



Eastern High School

2009/2010

EASTERN CAMDEN COUNTY REGIONAL SCHOOL DISTRICT
EASTERN SENIOR HIGH SCHOOL
EASTERN INTERMEDIATE HIGH SCHOOL

STUDENT/PARENT HANDBOOK
OF
EASTERN CAMDEN COUNTY REGIONAL HIGH SCHOOL DISTRICT

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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INTRODUCTION

The regulations, which are included in this handbook, are written for the students of Eastern so that they will better understand the school and its policies.

Each student is held responsible for knowing these regulations.

Eastern provides equal educational opportunities for all students regardless of sex, sexual orientation, race, creed, color, religion, place of residence within the district, disability, national origin or ancestry. The Affirmative Action Officer is Mr. Robert Tull; he may be reached in the Senior High School or by calling (856) 784-4441, ext. 1120.

EASTERN CAMDEN COUNTY REGIONAL SCHOOL DISTRICT BOARD OF EDUCATION

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Mr. Stephen Young, Vice Principal, Student Activities, Supervisor of Music, GT, and Business

Mrs. Alice Ryan, Vice Principal/Supervisor of Mathematics and Science

Mr. Philip Smart, Vice Principal of Athletics, Supervisor of Health/Physical Education and Nurses

EASTERN CAMDEN COUNTY REGIONAL GENERAL NUMBER:

(856) 784-4441

followed by detailed instructions on how to contact the party you desire.

DAILY BELL SCHEDULE

PERIOD	START	END
0	6:50am	7:35am
Homeroom	7:40am	7:50am
1	7:55am	8:40am
2	8:45am	9:30am
3/4, Lunch 1	9:35am	10:05am
3/4/5	9:35am	10:20am
5/6/7	10:10am	10:55am
6/7, Lunch 2	10:25am	10:55am
6/7/8	10:25am	11:10am
8/9/10	11:00am	11:45am
9/10, Lunch 3	11:15am	11:45am
9/10/11	11:15am	12:00
11/12/13	11:50am	12:35pm
12/13, Lunch 4	12:05pm	12:35pm
14	12:40pm	1:25pm
15	1:30pm	2:15pm

EARLY DISMISSAL - BELL SCHEDULE

PERIOD	START	END
0	6:50am	7:30am
Homeroom	7:35am	7:40am
1	7:44am	8:19am
2	8:23am	8:58am
3/4, Lunch 1	9:02am	9:22am
3/4/5	9:02am	9:37am
5/6/7	9:26am	10:01am
6/7, Lunch 2	9:41am	10:01am
6/7/8	9:41am	10:16am
8/9/10	10:05am	10:40am
9/10, Lunch 3	10:20am	10:40am
9/10/11	10:20am	10:55am
11/12/13	10:44am	11:19am
12/13, Lunch 4	10:59am	11:19am
14	11:23am	11:56am
15	12:00	12:33pm

DELAYED OPENING - BELL SCHEDULE

PERIOD	START	END
1	9:15am	9:50am
Homeroom	9:54am	9:59am
2	10:03am	10:38am
3/4, Lunch 1	10:42am	11:02am
3/4/5	10:42am	11:17am
5/6/7	11:06am	11:41am
6/7, Lunch 2	11:21am	11:41am
6/7/8	11:21am	11:56am
8/9/10	11:45am	12:20am
9/10, Lunch 3	12:00	12:20am
9/10/11	12:00	12:35am
11/12/13	12:24pm	12:59pm
12/13, Lunch 4	12:39pm	12:59pm
14	1:03pm	1:37pm
15	1:41pm	2:15pm

ACTIVITY PROGRAM

1. The activity program is conducted after school or, on certain occasions, during the school day.
2. The activity program includes service and special interest organizations. A list of activities and advisors may be found at www.eastern.k12.nj.us.
3. Students are to see the Student Activities Coordinator to submit a proposal for a new club.
4. The list of clubs will be drawn from the teacher-student evaluation at the end of the year and will depend upon the availability of sponsors.
5. Teachers will receive a form on which they may indicate their area of interest. Assignments will be made on the basis of interest, qualifications, and experience.
6. Statute 18A (School Law) does not permit fraternities, sororities, or any type of secret organization to be formed or maintained in any public high school. Any student who violates this policy is subject to serious disciplinary measures.

AFFIRMATIVE ACTION

The Board of Education recognizes that as societal pressures become more prevalent in our school communities, it is crucial that we endeavor to teach our students tolerance of components of diversity such as but not limited to: alternative life styles, sexual orientation/preferences, gender-related, cultural, and religious biases. Students must realize that the administration will not accept violations relating to these issues. Disciplinary actions will be imposed in accordance with established code. Students are encouraged to discuss any charges, questions, or concerns regarding staff or pupil discrimination/harassment and/or abuse. The initial contact person is Robert Tull in the Senior High School.

ATHLETIC PROGRAM

The following items are required to participate in school sports and intramural programs:

1. A completed Athletic Participation Permission form completed by students and their parents/guardians.
2. An official birth certificate must be presented to the athletic office. It will be copied and returned.
3. A proper physical examination by a personal physician dated 365 days from the 1st practice is required and a completed Athletic Physical Evaluation Form must be returned to the athletic office.
4. A completed Steroid consent form must be returned to the athletic office.
5. A completed Athletic Pre-Participation Examination Form and Health History Questionnaire must be returned to the athletic office. The Health History Questionnaire must be dated 60 days from the first practice and a new form is required for each sport season.
6. A student must be at practice the day prior to a contest to participate in that contest.
7. Any athlete who is reported to the Vice-Principal's office for scholastic or behavior deficiencies is subject to temporary or permanent removal from the athletic team.
8. All athletes are subject to rules and regulations set by the N.J.S.I.A.A. and the Olympic Conference.
9. Incoming freshmen are eligible for fall and winter sports and clubs. They must pass 13.75 credits (pass six courses) by January 31, 2010 to be eligible for second semester.
10. Students in the class of 2010, 2011 and 2012 must have acquired 27.5 credits (pass six courses) by 9/1/09 of the current year to participate in fall or winter sports/clubs. They must pass 13.75 credits during the first semester to participate in spring sports/clubs.

ATTENDANCE

Parents should report all student absences. Absences may be reported 24 hours a day by contacting the attendance office at 784-4441 ext. 1204. Student absences should be reported by 9:00 am on the morning of the absence. Notes will not be required unless the maximum numbers of days have been reached.

A. ABSENCES FROM SCHOOL AND COURSE(S)

Absence from school jeopardizes the ability of a student to satisfactorily complete the prescribed course of study and violates statutes requiring children to regularly attend school (NJ18A: 38-25). We cannot succeed at our task of providing a thorough and efficient education unless students are present for all regularly scheduled classroom-learning activities. Recognizing that some absences are unavoidable, for reasons such as illness and appointments that cannot be scheduled during non-school hours, a student may be absent for 14 days during a school year without jeopardizing credits earned. Any student who is absent more than 14 days will be placed on no-credit status. In addition to full day absences, the following will count towards the 14-day limit:

1. Three (3) latenesses to school or three (3) latenesses to homeroom will equal one (1) day of absence.
2. Three (3) early dismissals from school will equal one (1) day of absence.
3. Students will be marked absent for the day if they are sent home by the nurse and/or they have an early dismissal prior to 10:00am.

B. EXCESSIVE SCHOOL ABSENCE PROCEDURES.

1. Upon a student reaching the fourth (4th) absence per year, a letter will be sent to the parent/guardian apprising him/her of the situation. An intervention program will be developed.
2. Upon a student reaching the eighth (8th) absence the same procedure will apply.
3. Upon a student reaching the twelfth (12th) absence the same procedure will again apply.

4. When a student reaches his/her fifteenth (15th) absence, they will automatically be placed on No-Credit status. Notification will be sent to the parent/guardian. At this point, the parent/guardian may appeal to the grade level vice principal.

Upon a student's fifteenth (15th) absence, the student will be excluded from participation in all co-curricular and student activities, including but not limited to:

- Proms and/or cotillions, dances
- Overnight and/or academic trips
- Serve as an office, library or nurse's aide
- Senior trip, freshman trip, field trips
- Senior banquet
- On campus parking privileges
- Graduation ceremony

C. APPEALS PROCESS

1. The building principal will review all documentation and determine the attendance status of a student. Appeals will not be heard until the student has absences in excess of 14 days. The building principal will review the student's attendance appeal after the parent/guardian provides relevant documentation, such as:
 - a. Medical/Dental note signed by a physician with a specific date and reason for absence indicated.
 - b. Official verification of required court appearances.
 - c. Official verification of motor vehicle's driver's test.
 - d. Official verification of a college visit. (Maximum 3 days).
 - e. Verification of a death in the family.
 - f. Religious Holidays (parental note).
 - g. A brief written narrative explaining the reason why, in the opinion of the parent/guardian and the student, credit should be restored.
 - h. All excused notes are due by June 1st. Only notes related to absences for the month of June will be accepted after this date.

D. EARLY DISMISSAL REQUESTS

1. For the purpose of the Excessive Absence Policy, three (3) early dismissals will equal one (1) absence. The accumulation of 14 absences will place the student in a No-Credit status.
2. Early dismissals will be granted only at the discretion of the Administration. Legitimate reasons include academic, medical and/or legal business that cannot be conducted during non-school hours. **No early dismissals will be granted to students in attendance jeopardy.**
3. Appointments should be conducted after school hours when possible. Early dismissal will be granted only after verification has been secured indicating the necessity of the dismissal. Pupils wishing to be dismissed from school early must present a note signed by a parent/guardian to the attendance office before the end of homeroom. This note must include the time and reason for the early dismissal and the telephone number where a parent/guardian may be contacted. No requests will be approved without confirmation from a parent/guardian. If the student does not have an appointment card, he/she will be expected to bring an appointment card to the attendance office before homeroom the next school day.
4. All students entering and leaving the school building while school is in session must sign in/out in the attendance office. Only the parent/guardian with an ID may sign their child in/out in the attendance office.
5. These procedures apply to all students, including those who are 18 years old and older.
6. Students who do not complete the school day may not participate in any co-curricular activity.
7. Students participating in any co-curricular or Sports activity must arrive to school by 10:30am and sign in to the attendance office. Failure to do so will result in that student not being able to participate in that activity for that day.

E. LATENESS

1. For the purpose of the Excessive Absence Policy, Three (3) latenesses to school or homeroom will equal (1) absence. The accumulation of 14 absences will place the student on No-Credit status.
2. A student who is late to school must report immediately to the attendance office and directly to class. Any student who is late and does not report immediately to the attendance office upon arrival will be considered truant. "0" period students should report directly to their "0" period classroom.
3. Students must arrive by 10am to participate in any co-curricular activity for that day.

F. FAMILY VACATIONS AND DRIVING LESSONS

1. Days absent from school because of family vacation will not be considered excused absences and will count toward the 14-day limit.
2. Students will not be excused early or late for driving lessons. Students are encouraged to arrange driving lessons before or after school hours.

Note: Examples of absences, which will be considered to be excused through the appeals process, are: illness with a doctor's note; death in the family; court appearances and religious observances.

G. MAKE-UP WORK-ABSENCES

Students who are absent are afforded a period of time equivalent to the duration of their absence to make up missed work. Example: A student who is absent for six (6) school days has six (6) school days upon his/her return to school to complete the missed work. If a student was present when the course content was taught and/or tests/projects were announced, the student is expected to take the test or submit the project immediately upon their return to school. Make-up work requiring supervision of a teacher must be completed at the discretion of the teacher within the time frame defined above. Students are responsible for securing make up work with the assistance of teachers and or guidance counselors.

H. CONSECUTIVE ABSENCES

Any pupil who misses ten (10) consecutive school days and does not appear on home assignment, home instruction, and/or is not medically verified as incapacitated will be issued a written notification to report back to school within five (5) school days. Failure to so comply will result the following:

1. Pupils under the compulsory school age (below sixteen (16) years of age) shall have presented to their parent a formal written notice to cause the child to attend school (NJSA 18:38-29). Failure to comply with the provisions of the law may cause the parent deemed a disorderly person and the parent to be subject to a fine (NJSA 18:39-29).
2. Pupils above the compulsory age, but not complying with the notice to return to school will be notified that within ten (10) days that they may present to the high school principal an explanation of their absence and that failure to do so will cause them to be dropped from the rolls of the school. They may present a written petition to the high school principal for readmittance. Each case will be reviewed upon the merits of the petitioner.

