in the local newspaper and posted.
- During the summer, honor certificates will be issued to students who achieved the Honors List for a minimum of three of the four marking periods the previous year. Students must have earned a final grade of "B" or better in all courses to be eligible for a certificate. The two highest lists will determine the type of certificate the student receives (e.g., two high honor rolls and two honor rolls during the school year receives a High Honor Roll Certificate, two honor rolls and one high honor rolls receives an Honor Roll Certificate). The certificate signed by the principal will be issued to students at an appropriate forum or mailed to students with a congratulatory cover letter.

REPORT CARDS

Marking System

The marking system utilizes the following letter grades: A - outstanding achievement; B - superior achievement, better than average; C - average achievement; D - below average achievement but passing; E - failure. To help qualify letter grades, plus (+) or minus (-) marks are to be used. The mark "I", meaning "Incomplete", should be given only when a pupil has been absent or has been allowed an extension of time by the teachers. This "I" must become a letter grade by the end of the following marking period. No pupil should receive two incomplete marks in succession if he is in school.

Incomplete grades will be automatically converted to "E" if not changed by the teacher by the close of the following marking period.

Marking Period End Dates

1st Marking Period: November 16, 2022

2nd Marking Period: February 2, 2023

3rd Marking Period: April 17, 2023

4th Marking Period: June 22, 2023

Scholastic Progress/Grading System

A+		D+	
A	Outstanding Achievement	D	Passing, but below average
A-		D-	
B+		E	Failing
B	Better than average	I	Incomplete
B-		G	Dropped
C+		GL	Level Change
C	Average Achievement	H	Medical Excuse
C-			
*WP	Withdrawn Passing	*WF	Withdrawn Failing

*Given when a student loses credit for excessive absences or class cuts

Failures

Our philosophy states that the discovery and realization of each individual's talents, interest and abilities are the prime functions of an educational institution. All efforts should be directed to encourage and

enhance learning and the total growth of the individual. When the student fails to learn or achieve up to his capacity, teachers and counselors are obligated to provide a strategy to bring the student's performance more in line with his capabilities. Such strategies include: follow-up counseling with family, providing for additional instructional time after the school day, conferences with the counselor and arranging for special tutoring. Difficult learning problems should be referred early to the guidance staff for special assistance.

Progress Reports

Teachers are prepared to discuss student progress with students and/or parents any time throughout the marking period. Communicating progress to the student includes the timely return of any graded materials. It is expected that teachers will communicate marking period grades upon request to students prior to the distribution of report cards each marking period. Through this kind of communication, it is hoped that student progress can be more carefully monitored and therefore improved. These progress reports communicate to the home vital information about the student's performance. It is most important that any change, particularly downward, be noted. Following notification, conferences may be held with the student, his parents and his counselor in an effort to motivate the pupil toward his potential level. Specifically, it is recommended that:

1. Teachers send progress notices whenever a student is in danger of dropping two letter grades or failing.
2. Teachers send commendation notices for students showing outstanding achievement or whenever a student improves by two letter grades.

SCHEDULE CHANGE POLICY

Before the school year begins, all courses may be changed up to August 31st. After school begins in September, the policy regarding the changing of a course/level of a course will be as follows:

- a. A student may change a level from the tenth day of class until the **end of the first marking period** provided there has been a parent/teacher/counselor communication.
- b. **No semester course may be changed.**
- c. The counselor may determine that special circumstances necessitate allowing a student to drop a full year course from his/her schedule. A drop may be made after the 10th day of class. When a drop is approved, an alternate course will be scheduled. If this is not possible due to scheduling restrictions, a Supervised Study class will be assigned.
- d. Any course/level change or drop initiated after the 10th day of school will be included on the transcript.

NOTE: Changes in schedule may not always be possible due to scheduling restrictions. Preference for elective choices cannot be guaranteed. Alternative elective choices will be utilized as necessary.

