

# **LONG BRANCH HIGH SCHOOL**

**“Home Of The Green Wave”**

**404 Indiana Avenue**

**Long Branch, NJ 07740**

**(732) 229-7300**

**Fax (732) 229-2825**

**[www.longbranch.k12.nj.us](http://www.longbranch.k12.nj.us)**

## **STUDENT/PARENT HANDBOOK**



**SCHOOL YEAR**

**2012-2013**

**LONG BRANCH PUBLIC SCHOOLS**

**Long Branch, New Jersey**

*Where Children Matter Most*

**2012-2013**

**BOARD OF EDUCATION**

**Bill Dangler, President**  
**Tara Beams, Vice President**

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**Allan Menkin**



**ADMINISTRATION**

**Administration/Education Center**  
**540 Broadway**  
**732-571-2868**

**Michael Salvatore**  
*Superintendent of Schools*

**Alvin L. Freeman**  
*Assistant Superintendent of Schools*

**Garry Penta**  
*District Administrator*

**Janet Lynn Dudick**  
*District Administrator of Personnel*

**Peter E. Genovese III**  
*School Business Administrator, Board Secretary*

**Nancy L. Valenti**  
*Assistant School Business Administrator/Assistant Board Secretary*

**2012-2013**

**LONG BRANCH HIGH SCHOOL  
404 Indiana Avenue  
Long Branch, NJ 07740**

**HIGH SCHOOL ADMINISTRATION**

**Vincent J. Muscillo, Jr. - Lead Principal**

**Kristen E. Ferrara - Academy Principal  
The School of Visual & Performing Arts**

**Frank Riley - Academy Principal  
The School of Leadership**

**James H. Brown, Jr. – Academy Principal  
The School of Science, Technology, Engineering & Mathematics**

**Carmen Vega - Principal  
Alternative Program Academy**

**Tara Puleio  
Director of Guidance**

**Jason Corley  
Athletic Administrator**

**Tammy Glanzberg  
Scheduling/Data Manager**

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## AFFIRMATIVE ACTION STATEMENT

It is the policy of the Long Branch School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status, or handicap in its education program or activities and employment policies as required by Title IX of the employment policies as required by Title IX of the Education amendments of 1972 at N.J.A.C. 6:4-1.1 et. seq. of the New Jersey Administrative Code. Inquiries regarding compliance may be directed to Ms. Janet Dudick, District Manager for Personnel and Special Projects, 540 Broadway, Long Branch, NJ 07740.

## STUDENT COUNCIL OFFICERS

President .....	Gabriel Umana
Vice President .....	Karina Avila
Recording Secretary .....	Tamyca Goff
Corresponding Secretary .....	Jordan Rodgers
Treasurer .....	Julia Bridges

## CLASS ADVISORS

12 <sup>th</sup> Grade.....	TBA
11 <sup>th</sup> Grade .....	TBA
10 <sup>th</sup> Grade .....	TBA
9 <sup>th</sup> Grade.....	TBA

## SENIOR CLASS OFFICERS

President .....	TBA
Vice President .....	TBA
Treasurer .....	TBA
Secretary .....	TBA

## JUNIOR CLASS OFFICERS

President .....	TBA
Vice President .....	TBA
Treasurer .....	TBA
Secretary .....	TBA

## SOPHOMORE CLASS OFFICERS

President .....	TBA
Vice President .....	TBA
Treasurer .....	TBA
Secretary .....	TBA

## BELL SCHEDULES GRADES 10-12

Period A 7:55 – 9:33  
**Homeroom 9:33 – 9:40**  
Period B 9:44 – 11:22  
Period C 11:26 – 12:13  
Period D 12:17 – 1:04  
Period E 1:08 – 2:46  
**Homeroom 2:46 – 2:50**

## GRADE 9

Period A 7:55 – 9:33  
**Homeroom 9:33 – 9:40**  
Period B 9:44 – 10:31  
Period C **Lunch 1** 10:35 – 11:22  
Period D 11:26 – 1:04  
Period E 1:08 – 2:46  
**Homeroom 2:46 – 2:50**

## MARKING PERIODS 2012-2013

Marking Period 1 September 6, 2012 – November 14, 2012

Marking Period 2 November 15, 2012 – January 30, 2013

Marking Period 3 January 31, 2013 – April 12, 2013

Marking Period 4 April 15, 2013 – June 19, 2013

## PROGRESS REPORTS

Progress reports will be distributed to students two times during each marking period. They must be signed by the student's parent and returned to each teacher according to the designated schedule. Progress reports will inform both the student and their parents of the students' current status in each course and any missing class assignments.

### Marking Periods 1 Marking Period 2

September 20 and 21 December 3 and 4

October 22 and 23 January 8 and 9

### Marking Periods 3 Marking Period 4

February 13 and 14 April 26 and 29

March 18 and 19 May 28 and 29

*Dates are subject to change.*

## IMPORTANT: Cut Off Dates for Make-Up Work

### Marking Periods 1 Marking Period 2

September 21, 2012 - December 3, 2012

October 12, 2012 - December 18, 2012

October 29, 2012 - January 11, 2013

November 14, 2012 - January 30, 2013

### Marking Periods 3 Marking Period 4

February 14, 2013 - May 1, 2013

March 4, 2013 - May 16, 2013

March 19, 2013 - June 3, 2013

April 12, 2013 - June 19, 2013

## GENERAL INFORMATION

### Cell Phone/Electronic Device Policy

Once at school, phones should be turned off and out of sight. Phones that ring, beep or are used for any type of communication (calls, text messages, cameras, music etc.) during the school day disrupt the learning environment. Remember the three R's (Remind, Referral, Remove)

#### Procedure for Handling Issues of Non-Compliance with Cell Phones/Electronic Devices

**First Offense:** Student will receive a *reminder* about the school policy and will receive a warning to put the mobile phone/electronic device away.