I. CREDIT COMPLETION

If a student is absent more than fourteen (14) days unexcused, he/she must attend credit completion. If unexcused absences exceed twenty-eight (28) days students will not be eligible for credit completion and must repeat the year. All credit completion will be made up after the last day of school. Seniors who are not eligible under the attendance policy will not participate in graduation exercises.

J. EXCUSE FOR PHYSICAL EDUCATION

1. Policy

A student may be excused from physical education for a maximum of THREE days because of physical inability to perform (illness, accident or injury). The presentation of a note from a parent or guardian to the physical education teacher is required. A copy of the note must be given to the nurse. Participation lost as a result of the excuse must be made up within three weeks.

2. Procedure for Physical Education Excuses with Physician's Notes

A physician's note must be presented to the **school nurse** if the excuse is for more than three days. This note must include the reason for the excuse, the length of time the student is expected to be excused, and any activity limitations upon return to class. The student should then make an appointment with the guidance counselor. The counselor will file the physician's note and assign the student to study hall for the duration of the physician's recommendation (maximum period of two weeks). If the period of time extends beyond two weeks, the counselor should contact the Health & Physical Education supervisor to initiate enrollment in an Adapted Physical Education class. The counselor will update the student's schedule to reflect the temporary assignment. The school district provides an Adapted Physical Education Program for students who can not participate in regular classes. Enrollment in Adapted Physical Education is based on the written recommendation of an attending physician, the Physical Education department supervisor, or upon the recommendation of the District Department of Special Services. Inquiries regarding enrollment in this program should be addressed to the department supervisor as soon as possible.

BEFORE AND AFTER SCHOOL REGULATIONS

1. Students MAY NOT loiter outside/inside the school building.
2. All students should proceed to homeroom immediately following the HR warning bell.
3. Students who must stay after school for work or activities must remain with the teacher in charge of that activity.
4. Teacher/advisor/coach is responsible for issuing late bus passes. A late bus pass is required for all late buses.
5. Students loitering are subject to disciplinary action.
6. Students may pass between the Intermediate and Senior High School before and after school. Circumstances may result in this privilege being revoked.

BUSES

1. Students are assigned to a specific bus by the school administration. Students may also be assigned to a specific seat on a bus if circumstances warrant such action.
2. Students will cooperate with the driver by complying with the schedule and conducting themselves in a proper manner.
3. The driver has complete authority on the bus. A student who displays unsatisfactory conduct on the bus or at the bus stop will be referred to the Vice-Principal for disciplinary action.
4. Each student is issued a bus pass for a specific bus. It will NOT be honored on any other bus. The student will show the pass to the driver when requested. Students without a proper pass will be denied transportation.
5. Misbehavior on the school bus will result in the student losing his/her privilege to ride the school bus for a specified period of time. (See Discipline Code.)
6. Students requesting to ride a bus not assigned must present to the Transportation Coordinator or Vice-Principal a note from the parent/guardian explaining the reason. Permission may be denied depending on the reason or the number of students riding the bus.

CHEATING/PLAGIARISM - ACADEMIC INTEGRITY POLICY

As an academic community, Eastern High Schools provide a strong foundation for future success. To fulfill our mission we require a commitment to academic integrity from all members of the community, as active participants in the educational process. Academic integrity requires each student to participate actively and honestly in the educational process, to respect the originality of others' work, as well as his own, and to behave responsibly as a scholar when sharing information. When we agree to maintain academic integrity within our schools, we build an environment of intellectual trust and prepare our graduates for future experiences in post-secondary education and the working world.

Consequences for violations of Academic Integrity are listed in the Discipline code.

DANCES/SPECIAL EVENTS

1. A STUDENT MAY NOT RETURN TO A FUNCTION ONCE HE/SHE HAS LEFT.
2. Any individual or couple whose social behavior is considered improper will be asked to leave the school activity and will be subject to disciplinary action by the Administration.
3. No alcoholic beverages and/or controlled substances are to be brought or consumed prior to or at school functions. (See Discipline Code). Local authorities will be contacted when appropriate.
4. Student I.D. cards (badges) will be checked. Students not attending Eastern will not be permitted to attend.
5. Students may not attend dances/special events/extra curricular activities during a suspension (including weekends), or if they are absent on the day the event occurs. Extenuating circumstances will be reviewed by the Administration. (See Discipline Policy-Suspension).
6. A calendar is prepared by the administration noting dances and special events. Parents who care to verify any events or school sponsored activities are invited to visit www.eastern.k12.nj.us for additional information.
7. The times of dances and events are posted. Parents are urged not to bring students to events too early. Parents are also urged to pick up their students at the times designated to end the dance/event. To avoid students being left in unsupervised situations, students will be transported to the police station if they are not picked up in a timely fashion.
8. When decorations are used, they must be removed and the area cleaned before the next school day.
9. Special rules and regulations regarding all overnight trips have been developed. Parents will be required to review and sign a copy of these regulations at a special meeting that will be held prior to the trip.
10. Parents are reminded the extra-curricular activities constitute extension of the school's authority over the behavior and actions of students. The Discipline Code clearly explains the consequences of misbehavior under such circumstances.
11. Any dancing deemed inappropriate by the administrator in charge or any other chaperone will be prohibited. Failure to comply with this directive will result in disciplinary consequences including but not limited to removal from the dance.

DETENTION

ADMINISTRATIVE DETENTION

A. Identification

Detention is the assignment of a student to a supervised room for a period of forty-four minutes after school for violating school policy. Students are given 24-hour notice so they may notify their parents, coach or employer. Administrative detention begins at 2:20PM and ends at 3:00PM. The student will arrive on time and have meaningful work to accomplish. The student is required to adhere to detention rules and regulations. Transportation home for those who normally receive transportation services is provided. The following rules and regulations apply to students who have been assigned administrative detention(s).

1. Students must arrive to detention and **BE SEATED** by 2:20PM.
2. Students must bring **SCHOOL RELATED WORK** and maintain attention to said work until dismissed. This includes facing forward and not leaving seats unless directed by the detention supervisor.
3. Students may not communicate with any other student in any way, shape, or form. This includes, but is not limited to talking, sign language, and passing of notes.
4. Students must remain silent until dismissed. Preparation for leaving may not begin until directed by the detention supervisor.
5. Detention officially ends at 3:00PM. Early dismissal will be made only at the discretion of the detention supervisor. The administration and supervisor have the right to detain detention past 3:00PM should circumstance warrant such action.
6. Cutting of detention will result in further disciplinary action.

7. Removal from detention by an administrator or detention supervisor will result in the same penalty as cutting.
8. Attempts to reschedule an assigned administrative detention must be made before the scheduled detention is held. The final decision to reschedule is left to the discretion of the Vice-Principal.

TEACHER DETENTION

Teacher detention is the assignment of a student to remain after school under the teacher's supervision for a period of time not to exceed forty minutes for violating a policy of the teacher. The individual teacher makes assignment to a teacher's detention. Students will be given 24-hour notice so they may notify their parents, coach or employer. Transportation for those who normally receive transportation services is provided. Students cutting teacher detention will be assigned additional administrative detentions or be considered for a suspension.

DISCIPLINARY POLICY -- ACTIONS

The administration and staff will apply the following guidelines in the consistent administration of discipline at Eastern.

Decisions regarding disciplinary matters will depend on the following:

1. A thorough investigation and presentment of evidence.
2. Consideration of the severity of the offense.
3. Consideration of the repetitive behavior of the offender.
4. Fairness in light of mitigating circumstances.

Following is a list of disciplinary procedures and their corresponding rules and regulations. The discipline code at the end of the handbook is intended as a guideline for interpreting the possible disciplinary action to be taken by the faculty and/or administration for various disciplinary offenses. The guide indicates the recommended penalties that may be imposed. It is up to the discretion of the administration to determine the final disciplinary action. It must be emphasized that actions taken by teachers and/or administrators are intended to remediate problems and provide a safe and secure environment for learning.

CAUSES FOR SUSPENSION OR EXPULSION OF PUPILS *NJSA 18A: 37-2.

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

Conduct, which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct, shall include, but not be limited to, any of the following:

- a. Continued and willful disobedience.
- b. Open defiance of the authority of any teacher or person having authority over him.
- c. Conduct of such character as to constitute a continuing danger to the physical well being of other pupils.
- d. Physical assault upon another pupil.
- e. Taking, or attempting to take, personal property or money from another pupil; or from his presence, by means of force or fear.
- f. Willfully causing or attempting to cause, substantial damage to school property.
- g. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other 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 other person then in charge of such building or facility.
- h. Incitement, which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district.
- i. Incitement which is intended to and does result in truancy by other pupils.
- j. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.
- k. Sale or distribution of intoxicants, narcotics or controlled foreign substances.

DISCIPLINE POLICY -- BEHAVIOR MODIFICATION PROGRAM

Students assigned to the Behavior Modification Program will be excluded from all classes and will serve their specific period of time in school assigned by the grade level vice principal. THIS INCLUDES THE PROHIBITING OF THE STUDENT FROM PARTICIPATING IN, OR ATTENDING ANY SCHOOL ACTIVITIES DURING THE PERIOD ASSIGNED IN THE BEHAVIOR MODIFICATION PROGRAM UNLESS ARRANGEMENTS HAVE BEEN MADE THROUGH THE ADMINISTRATION. (Example: dances, athletic teams, sports events, club activities, etc.) Each Behavior Modification Program requires a parental conference with a vice principal before the student can be reinstated. The length of this assignment will vary with the seriousness of the violation and the number of previous offenses. (See Discipline Code)

DISCIPLINE POLICY -- PROCEDURE FOR EXPULSION*

When circumstances warrant the expulsion of a student, the following procedure will be followed:

1. The superintendent will notify the Board of Education of charges prior to the next regular meeting. A formal hearing will be scheduled within 21 days of such notice.
2. Written notice of charges against the student shall be supplied to the student and his/her parent/guardian.
3. The Board of Education shall ascertain the facts and if the facts indicate the student's guilt, the Board shall review the designated punishment to determine its fairness.
4. The parents shall be present at the hearing unless the student has reached the age of majority and requests otherwise. Legal counsel may represent students. Witnesses may be cross-examined.
5. A written record of the hearing shall be kept.
6. The findings and recommendations of the Board of Education shall be reduced to writing and sent to the student and his/her parents.
7. The student and his/her parents shall be made aware of their right to appeal the decision of the Board of Education.
8. All agencies of the district shall be consulted for their input regarding the student including the Child Study Team.

***NJSA 18A: 37-4/18A: 37-2/18A: 37-1**

DISCIPLINE POLICY -- PROCEDURES FOR SUSPENSION*

Suspension is identified as the exclusion of a student from school for a specified period of time due to a major violation of school policy. THIS INCLUDES THE PROHIBITING OF THE STUDENT FROM PARTICIPATING IN, OR ATTENDING ANY SCHOOL ACTIVITIES DURING THE PERIOD OF SUSPENSION UNLESS ARRANGEMENTS HAVE BEEN MADE THROUGH THE ADMINISTRATION. (Example: dances, athletic teams, sports events, club activities, etc.) Each suspension requires a parental conference with a vice principal before the student can be reinstated. The length of the suspension will vary with the seriousness of the violation and the number of previous suspensions. (See Discipline Code)

DISCIPLINE POLICY -- THREE SUSPENSION RULE/10 REFERRAL RULE

If a student is suspended three times and or has 10 discipline referrals, or charged with a criminal offense by the school district, he/she will be required to meet with the building principal, vice principal and parent(s)/guardian(s). (A student who is charged with a criminal offense by the school district will lose class privileges.) At that time, the students will be excluded from participation in all extra curricular activities, including but not limited to:

- athletic team, and/or extra curricular performance production
- proms and/or cotillions
- honor societies
- overnight and/or non-academic trips
- service as an office, library or nurses' aide
- on campus parking privileges

- graduation ceremony
- other Senior activities

Students are entitled to an appeal with the building principal one academic month after the imposition of this exclusion from extra curricular activities. It will be the student and/or parent's responsibility to initiate this process. At that time, the student, parent, and principal will review the current discipline record, grades, and attendance. A decision to either continue the suspension, to rescind the suspension, or to establish the conditions for future participation may be made at that time. Due process rights are guaranteed to all students upon the imposition of a suspension or expulsion.