Important Dates 2022-2023

Freshman Orientation	August 26
Freshmen Parent Orientation	August 30
Marching Band Parent Preview Show	August 31
Marching Band Home Show	September 24
Underclassmen Pictures	September 29
Back to School Night	October 13
Homecoming	October 14
Fall Play	November 18-19
Mr. Spiffy High	December 2
SAT Testing	December 3
Winter Choral Concert	December 19
High School Pops	January 25
Cabaret Night	February 8
Repertory Theatre Production	March 2-5
Moonglowers Jazz Festival	March 24
District Choral Night	March 29
District Instrumental Music Festival	April 26
District Jazz Night	April 26
Food Truck Festival	April 30
District Art Show	May 3
Spring Choral Concert	May 10
Relay for Life	May 12
Instrumental Spring Concert	May 17
Senior Music Awards	May 30
Senior Scholarship Night	May 31
Junior Prom	June 2
SAT Testing	June 3
Senior Picnic	June 14
Senior Music Recital	June 15
Senior Prom – The Imperia, Somerset	June 16
Graduation	June 21

Athletic Offerings

Baseball	Basketball – Boys & Girls	Bowling
Cheerleading	Cross Country – Boys & Girls	Field Hockey
Football	Golf – Boys & Girls	Gymnastics
Ice Hockey	Lacrosse	Soccer – Boys & Girls
Softball	Tennis – Boys & Girls	Track Winter – Boys & Girls
Track Spring – Boys & Girls	Swimming – Boys & Girls	Volleyball – Boys & Girls
Wrestling		

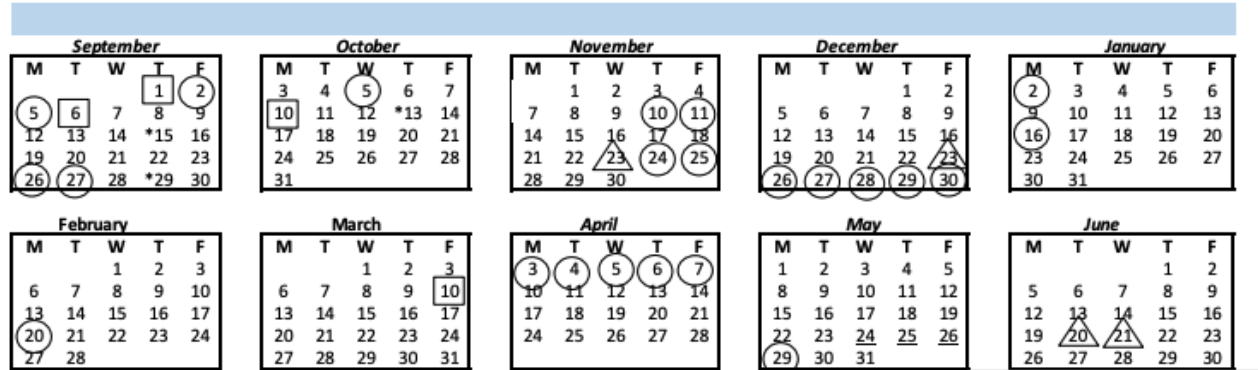
Clubs and Activities 2022-2023

Animal Care Club	AV Club – Raiders TV
Back the Black Women	Bible Club
Black Student Union (BSU)	Care for Kids
Chelsea Senior Home	Chess Club
Chinese Club	Choral Group – Chamber Choir
Choral Group – Las Cantadores	Choral Group – Men’s Choir
Choral Group – Show Choir	Choral Group – Select Chorus
Club Inclusion	Culmen Yearbook
DECA	Drama – Rep Theater
Drama – Stage Crew	Drama – Pit, Costumes
E-Sports Team	Fanscotian school newspaper
FBLA – Future Business Leaders of America	FLTI – Financial Literacy Through Investing
French Club	French Honor Society
Girls Who Code	Go Green Initiative/Environmental Club
Habitat For Humanity	Hunger Heroes
Interact	Intramurals
Italian Club	Italian Honor Society
Junior Statesmen (JSU)	Mandarin Honor Society
Math League	Math Tutor Club (specifically for freshmen)
Mental Health Awareness Club	Model UN
Multicultural Club	Muse – Literacy magazine
Music – Jazz Band	Music – Marching Band
Music – Color Guard/Winter Guard	Music – Moonglowers
Music – RhythmSense	Need to Read
Student Union Neurodivergent	National Honor Society
Nonfiction Book Club	Organic Chemistry
Philosophy Club	Quaranteam Tutors
Raiders 4 Wildlife	Red Cross Club
Robotics Team	SADD (Students Against Destructive Decisions)
SAGA (Sexuality and Gender Acceptance)	SALSA – Spanish Club
Spanish Honor Society	Science League – Chemistry
Science League – Physics	Science League – Biology
SCN (Students Concerned for the Needy)	Senior Class (Student Council Class of 2023)
SGA (Student Government)	SLC (Student Leadership Conference)
SMAC (Student Movement Against Cancer)	SPF Set to Succeed (Student Mentoring)
Sthree	Student Council – Classes of 2026, 2025, 2024
Students for Social Justice	Students Interested in Medical/Health Professions