Any senior excluded from commencement exercises for violating the three-suspension rule may appeal this decision directly to the superintendent. It will be the student and/or parent's responsibility to initiate this process.

DISCIPLINE POLICY -- PROCEDURES FOR AFTERNOON SCHOOL

For certain infractions of the disciplinary code, students will be required to attend Afternoon School. These infractions relate primarily to situations where students miss class time due to attendance violations, class cutting, truancy, leaving school grounds without permission, etc. Afternoon School will provide students an opportunity to make-up some of the educational time lost due to the aforementioned infractions. Transportation is the responsibility of the student and/or parent/guardian.

1. Students will arrive at afternoon school no later than 2:25 PM and report to the Senior High School Cafeteria. No student will be admitted to the Afternoon School after 2:25 PM. Any student who is late to an Afternoon School session is required to make-up that session. If a student is late a second time to Afternoon School, it cannot be made up and will result in an assignment of one (1) Behavior Mod Program.
2. Students are responsible to bring schoolwork with them.
3. No food or drink will be permitted in Afternoon School.
4. No breaks are granted. Students may be excused one at a time, to use the lavatory.
5. All time assigned will be served in full.
6. Students must be actively involved in study activities throughout the entire session.

DISCIPLINE POLICY -- PROCEDURES SUSPECTED SUBSTANCE ABUSE

Whenever a teacher or staff member suspects that a student is under the influence and/or in possession of any controlled substance, the following procedures shall be adhered to:

1. Verbally report suspicion to an administrator.
2. Medical review of student by school medical staff.
3. Parent/guardian and/or police contacted.
4. Student's locker and possessions may be reviewed.
5. Referral to physician or hospital for proper drug screening test. If the school's designee does not complete the drug screen, the physician's evaluation must match Eastern's required standards. Copies of all results must be submitted to the Vice-Principal within 24 hours.
 - a. Principal notified.
 - b. Superintendent notified.
 - c. Police notified.
 - d. After being tested, a note from a physician states that the student is physically, and mentally able to return to school is required for readmittance.
6. Substance abuse incidents are considered cumulative in nature and carry over each year while in attendance at Eastern Regional High Schools.

NJ CODE: 18A: 40A-12. Reporting of pupils under influence; examination; report; return home; evaluation of possible need for treatment; referral for treatment.

- a. Whenever it shall appear to any teaching staff member, school nurse or other educational personnel of any public school in this State that a pupil may be under the influence of substances as defined pursuant to section 2 of this act, **other than anabolic steroids**, that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be, or to a substance awareness coordinator, and to the principal or, in his/her absence, to his/her designee. The principal or his/her designee, shall immediately notify the parent or guardian and the superintendent of schools, if there be one, or the administrative principal and shall arrange for an immediate examination of the pupil by a doctor selected by the parent or guardian, or if that doctor is not immediately available, by the medical inspector, if he/she is available. If a doctor or medical inspector is not immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination accompanied by a member of the school staff designated by the principal and a parent or guardian of the pupil if available. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil is under such influence. A written report of that examination shall be furnished within 24 hours by the examining physician to the parent or guardian of the pupil and to the superintendent of schools or administrative principal. If it is determined that the pupil was under the influence of a substance, the pupil shall be returned to his or her home as soon as possible and shall not resume attendance at school until the pupil submits to the principal a written report certifying that he or she is physically and mentally able to return thereto, which report shall be prepared by a personal physician, the medical inspector or the physician who examined the pupil pursuant to the provisions of this act. In addition, a substance awareness coordinator shall interview the pupil or another appropriately trained teaching staff member for the purpose of determining the extent of the pupil's involvement with these substances and possible need for treatment. In order to make this determination the coordinator or other teaching staff member may conduct a reasonable investigation, which may include interviews with the pupil's teachers and parents. The coordinator or other teaching staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate. If it is determined that the pupil's involvement with and use of these substances represents a danger to the pupil's health and well-being, the coordinator or other teaching staff member shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Health.
- b. Whenever any teaching staff member, school nurse or other educational personnel of any public school in this State shall have reason to believe that a pupil has used or may be using anabolic steroids, that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be or to a substance awareness coordinator, and to the principal or, in his/her absence, to his/her designee. The principal or his/her designee, shall immediately notify the parent or guardian and the superintendent of schools, if there be one, or the administrative principal and shall arrange for an examination of the pupil by a doctor selected by the parent or guardian or by the medical inspector. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil has been using anabolic steroids. A written report of that examination shall be furnished by the examining physician to the parent or guardian of the pupil and to the superintendent of schools or administrative principal. If it is determined that the pupil has been using anabolic steroids, the pupil shall be interviewed by a substance awareness coordinator or another appropriately trained teaching staff member for the purpose of determining the extent of the pupil's involvement with these substances and possible need for treatment. In order to make this determination the coordinator or other teaching staff member may conduct a reasonable investigation that may include interviews with the pupil's teachers and parent/guardian. The coordinator or other teaching staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate. If it is determined that the pupil's involvement with and use of these substances represents a danger to the pupil's health and well-being, the coordinator or other teaching staff member shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Health.

Section 5 of P.L. 1987, C.387 (C. 18A: 40A-12)

**DISCIPLINE POLICY --
SMOKING**

A student who is found smoking cigarettes will attend a Smoking Cessation program on a Saturday morning at Eastern as well as face disciplinary consequences outlined in the discipline code. This workshop is similar to "smoke-enders" seminars. The curriculum and lesson plans will be developed by the teacher with the approval of the principal. The American Lung Association, American Heart

Association, and the American Cancer Society have offered materials free of charge for the purpose of presenting this type of program.

1. Students will participate in a presentation related to the dangers of smoking.
2. Students will research and write an acceptable essay (paper) on the effects of smoking.
3. Students and/or parents will be responsible for transportation.

ORDINANCE NO. 18-02

AN ORDINANCE PROHIBITING SMOKING OF TOBACCO AT EASTERN REGIONAL HIGH SCHOOLS.

WHEREAS, the Mayor and Township Committee of the Township of Voorhees, County of Camden and State of New Jersey, have deemed it in the best interest of the Township of Voorhees to prohibit smoking on school property owned by the Eastern Camden County Regional Board of Education, and **WHEREAS**, the Superintendent of the Eastern Camden County Regional Board of Education has reviewed the request from the Voorhees Township Police Department to prohibiting smoking on school property and on behalf of the Board of Education has expressed support for such an ordinance. **NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and Township Committee of the Township of Voorhees, that the Code of the Township of Voorhees shall be amended to include the following:

Section 1: The Code of the Township of Voorhees is hereby amended to read as follows:

(1) Scope and Application.

In accordance with Chapter 96 of the New Jersey Public Laws of 1989, smoking of tobacco is Prohibited anywhere in buildings owned, operated, leased or rented by the Eastern Camden County Regional Board of Education, except as part of classroom instruction or theatrical production.

(2) Definitions.

For the purpose of this policy, "smoking" means the burning of a lighted cigar, cigarette, pipe or other matter of substance, which contains tobacco.

(3) General Requirements.

Every entrance to Board of Education buildings shall be posted with a sign stating "SMOKING PROHIBITED, VIOLATORS SUBJECT TO FINE." Signs also shall be located in all lavatories and staff gathering places such as work areas, corridors and classrooms used by the public. Every sign shall contain lettering not less than two inches in height and shall be located clearly visible to the public.

(4) Enforcement

The principal of each school shall be responsible for enforcement of the State law and this ordinance. Violators shall be notified in writing by the school principal to comply with the Board's policy and warned that subsequent violations will result in a complaint to the Voorhees Twp. Police Department.

(5) Penalty

A first offense will result in a fine of not less than \$25.00 nor more than \$50.00; a second offense will result in a fine of not less than \$50.00 nor more than \$100.00. Continued violations will be considered to be flaunting the law and this policy and shall result in barring the person and/or person's organization from school buildings.

Section 2: All other Ordinances or parts of Ordinances inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

Section 3: If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such subdivision, clause or provision and the remainder of this Ordinance shall be deemed valid and effective.

Section 4: This Ordinance shall take effect immediately upon final passage and publication as required by law.

ATTEST: TOWNSHIP OF VOORHEES

Jeannette Schelberg, Township Clerk

Harry A. Platt, Mayor

INTRODUCED: OCTOBER 14, 2002

ADOPTED: OCTOBER 28, 2002

DISCIPLINE POLICY -- STUDENT/PARENT COMPLAINT APPEALS PROCEDURE

Local school districts are required by law to provide proper school facilities and to maintain an appropriate program of education. A public school such as Eastern reflects the democratic principles upon which our great country was developed. Democracy relies on the self-control of the individual to maintain order. For democracy to work there must be a strong respect for law and order and a healthy regard for the rights of others. Democracy implies tolerance. Everyone should have consideration and respect for school policies. Eastern Regional High Schools have attempted to establish a democratic atmosphere where students and teachers can express themselves without fear of reprisal. We recognize that in every school there are conditions in need of improvement and that students should have some means by which their concerns may be effectively expressed and considered. Formal and informal avenues for the expression and correction of grievances do exist.

LEVEL I APPEALS

Any student and/or parent with a complaint may follow ANY or ALL of these **Level I Appeals** listed below:

- A. Discuss his/her complaint with any member of the teaching staff directly or indirectly involved.
- B. Discuss his/her complaint with his/her guidance counselor.

LEVEL II APPEALS

If, after completing the appropriate Level I step(s), the complaint is not resolved, then the student(s) and parent(s) have further recourse by implementing the following procedures in this order:

1. An appointment may be made with the vice principal to present the complaint for consideration. At this level some disposition will be made concerning the complaint.
2. If the complaint persists, it is to be presented to the Principal for disposition.
3. If the complaint persists, the student and/or parent or the Principal may bring the complaint to the Superintendent for a decision.
4. If the complaint persists, the student and/or parent or the Superintendent may bring the complaint to the Board of Education for a final decision.

A request by a parent or an emancipated student for a Board hearing must be in writing and be submitted through the Superintendent. It is to be known that the law provides even further resort for students or parents beyond the local level. Appeal may be made to the County Superintendent of Schools for his advice and counsel, in attempting to effect a solution. The law also provides for resort to the Commissioner of Education, who is expressly charged to hear and decide controversies and disputes related to the conduct of public schools. Any person may file an appeal to the Commissioner of Education on behalf of any student or group of students protesting an act or a failure to act on the part of local school authorities.

At the same time, it must be established that individual rights are not without limit and, further that they carry with them a correlative duty to respect and honor the rights of others.

When an individual, in the exercise of his/her claimed rights, interferes with, and/or disturbs or disrupts the legitimate pursuit of others, school authorities must take all legal steps to insure that neither violence, disruption, vandalism nor seizure of school facilities develops under any circumstances.

Society, acting through its legally authorized school officials, has determined that certain standards of decorum and order should be maintained in the classrooms of our public schools to promote teaching and learning there. This is not an arbitrary determination but is made for the obvious purposes of guaranteeing that:

1. All students shall have the right to pursue their schoolwork in a proper and safe atmosphere, free from the disturbing and disruptive effects of unlawful behavior.
2. Taxpayers' rights are violated as a result of damage to the school, school property and/or disruption of the educational program. It is to be further understood that the legally authorized school officials will not tolerate any student behavior which is characterized by violence, potential violence, vandalism, seizure of school facilities, or in any way disruptive to the orderly progress of the educational program.

DRESS CODE (STUDENTS)

The school administration is authorized to establish a dress code in order to meet minimal safety standards. The school officials have the authority to exclude any student until appropriately attired and may modify dress code for special events, i.e., Spirit Week, school sponsored or special events.

The school administration has the authority to prohibit any attire that creates, lends, or adds to disruption in the school environment. Further, the administration shall have the authority to prohibit any attire, symbol, badge or sign which has a material or substantial disruptive effect on the work and discipline of the school. It is the intention of the school to create an atmosphere in which a student, staff or other person's well being is not hindered by undue pressure, intimidation, overt gestures or threat of violence.

The following are some examples of unacceptable attire:

1. The wearing of outside wear (heavy jackets, overcoats, head attire, gloves, rain gear, tinted glasses).
2. Clothing which reflects any alcoholic beverage or drugs and/or drug paraphernalia.
3. Shirts and T-shirts imprinted with obscene vocabulary, inappropriate images, sexual references or double-meaning slogans.
4. Any attire that reflects racial and/or ethnic bias or gang affiliation such as "colors" or bandanas.
5. No visible undergarments.

Please note:

The administration will make final determination on the appropriateness of a student's clothing. Students in violation of this policy will face disciplinary action as outlined in the Student/Parent Handbook.

DRIVING TO AND FROM SCHOOL

1. Student must secure and complete the appropriate parking form provided in the attendance office.
2. Upon arrival, students must park immediately in areas designated as student parking.
3. Tags are not transferable.
4. Students are not to move their cars from their assigned parking space at any time other than dismissal.
5. **AT NO TIME DURING THE DAY ARE STUDENTS TO VISIT THEIR CARS WITHOUT ADMINISTRATIVE APPROVAL!**
6. Reckless driving may result in loss of driving privileges.
7. Directions of faculty members concerning entering and leaving school property must be followed. Traffic patterns must be observed.
8. Speed limit of 15 mph must be observed.
9. Those students, who have received permission from the administration to drive to school, will park in their designated parking area and will enter through the entrance adjacent to their respective parking area. Cars *illegally* parked will be ticketed by the Voorhees Township Police or towed at the *owner's expense*.
10. Emergency parking information is available in the attendance office.
11. Students parking on school property without permission of the administration are subject to disciplinary action.
12. Students are not to park in lots adjacent to the school (i.e. Nursing Home, Pediatric Center, Summerville Assisted Living Center, etc.). Cars *illegally* parked will be ticketed by the Voorhees Township Police or towed at the *owner's expense*.
13. Driving privileges are reserved only for juniors and seniors.
14. **STUDENTS MAY LOSE PARKING PRIVILEGES FOR THE FOLLOWING:**
 - a. Having been disciplined for possession of or under the influence of drugs or alcohol.
 - b. Excessive unexplained lateness and/or absence from school.
 - c. Violation of school rules causing a third suspension and/or 10 discipline referrals.
 - d. Leaving school grounds without permission.
 - e. Other disciplinary offenses deemed inappropriate by the administration.

EMERGENCY CLOSING OF SCHOOL

In case of an emergency, when school must be closed, or delayed, a notice will be sent via the schools Global Connect phone system and an announcement will be made on radio and TV broadcasts over all major stations as well as Channel 19 ETV on Comcast Cable Television.

OUR EMERGENCY NUMBER IS: 578
NUMBER FOR A 2-HOUR DELAYED OPENING IS: 6578

FIRE AND EMERGENCY EVACUATION DRILLS

1. At the sound of the fire alarm, students will proceed to a designated exit quietly and in single file. Students should remain quiet and orderly with their assigned teachers in their assigned location until further directions are given.
2. For an evacuation procedure, depending upon the nature of the situation, students will be instructed to do the following:
 - to evacuate in a calm and orderly manner by an appropriate staff member.
 - to remain in place for the safety and welfare of all concerned.
 - go directly outside - do not stop at lockers, lavatories or water fountains.Specific instructions will be provided as deemed necessary.
3. Upon the direction to return to class, students must report directly to the class that they left or follow the directions of an administrator or supervising teacher.
4. A student failing to follow direction of a school employee during emergency evacuation, or leaving school grounds, shall be subject to, but not limited to, a four (4) day out of school suspension.

GRADE REVIEW PROCEDURES

The grade review procedures have been established to provide a broad multi-disciplined review of parent requests for review of their children's grades. The procedures have been specifically developed to provide for the due process rights of students to be exercised in a fair and impartial manner. All requests for grade review shall be initiated within ten (10) working days of the student's and parents' official receipt of the grade. The request shall be made through the student's guidance counselor or Guidance Supervisor. A Grade Review Committee shall sit as an impartial fact finding review panel to evaluate the parent and student's concern.

GUIDANCE SERVICES

The Guidance staff and resources are located in the 800 Hallway. Counselors are available to students and parents on a walk-in basis from 7:30 AM to 3:30 PM Monday through Friday. If the counselor is not immediately available, students should complete an appointment request form.

Evening Appointments:

During the months of October through May, counselors are available on Tuesday evenings from 7PM to 9PM. Appointments are recommended, but not required. Parents may schedule a counselor conference by calling (856) 784-4441, x-1146.

Reasons for seeking out your counselor may include your following:

Academic – Career – Personal and Social Development

Mrs. Patricia Breunich – Supervisor of Guidance

COUNSELOR – CONTACT INFORMATION

Counselor	Phone Extension
Mrs. McKenna	1128
Ms. Lattimer	1153
Mrs. Freedner	1117
Mrs. Moore	1144
Ms. Moy-Burchinow	1151
Mrs. Bunnell-Jackson	1142
Mr. Valentino	1116

Mr. Becker	1106
Mrs. Wasiakowski	1143
Mrs. Fencil, SAC	1196

Guidance Note: *A student alphabetical breakdown for each counselor will be provided in the fall Guidance Newsletter.*

HARASSMENT, INTIMIDATION AND BULLYING

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

RESPONSE TO AN INCIDENT OF HARASSMENT, INTIMIDATION OR BULLYING

Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the act. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district level or by the law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A: 37-1.

Discipline of Pupils.

In considering whether a response beyond the individual level is appropriate, the administrator will consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences, past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses may include school and community surveys, mailings, focus groups, adoption of research-based bullying prevention program models and training for certificated and non-certificated staff. The district's responses may range from participation of parent(s) or legal guardian(s) and other community members and organizations, to small or large group presentations for fully addressing the actions and the school district's response. It may also include the involvement of law enforcement officials, including school resource officers.

HEALTH OFFICE

SHS-600 Hallway near main entrance of building

IHS-Front hall adjacent to auditorium

1. A school nurse is on duty during the entire school day.
2. A student must secure a pass from his/her teacher before going to a nurse during class time.
3. If a nurse is not available, students must report to the Vice-Principal's Office.
4. Students should report to the school nurse before contacting parents.

HONOR ROLL

1. Students receiving a grade of 92 and above in all subjects will be placed on the Distinguished Honor Roll for the marking period.
2. Students receiving a grade of 83 and above in all subjects will be placed on the Honor Roll for the marking period.

IMMUNIZATIONS

Chapter 14 Administrative Code 8:57-4.1 to 8:57-4.16

Immunizations:

State law requires proper immunization. These include:

- DT Series, 3 doses plus up-to-date booster.
- Polio Series, 3 dose, 6 months between the second and third dose.

- Measles Vaccine over one year old.
- T.B. Test (Mantoux) is required for newly admitted students from out of the country or out of state who do not have a valid record of a Mantoux test result.
- Hepatitis Series

Physicals:

All students, by law, are required to have a scoliosis examination.

(CL. 97-Laws of N.J. -- 1978)

All sophomores, by law, are required to have a hearing examination.

Failure to comply with health requirements will result in exclusion from school.

INFORMATIONAL POSTINGS

Title 34 of New Jersey State Statute and its supplements requires that a notice of any construction or other activity involving the use of any hazardous substances will be posted on a bulletin board in the school that is affected. A notice will be posted that hazardous substances may be stored at the school at various times throughout the year, and that hazardous substance fact sheets for any of the hazardous substances being used or stored are available at the school.

INTERNET/MEDIA/MILITARY ACCESS

This form may be obtained from the guidance office or downloaded as a pdf file from www.eastern.k12.nj.us

INTEGRATED PEST MANAGEMENT PLAN

As part of the District’s policy on pest control, a state mandated Integrated Pest Management Plan is on file for review in the office of the Director of Building and Grounds. All questions should be directed to that office, at extension 1155.

A Model Integrated Pest Management Policy for New Jersey Schools

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy.

The law requires the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or lead administrator of a private school, as appropriate, to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. Eastern High Schools shall therefore develop and maintain an IPM plan as part of the school’s policy.

Integrated pest management procedures in schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The school IPM plan is a blueprint of how Eastern High Schools will manage pests through IPM methods. The school IPM plan states the school’s goals regarding the management of pests and the use of pesticides. It reflects the school’s site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For Public schools, the Local School Board, in collaboration with the school building administrator (principal), shall be responsible for the development of the IPM plan for this school. For Charter schools and non-public schools, the development of the IPM plan shall be the responsibility of the Board of Trustees or the Principal or Lead Administrator.

IPM Coordinator

The Superintendent shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education /Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment. Students and parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The Superintendent of Eastern High Schools, is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

Evaluation

Annually, for public schools, the Principal will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed. For non-public schools and charter schools, the Lead Administrator or Principal shall report to their respective governing boards on the effectiveness of the school IPM plan and make recommendations for improvement as needed.

The local school board or other respective governing boards directs the Principal or Lead Administrator to develop regulations/procedures for the implementation of this policy.

Authorizing Regulatory references

The School Integrated Pest Management Act of 2002

N.J.A.C. Title 7 Chapter 30 Subchapters 1-12

Pesticide Control Act of 1971

Annual Integrated Pest Management Notice

For School Year 2009 - 2010

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Eastern High School has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Eastern High School is:

Name of IPM Coordinator: Rich Wojdon

Business Phone number: (856) 784-4441 ext. 1155

Business Address: Laurel Oak Rd, Box 2500, Voorhees NJ 08043

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

ASBESTOS INSPECTIONS

The results of the inspection of Eastern High Schools for asbestos was reported at the regular meeting of the Eastern Camden County Regional School District Board of Education Meeting on June 1988. The inspection did not detect the presence of asbestos material in the school building. The testing procedures, results, and management plan are available for review in the office of the Director of Building and Grounds and each main office. All questions should be directed to the Director of Building and Grounds at extension 1155. The following health and safety tests are performed annually and results are reported to the Board of Education. Test results are available for review: AHERA, Radon, Water, Fire, Air Quality, Field Inspections, Monthly Health and Safety Check-lists, EMF and Hazard Identification Survey. These results may be found in both main offices and the office of Building and Grounds. Please direct all questions to the office of Building and Grounds at extension 1155.

INTERNET POLICY

CONDITIONS AND RULES FOR USE:

1. Acceptable Use
 - a. Use of the Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of a student or user account must be in support of and consistent with the educational objectives of the District. Access to Internet is made possible through an appropriate provider to be designated by the Eastern Camden County Regional Board of Education at its sole discretion. All users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into this document, and are available from the District.
 - b. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
 - c. Use for commercial activities is not acceptable; use for product advertisement or political lobbying is also prohibited.
2. Privilege

Use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The Board of Education, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon its determination of inappropriate use by account holder or user.
3. Monitoring

The Eastern Camden County Regional Board of Education reserves the right to review any material and to monitor fileserver space in order to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user-accounts and fileserver space, the Board of Education shall respect the privacy of the user. However, if strict security and/or confidentiality are of concern it is recommended that you not utilize the Internet connections provided by the Eastern Camden County Board of Education.
4. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

 - a. Be polite. Do not use abusive language in messages to others.
 - b. Use appropriate language. Do not engage in activities, which are prohibited under state or federal law.
 - c. Do not reveal personal addresses or phone numbers of fellow students or colleagues.
 - d. Eastern does not provide student e-mail accounts. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges.
 - e. Do not use the network in such a way that you would disrupt the use of the network by other users.

f. All communications and information accessible via the network should be assumed to be the private property of the author and therefore subject to all copyright regulations.