The Scotch Plains - Fanwood Public Schools

School Calendar 2022-2023

APPROVED: 2.24.22



September
 1 Staff Meetings
 5 Labor Day
 6 Staff PD Day
7 First Day of School
 26, 27 Rosh Hashanah

October
 5 Yom Kippur
 10 Columbus Day, Indigenous Peoples Day, Staff PD Day

November
 10, 11 NIEA Convention
 24, 25 Thanksgiving Weekend (Single Session Nov. 23)

December
 26-30 Winter Break (Single Session Dec. 23)

January
 2 New Year's Day Observed
 16 Martin Luther King Jr. Day

February
 20 Presidents' Day

March
 10 Staff PD

April
 3-7 Spring Recess (5th-Passover, 7th Good Friday)

May
 29 Memorial Day

June
 20 Single Session Day
 21 Last Day of School/Graduation

△ Single Session Day
 ○ Schools Closed
 □ Staff PD/closed for students

TBD: Single Session Days for Prek-4 conferences
TBD: Single Session days for 5th gr. conferences
***Back to School Nights**
Single session assigned by school:
Elementary: Sept. 15
Nettingham/TMS: Sept. 29
SPFHS: Oct. 13

Note: 3 Emergency Days are built into the calendar.

- May 24, 25, 26, 2023 schools may be closed based upon the number of emergency days used. See below:
 - 0 emergency days used: 3 additional school days closed (Wed.-Fri. school is closed).
 - 1 emergency day used: 2 additional school days closed (Thursday and Friday school is closed).
 - 2 emergency days used: 1 additional day school closed (Friday school is closed).
 - 3 or more emergency days used : 0 days closed
 *Spring recess may be subject to cancellation if more than 3 days are used prior to Spring Recess. Days will be taken starting from April 3 moving forward.

Full Day Bell Schedule

Start	End	Block	Length
8:08	9:25	1A/1B	77
9:30	10:49	2A/2B	79
10:54	11:40	Lunch	46
11:45	1:02	3A/3B	77
1:07	2:24	4A/4B	77

Shared Time Students

AM Vo-Tech Students: Arrive at 10:15 (Attend Lunch and Blocks 3 & 4).

PM Vo-Tech Students: Depart SPFHS at 12:00 (Attend Blocks 1 & 2 and Lunch).

Last modified on July 20, 2022.

Single Session Bell Schedule

Start	End	Block	Length
8:08	9:04	1A or 1B	56
9:09	10:06	2A or 2B	57
10:11	11:07	3A or 3B	56
11:12	12:08	4A or 4B	56

Shared Time Students

AM Vo-Tech Students arrive at 10:15 (Attend Blocks 3 & 4).

PM Vo-Tech Students attend Blocks 1 & 2.

Last Modified on July 20, 2022.

Delayed Opening Bell Schedule

Start	End	Block	Length
9:38	10:35	1A/1B	57
10:40	11:34	2A/2B	54
11:39	12:25	Lunch	46
12:30	1:24	3A/3B	54
1:29	2:24	4A/4B	55

Shared Time Students

AM Vo-Tech: Not in session. Students report to SPFHS for Blocks 3 & 4.

PM Vo-Tech Students: Depart SPFHS at 12:00 (Attend Blocks 1 & 2 and Lunch).

Last Modified on July 20, 2022.