5. No Warranties

The Board of Education makes no warranties of any kind, whether expressed or implied, for the service it is providing. It will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions caused by the Eastern Board of Education's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Board specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.

6. Security

a. Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password if one is assigned. Users should also protect their password to ensure system security and their own privilege and ability to maintain continued use of the system.

b. If a security problem is identified on the Internet, notify a system administrator. Do not demonstrate the problem to other users.

c. Do not use another individual's account.

d. Attempts to log on to the Internet as a system administrator may result in cancellation of user privileges.

e. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the Internet.

f. Appropriate staff members may visually monitor use of all computers.

7. Vandalism and Harassment

a. Vandalism and harassment will result in cancellation of user privileges.

b. Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses.

c. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

8. Procedures for Use

a. Student users must always get permission from their instructors and/or librarian before using the network or accessing any specific file or application. FOLLOW WRITTEN AND ORAL INSTRUCTIONS.

b. All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resources for other non-academic activities when other users require the system for academic purposes. In addition, users shall not waste nor take supplies, such as paper, printer toner, and cd's.

9. Encounter of Controversial Material

Users may encounter material, which is controversial, and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data and an industrious user may discover controversial material. It is the users responsibility not to initiate access to such material. Any decision by the Eastern Camden County Regional Board of Education to restrict access to Internet material shall not be deemed to impose any duty on the Eastern Camden County Board of Education to regulate the content of material on the Internet.

An overview of Eastern's role on the Internet and the complete School Board Policy are available upon request.

CONDITIONS, RULES AND ACCEPTABLE USE AGREEMENT

1. Any user violating these rules, applicable state and federal laws or posted classroom and district rules are subject to loss of network privileges and any other district disciplinary options.

2. In addition, pursuant to State of New Jersey law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of the New Jersey Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

USER: I understand and will abide by the above Conditions, Rules and Acceptable Use Agreement. I further understand that any violation of the above conditions, rules and Acceptable Use Agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken and/or appropriate legal action.

LOCKER ROOM SECURITY PROCEDURES

Students are not permitted in the gym or locker room area unless they have the permission of the physical education teacher on duty or are accompanied by a teacher. (See Discipline Code)

Students are warned not to leave clothes, money, rings or other valuables in an unlocked locker. **The school cannot be held responsible for items that are removed or stolen from lockers.** Coats, books, etc. should be kept in the assigned hall locker during the day.

Students should bring only those items required for physical education class to the gym area. Money, valuables, watches, etc., should not be left in the gym lockers. Gym lockers should be secured with an appropriate lock.

Gym lockers are only to be used during physical education class, athletic practice and games. Any locks left on a locker overnight will be removed.

Students should refrain from taking more money to school than is necessary.

Students should pay all expenses (pictures, yearbook, trips, etc.) by check whenever possible.

LOCKERS

1. The school administration reserves the right to inspect lockers when deemed necessary, including the use of law enforcement dogs and/or electronic devices. Lockers are the property of the Board of Education. In addition, lockers will be inspected randomly during the school year.
2. Lockers are to be kept neat and clean.
3. If a pupil loses or forgets his/her locker combination, he/she should report to the General Office to receive the combination.
4. **Lockers should be locked at all times and combinations kept private.**
5. Stickers and scotch tape are not to be used on lockers.
6. Vandalism of lockers will result in disciplinary consequences.
7. Sharing of lockers is strongly discouraged.

MEDIA CENTER/TECHNOLOGY INFORMATION CENTERS

The Centers are open daily from 7:36am until 2:45pm. Students are strongly encouraged to seek assistance from the Media Center whenever they need help.

ATTENDANCE

1. Students coming to a Media Center from study hall must have a pass from their teacher and must sign **their own name only** and study hall room number on the attendance sheet at the front desk. **Students must present their I.D. badges in order to be admitted to a Media Center.**
2. During Periods when it is necessary to limit the number of students admitted to a Media Center, students presenting a research pass will be given priority. Research passes may be obtained from classroom teachers who have given assignments that require the use of a Media Center.
3. Students coming to a Media Center from a classroom must present a hall pass and I.D. badge.

BEHAVIOR

1. Quiet and courteous behavior is expected from all students at all times.
2. Students are required to engage in individual educational activities or recreational reading while in the Media Center. Permission to work in small groups must be obtained by the librarian.
3. Students using the computer labs are also expected to work individually and quietly.
4. No food or drink is permitted in the Media Centers or Computer Labs.
5. Headphones are permitted for use on multimedia projects **ONLY!**

6. Failure to comply with the above rules of behavior will result in the appropriate disciplinary measures. See "Media Center Discipline Policy."

CIRCULATION

1. Non-reference books may be checked out for two weeks and renewed for another two weeks.
2. Reference materials, magazines and newspapers may not be checked out.
3. Reserve books may be checked out after the last period of the school day and returned prior to period 1 the next morning.
4. Overdue notices will be issued periodically. Students should report to an assigned Media Center during the day that the notice is received to discuss resolving this situation.
5. Students are responsible for all lost or damaged materials checked out to them.

LOST BOOKS

1. In the case of lost book, or other materials, the student will be charged with the cost of replacement. In the event the materials are paid for and found later in the school year, the student's money will be refunded. However, any materials not returned by the end of the school year during which they are borrowed will be considered lost and the student will be charged with the cost of replacement. In this case, the refund policy does not apply.

MEDIA CENTER DISCIPLINE POLICY

1. No passes will be issued for lavatory, lockers, or any other reason.
2. Infractions of the Media Center rules including excessive talking, disruptive behavior, not listening to librarian's directions, gum chewing, and eating, etc. will be referred to the grade level vice principal.

MEDICINE

All medication, whether prescription or over-the-counter, shall be administered by the school nurse. All medication, whether prescription or over-the-counter, should be brought to nurse's office by the parent/guardian. Prescription medication shall be in the original labeled bottle or container. Ask your pharmacist to divide the medication into two completely labeled containers, one for home and one for school. Over-the-counter medication shall be in a fresh, unopened bottle with the original, manufacturer's label on it. Along with the prescription or over-the-counter medication, the parent/ guardian shall bring two written requests to the nurse's office.

1. One request from the parent/ guardian shall give permission for the administration of medication and shall relieve the Board of Education and its employees of liability for such administration.
2. The other request shall be from the legal prescriber (physician, dentist, or nurse practitioner) and shall include the name and purpose of the medication, the dosage, instructions for administration, the name of the prescriber and the date. For your convenience, there are forms available in the health offices.

Students will be permitted to self-administer medication for asthma or other potentially life threatening illnesses or conditions only with written certification by the physician and written authorization by the parent/guardian. Please contact either school nurse if there are any further questions or concerns.

N.C.A.A. ELIGIBILITY

NCAA Eligibility policies and procedures are available in the guidance and athletic office or at www.ncaa.org.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is a nationwide organization sponsored by the National Association of Secondary School Principals (NAASSP), which honors those special students who possess and exhibit with distinction the ideals of scholarship, leadership, service and character. Only Junior students who have a cumulative, unweighted grade of exactly 90 or higher are considered for NHS. Membership information is available on the Eastern High School website. Students selected are given written notification by the Senior High School Principal and NHS advisors. A formal induction ceremony is held in the spring.

PARENT ACCESS TO STUDENT RECORDS

Access to your child's records requires a written request to the building principal. Procedures and restrictions will be explained upon receipt of your request.

PASSES FOR STUDENTS

Students will be issued a school planner which includes hall passes. Students should carry their planner with them at all times. Teachers will complete the pass upon granting permission for a student to leave a classroom or another area of the building. If a student is not in possession of his/her monthly pass, the teacher, at his/her discretion, may issue a written pass to the student.

Students who lose or misplace their student planner will not be issued another one. In these cases, students will need to secure a written pass from their teacher. Students who forge a teacher's signature on a pass or attempt to use another student's pass will be subject to disciplinary action and revocation of future pass privileges.

PEER MEDIATION/STUDENT ALLIANCE

Any student involved in a conflict or confrontation may seek assistance through the peer mediation program. Eastern students have been trained to serve as mediators to resolve problems. Any student needing mediation may see a teacher, guidance counselor or administrator for referral. Please see or contact Chris Fencil at (856) 784-4441 at ext. 1196 for further information.

PHYSICAL EDUCATION REQUIREMENT

All students are required by State Law (18A: 35-5-8) (NJAC 6: 8-42) to enroll in and successfully complete one credit year of physical education, health, and/or safety for each year of enrollment. In order to assure success, it is important to be familiar with the following practices and procedures:

A. ATTIRE:

Appropriate physical education attire includes T-shirt, shorts, athletic socks and athletic shoes. A warm-up suit is also acceptable under appropriate weather conditions. Coats, sweaters, hats, jeans and "street clothes" are NOT acceptable. All jewelry, with the exception of pierced, stud earrings must be removed. Athletic shoes must be tied.

B. LOCKS AND LOCKERS:

Ample lockers are available for storing personal property during the physical education classes. Students are strongly encouraged to use a lock to secure personal property and valuables. Combination locks are recommended over those that require keys. Locks left on lockers will be removed. Items left in lockers will be taken to lost and found.

C. GRADES:

Students are graded in accordance with the following guidelines:

1. Daily participation, class activities = 40% of marking period grade.
2. Written tests and quizzes = 30% of the marking period grade.
3. Skills tests and/or evaluations = 30% of the marking period grade.

D. ADDITIONAL PROCEDURES:

1. Daily participation credit cannot be earned if a student is absent, does not participate, cuts class or leaves (without permission) before dismissal time.
2. Credit will be lost if a student is not dressed appropriately for class.
3. At the conclusion of an activity, students are to remain in the gym or locker room, as directed by their instructor, until the passing bell. Gym and locker room doors always remain closed. Students are not permitted in halls.
4. All gym areas are closed to students unless directly supervised by a member of the professional staff.
5. Students will adhere to safety rules and procedures at all time. Any student whose behavior is inconsistent with departmental expectations (such as overly aggressive play, flagrant violations of rules, abusive behavior, vulgar language, etc.) will be dismissed from class, lose participation credit for that class, and be referred to the appropriate general office for disciplinary action.
6. Health and physical education teachers regularly schedule make up sessions after school for students whose participation grades are incomplete.
7. Gum chewing is prohibited in all locker rooms, gyms, on playing fields, athletic courts and on the track.

8. Athletic socks, not shoes, are to be worn by students while participating in activities that involve training mats.
9. Students are financially responsible for supplies and equipment damaged due to negligence or willful misuse.

POSTERS/SIGNS

ALL SIGNS AND POSTERS MUST BE REVIEWED, APPROVED AND INITIALED BY A GRADE-LEVEL VICE PRINCIPAL OR ADVISOR PRIOR TO DISPLAY. Posters/signs must be created in compliance with school rules. Efforts should be made to hang signs and posters in the cafeteria, 500 and 700 hallways in the SHS and the cafeteria and cafeteria hallways in the IHS. Appropriate tackboards are available to help secure these materials. Staplers may be signed out from the general office for this purpose. All signs and posters are to be secured with staples and/or tacks. Use of scotch tape is prohibited. Signs that have not been approved or are inappropriately hung will be removed and discarded. All posters/signs must be removed at the conclusion of the activity.

PROHIBITED STUDENT ORGANIZATIONS

Students may not participate in or be members of any secret organization whatsoever, that is, in any degree a school affiliated organization. The Board of Education may deny to any student who violates this law all privileges of the school, or it may expel such student for failure to comply. (N.J.S.A.C.. 18A:42-5,6)

PUBLIC RELATIONS RELEASE

The Eastern Camden County Regional School District publishes numerous school flyers, memos, press releases and videotapes of our students in co-curricular and academic settings. In the event that a parent **does not** wish to have his/her children photographed, interviewed and/or appear in these publications, a letter should be forwarded to the building principal expressing the concerns. Any questions may be directed to Mr. Thomas Crehan, Public Information Officer, by calling 784-4441, ext. 1150.

SAT PREPARATION

An extra-curricular program to help prepare students for the Scholastic Achievement Test is available. Details may be secured in the Senior High School General Office.

SCHOOL INSURANCE

All students are provided excess medical insurance during attendance at school. **All students may purchase additional insurance.** All injuries must be reported to the teacher or coach in charge of the activity. Appropriate forms must be submitted to the school nurse no later than the school day following the accident. All insurance claims must be submitted to the family's insurance company prior to submitting to the school's insurance carrier.

SCHOOL SAFETY AND SECURITY MEASURES

The Eastern Camden County Regional School District uses electronic devices and may use law enforcement resources to maintain a drug free and safe environment. State, County, and Local Law Enforcement authorities and resources, including, but not limited to drug sniffing dogs, will be utilized to inspect lockers, and other school district grounds, and storage facilities provided by staff, and students on an ongoing basis.

18A: 36-19:2. In a continual effort to create and maintain a secure school environment, the Eastern Camden County School District has incorporated various strategies and technological devices over the years to assist with this pursuit. The current provisions include hand-held administrative radios; staff hallway monitors, surveillance cameras, assigned parking spaces, and requested visitor sign-in. A student identification process is in place to provide a proactive, efficient means to readily and easily identify the student population and staff personnel.

The possession of staff and student IDs will be tied in to many school programs and procedures such as bus passes and use in media centers, as a requirement for attendance at school-related/athletic events, etc. in addition to providing a reliable means for personal identification of individuals. **Students are required to carry student identification cards when on school premises.** They will serve as the link that networks all the existing safety/security devices to form a more complete and comprehensive security plan.

SCHOOL STORE

1. The school store is operated on a non-profit basis for the convenience of all students.
2. The store will be open during posted hours.
3. Locks, stationery, notebooks, paper, pens, pencils, book covers, t-shirts, sweatshirts, emblems and various novelties will be available in the school store.

GRADING SCALE

A = 92 – 100

B = 83 – 91

C = 74 – 82

D = 65-73 F = 64 and below

GPA CALCULATION SYSTEM

Class rank will not be reported on transcripts.

The seniors with GPA of 88 to 91.9 at the end of the third marking period, as calculated using the weighted system, will graduate with honors. The seniors with a GPA of 92 and above at the end of the third marking period, as calculated using the weighted system, will graduate with high honors. GPA will be calculated to three (3) decimal places.

Any courses that are graded through special grading are excluded from GPA.

There are two systems for calculating Grade Point Average, an unweighted and a weighted scale. The weighted system will only consider courses that are from the academic disciplines of English, World Language, Mathematics, Science, Social Studies plus Gifted/Talented Seminar, courses designated as Honors, and all Advanced Placement Courses.

RANKING SYSTEMS

A. Unweighted system – All courses are given weight and value (This is in effect for ALL students). Every course a student takes and the grade in the course is included in determining grade point average. This includes courses that are repeated to make up a failure or to improve a grade. *Courses taken through a county college or university will not count toward a student's GPA.* This ranking procedure treats all courses equally in value regardless of academic challenge or academic difficulty.

For GPA Calculations: Multiply the final numeric grade by the credit value of each course divided by the total credits attempted.

B. Weighted System – Only subjects in the five traditional areas of **English, World Language, Mathematics, Science, Social Studies plus Gifted/Talented Seminar, Advanced Placement and all other courses designated as Honors courses are included in this GPA calculation system.** This includes courses in those subjects that are repeated to make up a failure or to improve a grade. *Courses taken through a county college or university will not count toward a student's calculated GPA.* Each subject is assigned a numerical value, according to its "academic challenge", which determines the number of points added to the final grade for the course. The adjusted final grade is then multiplied by the number of credits earned. The product of this process is then divided by the total academic course credits attempted.

Minimum Grades for Failures

No student will be assigned a grade lower than a 50 for the first, second, or third marking periods. A student must earn a grade of 50 or above in the fourth marking period, regardless of final average, to pass a course for the year. For semester courses, no student will be assigned a grade lower than a 50 for the first marking period of the semester. A student must earn a grade of 50 or above in the second marking period of the semester, regardless of final average, to pass a course for the year.

GRADUATION – The seniors with the highest GPA at the end of the third marking period, as calculated using the weighted system, will be designated as the valedictorian. The senior with the second highest GPA at the end of the third marking period, as calculated using the weighted system, will be designated as the salutatorian. GPA will be calculated to three (3) decimal places.

The seniors with a GPA of 88 to 91.9 at the end of the third marking period, as calculated using the weighted system, will graduate with honors (silver tassel). The seniors with a GPA of 92 and above at the end of the third marking period, as calculated using the weighted system, will graduate with high honors (gold tassel). GPA will be calculated to (3) decimal places. *(this is in accordance with board policy 5430 – Class Rank)*

This academic weighted ranking system will apply to all students including transfer students. Courses taken in these academic disciplines at other schools will also be included in this ranking system. Foreign Exchange students will not be included in either the weighted or equal class ranking systems, as they are guests of the Eastern Regional Board of Education.

- Completion of courses to remediate subject failures, or to improve grades will receive a value equal to that of the course the student previously took.
- Transfer courses will be evaluated by the Guidance Counselor and included on both ranking systems in accordance with our school district's established criteria.
- The final decision with respect to interpretation of the academic weighted ranking system is the responsibility of the school Principal.

	Value 1	Value 2	Value 3	Value 4
	Advanced Placement	Honors	Accelerated	Standard
Points Added to final grade when calculating GPA.	10	6	3	0

INCOMPLETE GRADES

Students will have two weeks (10 school days) after the issuance of a report card in which to make up any incomplete report card grades. Upon failure to make up any incomplete grades by the end of the two-week period, the grade will be recorded as a failure. This grade will be used to determine athletic eligibility.

INCOMING TRANSFER STUDENTS

Every effort will be made to secure numerical grades for incoming transfer students. If a student's transcript from his/her previous school reflects letter grades, the guidance office will contact the school in an effort to obtain numerical grades. If numerical grades cannot be obtained within 30 days of registration, the following conversion scale will be used.

Conversion Scale for Incoming Transfer Students

A = 92 B = 83 C = 74 D = 65 F = 50

Note: Point changes will not be made to accommodate (+) or (-) grades.

SENIOR ESSAYS

Senior Essays are considered a graduation proficiency and must be completed prior to a student receiving his/her diploma. Seniors who fail to comply with course proficiency requirements such as, but not limited to senior essays, will receive an incomplete - thereby preventing participation in the graduation ceremony. Diplomas will be issued only upon successful completion of stated requirements.

MID-TERM AND FINAL EXAMINATIONS

Mid-term and final exams test curriculum proficiencies. Therefore, all students are required to take mid-term and final exams. For full year courses and semester courses, exams count toward the calculation of the final grade. All make up mid-term examinations will be scheduled by department supervisors.

COURSE FAILURES

Students may make up failures by successful completion of an approved summer school. Permission to make up a failure in summer school must be secured from the Guidance Office before registration. Appropriate forms may be obtained in the Guidance Office.

STUDENT CONCERNS - DISCRIMINATION/HARASSMENT/ABUSE

The Eastern Camden County School District shall provide an equal opportunity for all enrolled students to achieve their maximum potential through the environment and programs at Eastern regardless of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, place of residence within the district, social or economic condition or disability.

Nondiscrimination requires a collaborative responsibility of each administrator, supervisor, employee, and student to affirm in actions and deeds the intent and spirit of governing laws and regulations. No pupil or staff member may harass or abuse any pupil or staff member of this district sexually or in any area covered by the aforementioned statement. A slur against a member of any of these groups constitutes abuse.

Individuals or groups are in violation of this policy if they:

1. Make demeaning remarks directly or indirectly, make racial slurs or “jokes,” or physically threaten or harm an individual on the basis of race, color, religion, national origin, gender, sexual orientation, place of residence, socioeconomic status, or handicapping conditions.
2. Display visual or written material or deface school property or materials to demean these individuals or groups.
3. Damage, deface, or destroy private property of any person because of that person’s race, color, religion, national origin, gender, sexual orientation, place of residence, socioeconomic status, or handicapping condition.

STUDENT CONCERNS - SEXUAL HARASSMENT

The Board of Education mandates that all students have a right to learn and grow in an environment free of discrimination, which encompasses freedom from sexual harassment in any form. Further, the school district must avoid offensive or inappropriate sexual and/or sexual harassing behavior at school and will be responsible for insuring that the learning environment is free from sexual harassment. Harassing behaviors include but are not limited to: commenting about an individual, offensive comments, off-color language or jokes, innuendoes, harmful graffiti, pushing and touching in hallways. Other behaviors include:

1. Unwelcome sexual advances.
2. Requests for sexual favors, whether or not accompanied by promises or threats.
3. Other verbal or physical conduct of a sexual nature made to any student that may threaten or insinuate either explicitly or implicitly that student’s submission to or rejection of sexual advances will in any way influence or deter their academic advancement or participation in a co-curricular activity.
4. Any verbal or physical conduct that has the purpose or effect of substantially interfering with the student’s ability to peacefully co-exist in the school environment.
5. Any verbal or physical conduct that has the purpose of creating an intimidating, hostile or offensive learning environment.
6. Verbal contact, such as sexually suggestive or obscene comments, including remarks about a person’s body or rumors about a person’s sex life; queries, including those about a person’s sexual fantasies, preferences or history; threats, slurs, epithets, jokes about gender-specific traits, or sexual propositions.
7. Nonverbal contact, such as giving unwanted personal gifts or stalking.
8. Physical contact, such as intentional touching, pinching, brushing against another’s body, touching oneself in a sexual manner in front of another person, impeding or blocking movement, assault, or coercing sexual intercourse; AND
9. Visual contact, such as leering or staring at another’s body, gesturing, or displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

All sexual harassment complaints that involve physical touching will be reported to the local police authorities for further investigation. Any student who violates this policy by engaging in conduct defined above that directly or indirectly causes intimidation, harassment or physical harm to another student or staff member will be required to attend a meeting with his/her parents or guardians and a school administrator. Staff members will be informed of incidents as they occur so that they may incorporate reinforcement of this policy in their daily instruction.

Findings of discrimination or harassment will result in appropriate discipline and/or legal action. When investigations confirm the allegations, appropriate corrective action will be taken. Any student found to be in violation of this policy or law will be subject to disciplinary action as outlined in the discipline code. However, if after investigating, any complaint is not bona fide or that the student has provided false information regarding the complaint, disciplinary action may be taken against the individual who provided the false information.

Staff or students may file a formal grievance related to discrimination, harassment or abuse. The Affirmative Action Officer, Robert Tull, will receive all complaints and carry out a thorough investigation. The AAO will endeavor to investigate all complaints as expeditiously and as professionally as possible. The rights of both the person making the complaint and the alleged harasser/abuser will be protected. The AAO will make every attempt to maintain the information provided to the individual in the complaint and investigation process as confidential as possible.

STUDENT ELECTIONS - CAMPAIGN

All students running for a class or student council office will follow the procedure below during the campaign period:

1. (See Posters/signs page).
2. No edible products and/or promotional items may be distributed, including flyers and stickers.
3. All campaign literature must pertain to the candidate and their campaign process. No statements or comments are permitted against the opposition.
4. Students who present inappropriate speeches during the taping process will be denied the right to redo the tape.
5. No Internet Campaigning.

In order to run for a student council office, a student must be considered as an active member in a club or organization. An active member is defined as:

1. Attending a minimum of 50% of the regularly scheduled club meetings.
2. Involvement in a minimum of two club projects or activities outside of regular school hours.

The administration has the right to amend the above process throughout the campaign process and during the school year.

STUDENT SENIOR EXAM EXEMPTION

Copies of the senior exam policy will be distributed to all seniors at the beginning of the school year. Additional copies are available in the guidance offices. Questions with regard to this policy should be addressed to the vice principal assigned to the Senior class.

STUDY HALLS

1. Study halls are scheduled to allow students the opportunity to work on their assignments.
2. Students are to concentrate on schoolwork or leisure reading during this period.
3. Students will enter the room, be seated quickly and work quietly.
4. As available, students may report to a Media Center (Technology and Information Center) with an authorized pass from a study hall teacher and a visible I.D. badge.

SUBSTITUTE TEACHERS

1. Substitute teachers are employees of Eastern High Schools and have the same authority and privileges of the regular faculty.
2. Students should make a special effort to assist substitute teachers when possible.
3. Any student causing a problem for a substitute teacher will be sent to the vice principal and will be subject to disciplinary action.

TRANSFERS/WITHDRAWALS

1. A student who is moving or permanently leaving school must report to the Guidance Office where he/she will be processed for transfer or withdrawal.
2. A parent or guardian must affix his/her signature on the official "Withdrawal Form" in person.
3. The student must complete the withdrawal procedures and fulfill all obligations.
4. Individual records will be withheld until the above procedures are fulfilled.

MISCELLANEOUS

1. Students of Eastern are not to cross over any private property adjacent to the school. Students will receive disciplinary action should they ignore this policy.
2. Courtesy should be extended to all school personnel and students.
Students should accept and view the diversity of the community as a positive attribute and contribute to the environment of the school in a positive way.
3. A special effort should be made to impress upon any visitors to Eastern that our students are well mannered, courteous, and respectful.
4. Students are to display mature actions and meet the standards of proper behavior at after-school and evening functions as well as during the school day.

5. It is expected that Eastern students will become involved in the various activities of the school.
6. The enthusiasm, attitude, hard work, and interest of the members of the Eastern student body will determine the quality of the school. **All students should work to excel!**
7. Valuable items are not to be brought to school.
8. Eating and drinking are not permitted in the building without the permission of the administration. The cafeteria has facilities to accommodate students' nutritional needs. Water and juices should be purchased and consumed in the cafeteria.
9. Students are not permitted to have hand held devices such as PDA's or laptop computers. In addition, unauthorized network/Internet access may result in a suspendable offense.
10. All athletic events are under the auspices of the Board of Education. The Board of Education will only support tailgate parties on school property or a school event that is sponsored by a board-approved booster club. All food and beverages must be sanctioned by the Board of Education, administration and the booster club.
11. Students are not permitted to take an exam before its scheduled date and time. Please see the department supervisor to make arrangements for taking the exam upon their return.

CODE OF DISCIPLINE FOR OFFENSES SECTION

The following code is used to interpret the discipline chart.

AD -	Administrative Detention	PC -	Parent Contact (Telephone)
AH -	Administrative Hearing - Principal Hearing		
AS -	Afternoon School	Phys. Ref. -	Physician Referral
BMP -	Behavior Modification Program	Police -	Police Notification
CR -	Counselor Referral	RC -	Removal from class, loss of credit
CST -	Child Study Team Referral	REST -	Restitution or Payment of loss
EH -	Expulsion Hearing – Superintendent	TRC -	Temporary Removal from class
OR -	Office Referral	WG -	Warning Given
OSS -	Out of School Suspension (the number indicates total day(s) of SS)		

Following is a list of disciplinary procedures and their corresponding rules and regulations. The discipline code is intended as a guideline for interpreting the possible disciplinary action to be taken by the faculty and/or administration for various disciplinary offenses. The guide indicates the recommended penalties that may be imposed. It is up to the discretion of the administration to determine the final disciplinary action. It must be emphasized that actions taken by teachers and/or administrators are intended to remediate problems and provide a safe and secure environment for learning.

BEHAVIOR EXPECTATIONS - EASTERN REGIONAL HIGH SCHOOL STUDENTS

A. Attend school and class regularly

1. Absent from school
*Please see attendance policy
2. Truancy – violation of NJ attendance laws (18A:14 an 18A:14-39)

1st Offense	=	BMP 1
2nd Offense	=	BMP 2
3rd Offense	=	OSS 2, AH
3. Cutting class, lunch, study hall, and/or failure to sign in to the general office.

1st Offense	=	3 AD
2nd Offense	=	AS
3rd Offense	=	2 AS
4th Offense	=	BMP 2
5th Offense	=	OSS 3
4. Leaving school grounds without permission

1st Offense	=	BMP 1, Loss of parking privileges for 30 days.
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- 2nd Offense = OSS 1-3, Loss of parking privileges for the remainder of the year.
- 3rd Option = OSS 4, AH
- 4th Option = EH

5. Late to school:

- *Three lates will equal one day of absence
- *Three early dismissals will equal one day of absence
- *See attendance policy

6. Unexcused lateness to class

- 1st Offense = Teacher detention
- 2nd Offense = 2 Teacher detentions, parent contact
- 3rd Offense = 3 AD, counselor contact
- 4th Offense = AS

7. Cutting teacher detention

- 1st Offense = 1 AD, make up detention with teacher
- 2nd Offense = 3 AD, make up detention with teacher
- 3rd Offense = AS, make up detention with teacher

8. Cutting administrative detention

- 1st Offense = 3 AD
- 2nd Offense = AS
- 3rd Offense = BMP 2

9. Cutting afternoon school

- 1st offense/subsequent offenses = BMP 1

B. Respect yourself and all others

1. General misconduct / horseplay

- 1st Offense = teacher discretion, PC
- 2nd Offense = 2- 4 teacher detentions
- 3rd Offense = AD 2
- 4th Offense = AS

*Consequences may be adjusted depending on infraction

2. Major Disruption within school day or school activity

*Administrative discretion with appropriate referrals

3. Bus Misconduct

- 1st Offense = possible 5 day bus suspension, AS, PC
- 2nd Offense = OSS 1-3, possible 10 day bus suspension
- 3rd Offense = OSS 3, possible 15 day bus suspension
- 4th Offense = AH

4. Obscene or Vulgar language

- 1st Offense = AD 2, PC
- 2nd Offense = AD 4, PC
- 3rd Offense = AS, PC
- 4th Offense = BMP 1-3, PC

5. Verbal Assault – obscene and vulgar language, gestures, and/or threats toward any school employee.

- 1st Offense = OSS 1-4, police contact

- | | | |
|-------------|---|--------------------|
| 2nd Offense | = | AH, police contact |
| 3rd Offense | = | EH |
6. Fighting / physical altercation
- | | | |
|-------------|---|-------------------------------|
| 1st Offense | = | OSS 1-4, CR |
| 2nd Offense | = | Superintendent's hearing, OSS |
| 3rd Offense | = | EH |
- *Assault charges may be filed with the police. When appropriate, additional BMP days may be assigned.
7. Obstructing staff members from breaking up fight
- | | | |
|-------------|---|---------------|
| 1st Offense | = | OSS 4 |
| 2nd Offense | = | OSS 4 + BMP 2 |
| 3rd Offense | = | EH |
- When appropriate, additional BMP days may be assigned.
8. Congregating at scene of fight
- | | | |
|-------------|---|---------|
| 1st Offense | = | AD 3 |
| 2nd Offense | = | AS |
| 3rd Offense | = | BMP 1-3 |
9. Indecent exposure, including "panting"
- | | | |
|-------------|---|----------------------------|
| 1st Offense | = | OSS 3, AAO referral |
| 2nd Offense | = | OSS 4, BMP 1, AAO referral |
10. Insubordinate or defiant behavior. Failure to report to office when required.
- | | | |
|-------------|---|--------|
| 1st Offense | = | AS, PC |
| 2nd Offense | = | BMP 2 |
| 3rd Offense | = | OSS 3 |
| 4th Offense | = | AH |
11. Insubordinate or defiant during an emergency or emergency evacuation.
- | | | |
|-------------|---|-------------------|
| 1st Offense | = | OSS 4, BMP 3 + AH |
| 2nd Offense | = | EH |
12. Use of tobacco products on school property and/or busses
- | | | |
|---------------------|---|--|
| 1st Offense | = | PC, Smoking Seminar |
| 2nd Offense | = | BMP 2, PC, Police contact/charges |
| Subsequent offenses | = | OSS, Police contact/charges, violation of ordinance 18-02 pg 14. |
13. Possession of tobacco products and smoking items on person during the school day and/or on busses.
- | | | |
|-------------|---|-------------------------|
| 1st Offense | = | Smoking Seminar, AS, PC |
| 2nd Offense | = | AS 2, PC |
| 3rd Offense | = | BMP, PC |
| 4th Offense | = | OSS 3, PC |
14. Smoking situation
- | | | |
|-------------|---|----------|
| 1st Offense | = | AD 2, PC |
| 2nd Offense | = | AD 4 |
| 3rd Offense | = | AS |
| 4th Offense | = | OSS |

15. Use, abuse, possession and/or under the influence of intoxicants or narcotics or controlled foreign substance and/or possession of paraphernalia indicating possession of or use of controlled foreign substance(s) on school property or during a school activity. (*Substance abuse incidents are considered cumulative in nature and carry over each year while in attendance at Eastern Regional High Schools.*)

- 1st Offense = OSS 4, BMP 3 + AH
- 2nd Offense = Superintendent's hearing, OSS
- 3rd Offense = EH

16. Sale or distribution of intoxicants or narcotics or controlled foreign substance.

**Expelled from school for a period not less than one year. (Substance abuse incidents are considered cumulative in nature and carry over each year while in attendance at Eastern Regional High Schools.)*

17. Possession of "look-alike weapons" and/or water guns.

- 1st Offense = EH, Police Contact

18. Unauthorized electronic devices (headphones, CD players, pagers, phones, games, cameras, radios, MP3 players, etc.)

- 1st Offense = AD 1, possible confiscation
- 2nd Offense = AS 1, possible confiscation
- 3rd Offense = BMP 1, possible confiscation
- 4th Offense = OSS 1, confiscation

**Any electronic device may be confiscated and not returned until arrangements are made with the parent and/or guardian. Cell phones must be turned off and can not be visible during school hours. Repeat offenders will be denied the opportunity to carry cell phones in the school building. Appropriate arrangements will be made with parents for emergency contact.*

19. Possession or use of fireworks/chemical devices.

- 1st Offense = OSS 4, police contact
- 2nd Offense = AH, police contact
- 3rd Offense = EH, police contact

20. Sexual Harassment (any incidents which involve physical contact and/or verbal threat will automatically be referred to the local police authorities).

- 1st Offense = Referral to affirmative action officer, PC
- 2nd Offense = OSS 1-3
- 3rd Offense = AH, CST
- 4th Offense = EH

21. Harassment and/or Bullying (annoying or persistent threatening behavior of comments).

**Administrative discretion, referral to affirmative action officer*

22. Hazing – forcing another to do ridiculous or humiliating acts for membership to any group.

AH, Police contact

23. Racial/ethnic slurs/gender-related bias and/or inflammatory statements

- 1st Offense = OSS 4
- 2nd Offense = AH
- 3rd Offense = EH

**All cases will also be referred to the District Affirmative Action Officer (Robert Tull).*

24. A student who is charged with a criminal offense by the school district will lose class privileges. (i.e. trips, dances, proms, graduation, etc.).

25. Cheating/Plagiarism -

- 1st Offense = Grade of 0, CR
- 2nd Offense = Grade of 0, AH

C. Respect school property and property of others

1. Eating and drinking in an unauthorized area.

1st Offense	=	confiscation, warning
2nd Offense	=	confiscation, AD 3
3rd Offense	=	confiscation, AS
2. In an unauthorized area without permission and/or supervision. Loitering between classes and/or after school.

1st Offense	=	AS - 1
2nd Offense	=	AS - 2, PC
3rd Offense	=	OSS 1-3
4th Offense	=	AH
3. Stealing school property or property of others and/or possession of stolen or missing items.

1st Offense	=	OSS 1-3
2nd Offense	=	OSS 4
3rd Offense	=	AH

*Possible police notification
4. Destruction and/or defacing of school property

1st Offense	=	OSS 1-3
2nd Offense	=	OSS 4
3rd Offense	=	AH
5. Gun Free School Zone Act (any student who is determined to have brought a weapon to school). *Expelled from school for a period not less than one year.
6. Use of an implement as a weapon
EH, Police contact
*Any instrument which can be used to cause physical injury, harm or destruction to another person or property is considered a weapon.
7. Bomb Threat/Generation of false alarm/terroristic threats
EH, Police notification
8. Abusive conduct - any act of physical aggression toward any school employee.
EH, Police contact
*N.J.S.A. 18A: 37 – 2.1 – Abusive conduct toward a school employee.
9. Any comment or statement implying physical harm and danger to property and/or person(s). *Administrative discretion including but not limited to OSS
10. Incitement and/or hostile encounter. (May or may not result in physical confrontation).

1st Offense	=	OSS 4, CR, Police contact
2nd Offense	=	AH, Police contact
3rd Offense	=	EH, Police contact
11. Gang activity – group of two or more persons joined together for destructive purposes.
EH, Police contact
12. Parking violations- parking on school grounds without permission. Parking in an unauthorized parking space.

1st Offense	=	Municipal ticket
2nd Offense	=	Municipal ticket, loss of parking privileges.
3rd Offense	=	Municipal ticket, towing of vehicle at owner’s expense.

13. Forgery (attendance notes, early dismissals, hall passes, etc.)

1st Offense	=	AS, PC
2nd Offense	=	OSS 1-3
3rd Offense	=	OSS 3
4th Offense	=	AH
14. Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed by a person in authority.

EH, police contact
15. Gambling

1st Offense	=	OSS 1-3
2nd Offense	=	OSS 4
3rd Offense	=	AH
16. Inappropriate use of technology.

1st Offense	=	OSS 1-4, PCT, loss of privileges for 30 days.
2nd Offense	=	AH
3rd Offense	=	EH

SECTION #504 – GRIEVANCES PROCEDURES

Grievance Procedure - Pupils

This grievance procedure shall apply to qualified handicapped/disabled persons who are pupils with alleged discriminatory act(s) under the provisions of Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act.

1. The parent(s) or legal guardian(s) of a qualified handicapped/disabled pupil or adult qualified handicapped/disabled pupil who believe the pupil has a valid basis for a grievance under Section 504, or the American Disabilities Act shall file an informal complaint in writing, stating the specific facts of his/her grievance and the alleged discriminatory act, with the District Coordinator.
2. The District Coordinator shall make all reasonable efforts to resolve the matter informally by reviewing the grievance with appropriate staff which may include, but not be limited to, the Principal, Child Study Team staff and/or the classroom teacher(s).
3. The District Coordinator will investigate and document the complaint including dates of meetings, dispositions and date of dispositions. The District Coordinator will provide a written reply to the aggrieved individual within seven working days.
4. If the complainant is not satisfied with the District Coordinator's written reply, the complainant must file a formal complaint in writing, setting out the circumstances that give rise to the alleged grievance. This written complaint must be filed with the District Coordinator within three working days.
5. The District Coordinator will appoint a qualified hearing officer within seven working days of the receipt of the written grievance. The hearing officer will conduct a hearing within seven working days. The hearing officer will give the parent(s) or legal guardian(s), pupil or adult pupil a full and fair opportunity to present evidence relevant to the issues raised under the grievance. The parent(s) or legal guardian(s), pupil or adult pupil may, at their own expense, be assisted or represented by individuals of their choice, including legal counsel. The hearing officer will present a written decision to the District Coordinator and aggrieved individual within seven working days of the hearing.
6. The complainant may file a written appeal to the Board of Education if not satisfied with the hearing officer's decision. The Board, through the Superintendent, will provide a written disposition of the alleged grievance.
7. The complainant may request Mediation and Due Process in accordance with N.J.A.C. 6A:14-2.6 and 2.7 if unsatisfied with the written decision of the Board, or if specifically requested by the parent(s) or legal guardian(s), or adult pupil the aforementioned N.J.A.C. 6A:14-2.6 and 2.7 grievance procedure must be followed.

TITLE IX – GRIEVANCES PROCEDURES

Procedure

1. A complainant shall discuss his/her complaint with the staff member most closely involved, in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within thirty working days, the complainant may submit a written complaint to Dr. Talarico. The complaint will include:
 - a. The pupil's name and, in the complaint of a person acting on behalf of the pupil, the name and address of the complainant;
 - b. The specific act or practice that the complainant complains of;
 - c. The school employee, if any, responsible for the allegedly discriminatory act;
 - d. The results of discussions conducted in accordance with C1; and
 - e. The reasons why those results are not satisfactory.
3. The Title IX Officer will investigate the matter informally and will respond to the complainant in writing no later than seven working days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.
4. The response of the Title IX Officer may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have acted discriminatorily.
5. On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with a discriminatory act and any other person with knowledge of the act complained of.
6. The Superintendent will render a written decision in the matter no later than ten working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties and to the Board of Education.
7. The complainant may appeal the superintendent's decision to the Board of Education by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal will include:
 - a. The original complaint,
 - b. The response to the complaint,
 - c. The Superintendent's decision,
 - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented, and
 - e. The complainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a discriminatory act.
9. The Board of Education will review all papers submitted and may render a decision. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
10. The Board of Education will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
11. The complainant will be informed of his/her right to appeal the Board's decision to the Commissioner of Education or to the New Jersey Division on Civil Rights.

2009 – 2010 ACTIVITIES

July	2009
8-9	Senior Class Make-up Pictures SHS Media Center (9:00 AM – 2:30 PM)
20, 22, 27, 29	Marching Vikings Summer Band Camp (6:00 PM – 9:00 PM)
August	2009
3 & 5	Marching Vikings Summer Band Camp (6:00 PM – 9:00 PM)
11-13	Student Alliance Summer Training
10-13	Marching Vikings Summer Band Camp (8:00 AM – 3:00 PM)
17-20	Marching Vikings Summer Band Camp (8:00 AM – 8:00 PM, 20th 8:00 AM-1:00 PM)
19	Board of Education Meeting (7:30 PM)
September	2009
4	Freshman Orientation (7:30 AM – 12:00 PM)
8	First Day of School
11	School Pictures/ID 9th, 10th & 11th Grade (Gym 1 &4)
15	9th Grade Parent/Guardian Meetings 7:00 PM EIHS Café
15	Student Activities Fair (EIHS Lobby 6:30-8:00 PM)
16-17	Senior Class Make-up Pictures SHS Media Center (2:30-8:30 PM)
16	Board of Education Meeting (7:30 PM)
21-24	Freshman Class Elections: Campaign Week
25	Viking Day
28	School Closed
October	2009
1	Back-to-School Night (6:45 PM)
3	Marching Vikings Home Show McAleer Stadium
8	Senior Portrait Make-Ups SHS Media Center (2:30-8:30 PM)
9	Hall of Fame Reception EIHS Lobby
6-8	HSPA Regular Testing
10	SAT Administration (Eastern)
12	No School
13-15	HSPA Make-Up Testing
14	PSAT 10th and 11th Grade
21	Cap & Gown Measurements SHS Cafeteria (10:15 AM – 12:30 PM)
21	Board of Education Meeting (7:30 PM)
27-30	Spirit Week
29	Homecoming Dance: Gym 4 (6:30 – 9:30 PM)
30	Viking Day/Field Events/Spirit Week/Football Game: Homecoming
November	2009
3	School Closed (Teacher In-Service)
5-6	School Closed
7	SAT Administration (Eastern)
10	10th Ring Sale EIHS Lobby 10: A-L (6:30-8:00 PM) & 11: M-Z (6:30-8:00 PM)
11	Cap/Gown Make-ups: SHS Café Lunch Periods
12	Fall Concert Eastern Performing Arts Center (7:00 PM)
18	Tri-M Recital: ESHS Room 309 (2:45 PM)
18	Board of Education Meeting (7:30 PM)
19-21	Fall Play Performances at 7:30 PM, 12 PM Matinee on Saturday

November	2009 (Continued)
21	Thanksgiving - Interact Breakfast (9-11:30 AM)
24	Powder Puff Game: McAleer Stadium (7:00 PM)
25	Viking Day/ Early Dismissal
26-27	School Closed: Thanksgiving Recess
December	2009
5	SAT Administration (Eastern)
8	Fall Sports Awards (7:00 PM)
8	Tri-M Recital: ESHS Room 309 (2:45 PM)
10	Financial Night
12	Interact Breakfast w/ Santa (8-11:00 AM)
15	Holiday Concert ECPA: (7:30 PM)
16	Holiday Concert ECPA: Day Performance
16	Board of Education Meeting (7:30 PM)
23	Viking Day/ Early Dismissal
24	School Closed: Winter Break until 1/5/09
January	2010
4	School Opens
7	Eighth Grade Scheduling Orientation ECPA (7:30 PM)
14	Eighth Grade Scheduling Orientation (Snow Day)
15	Viking Day
18	School Closed
20	Tri-M Recital: ESHS Room 309 (2:45 PM)
20	Board of Education Meeting (7:30 PM)
23	SAT Administration (Eastern)
February	2010
4	Junior College Night ECPA (7:00 PM)
10	Sophomore Ring Delivery EIHS Cafe
11	Tri-M Recital: ESHS Room 309 (2:45 PM)
12	Viking Day
15	School Closed
17	Winter Concert Part 1 (7:00 PM)
17	Board of Education Meeting (7:30 PM)
18	Senior Class Trip Parent Meeting ECPA (6:30 PM)
19	African American Cultural Show (7:00 PM)
23	Winter Concert Part II (7:00 PM)
25	Senior Class Trip Make-up meeting (Recital Hall 2:30 PM)
27	Handbell Festival Gym 4
March	2010
2-4	HSPA Testing: Grade 11
5	Senior Class Trip Luggage Check-In (6:00 -7:00 PM)
6-9	Senior Class Trip to Orlando, FL
11	Tri-M Recital: ESHS Room 309 (2:45 PM)
12	Sophomore Cotillion at Lucien's Manor (7:00 PM)/ Early Dismissal/Viking Day
13	SAT Administration (Eastern)
16	Winter Sports Awards (7:00 PM)

March	2010 (Continued)
20	All-State Orchestra Auditions IHS
25-26	Spring Musical ECPA (7:30 PM)
27	Senior Citizen Luncheon (11:00 AM)
27	Spring Musical ECPA Matinee (2:00 PM) Evening (7:30 PM)
31	Board of Education Meeting (7:30 PM)
April	2010
1	Viking Day/Early Dismissal
2	Interact Easter Egg Hunt (8:00-11:00 AM)
2-11	School Closed: Spring Recess
13	National Honors Society Induction Ceremony (7:30 PM)
16	Junior Prom at the Regency Palace (7:30 PM)/ Early Dismissal/Viking Day
20	World Language/Art Honor Societies Induction Ceremonies (6:30 PM)
21	Music/Thespian Honor Societies Induction Ceremonies (6:30 PM)
27	Asian American Cultural Show: Day Performance
28	Italian American Dinner SHS Café (6:00 PM- 8:00 PM)
29-30	Talent Show Auditions
May	2010
1	SAT Administration (Eastern)
3-6	Class Elections: Campaign Week
3-14	AP Testing
4	Student Council Talent Show Rehearsal (2:30 PM – 5:30 PM)
6	Student Council Talent Show (7:00 PM)
14	Senior Promenade EIHS Gym #4 (5:00 PM)/ Viking Day/ Early Dismissal
14	Senior Class of 2008 Prom at the Adventure Aquarium (7:30 PM)
15	Freshman Class Trip to Great Adventure
15	Varsity Club Field Day
17	EOC Biology Testing
19	Spring Concert Part 1 ECPA (7:00 PM)
20	EOC Biology Testing (Make-Up)
24	EOC Algebra Testing
25	Spring Concert Part 2 ECPA (7:00 PM)
27	EOC Algebra Testing (Make-Up)
27	One Acts Plays ECPA (7:00 PM)
28	Spring Fling
31	School Closed
June	2010
5	SAT Administration (Eastern)
7-10	Student Council Elections: Campaign Week
8	Spring Sports Awards (7:00 PM)
9	Academic Awards Program: ECPA 9th and 10th Grades (6:30 PM) 11th and 12th Grades (7:30 PM)
11	Viking Day/Senior Banquet Venice Plaza (7:00 PM)
23	Last Day For Students/Commencement (6:00 PM)/Project Graduation

(Revised 5/26/09)