**Second Offense:** Student will be issued a *referral* for violating the policy if the cell phone/electronic device is seen or heard after the warning.

**Third Offense:** Student will be *removed* from the classroom for violating policy and sent to the Academy Administrator.

**IF A STUDENT REFUSES TO PUT THEIR PHONE/ELECTRONIC DEVICE AWAY AT ANY TIME, THEY WILL IMMEDIATELY BE REMOVED FROM THE CLASSROOM AND SENT TO THE ADMINISTRATOR OR DESIGNEE FOR CONSEQUENCES.**

**IF A STUDENT REPEATEDLY VIOLATES THE CELL PHONE/ELECTRONIC DEVICE POLICY, PARENTS WILL BE ASKED TO KEEP THE PHONE/ELECTRONIC DEVICE AT HOME.**

**STUDENTS ARE NOT ALLOWED TO USE CELL PHONES/ELECTRONIC DEVICES DURING TRANSITION PERIODS. ANY VIOLATION OF THIS POLICY WILL RESULT IN AN IMMEDIATE DISCIPLINE REFERRAL.**

### Electronic Devices

Electronic and battery-operated devices including, but not limited to, laptop computers, iPods, PSPs, gaming devices, CD players, MP3 players, tape decks, radios, beepers, cellular phones, yak backs and laser lights are not permitted during instructional time unless they are approved by a teacher for an instructional activity. The Superintendent of the Long Branch School District, as approved by the Board of Education, has prohibited all students from using paging or text-messaging devices, cellular telephones or other forms of telecommunication within the school building, during the school day, on the grounds that they are a distraction to the educational process, unless the student has previously received express authorization from an Academy Administrator to use such device. Such devices should not be in use or audible in the school during the school day as that time period is defined by the administration. Students who violate this policy shall be subject to established disciplinary measures as set forth in this Handbook. Electronic devices (not including cell phones) will only be permitted during the student's assigned lunch period.

### Responsibility for Cell Phones/Electronic Devices

Students who bring cell phones/electronic devices to school will do so at their own risk. Staff members and administration will not accept any responsibility for loss/ damage to mobile phones/electronic devices nor will they investigate the situation.

**\*Administration is not responsible for lost or stolen electronic devices nor will they investigate.**

### **Recording School Activities**

**Use of any recording equipment without the written consent of the Superintendent of Schools is strictly prohibited.**

A pupil is not permitted to have turned on or use an ECRD on school grounds during the school day or when the pupil is participating in a curricular or school-sponsored co-curricular activity.

“Electronic communication and recording devices (ECRD)” includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

An ECRD used in violation of this Policy will be confiscated by a school staff member, Principal, or designee and the pupil will be subject to appropriate disciplinary action.

### **Graffiti and Vandalism**

Graffiti and Vandalism are serious offenses. Students who mark on or damage school property will be required to clean and/or repair the items that they deface. The consequence for such behavior may include suspension, expulsion, and/or police involvement. Students will not be able to participate in any extracurricular activities until any damage that is incurred is paid for.

### **Lockers**

Individual lockers are assigned to students each year. The lockers are school property therefore they may be inspected and/or searched by school administration or designated staff. School officials will seize any illegal materials that are found during locker inspection/searches. Such materials may be used as evidence against a student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, school authorities have reasonable suspicion that the locker contains material that poses a threat to the health, welfare, and safety of students in school or the school environment, a student's locker may be searched without prior warning.

- 1. Students are not permitted to share lockers with other students.**
2. Lockers must be kept locked at all times and the combination should not be given to others.
3. Students must keep the locker in an orderly fashion and reasonable standards of cleanliness.
4. Students must clean out their lockers at the end of the school year. Any items left in lockers will be discarded.
5. Students are not permitted to decorate lockers externally unless granted permission by Academy Administrator
- 6. The school is not responsible for items left in the lockers during the school year or over the summer.**

### **Financial Obligations**

All financial obligations incurred by students (through lost/damaged textbooks, borrowed books/computers, athletic equipment etc.) must be cleared by the end of each marking period. Students who do not clear their obligations will not be able to:

1. receive interim or report cards
2. hold office in any club
3. participate in any sports activities
4. participate in school plays, band or any auxiliary squads
5. participate in any field trips
6. may not borrow any materials from the library until obligations are met
7. laptops will not be signed out to students who owe financial obligations

Financial notices from departments are kept and paid for in the academy offices.

### **Identification Cards**

ID cards will be provided during the first week of school. Replacement ID card forms may be obtained in the academy offices. There will be a \$5.00 charge for all replacement cards. Students must have their ID cards on their person and visibly displayed at all times. The ID cards will be used for the following:

- Identification to staff and supervisors upon request
- Admission to athletic contest and extracurricular activities, including school dances
- To obtain working papers
- To obtain lunch or breakfast in the cafeteria (Any student that does not have their ID card will receive a cold lunch.)
- Signing in late to school

The use of these cards will be required for other activities designated during the course of the school year.

### **Forms**

Students have a responsibility to return all mandatory school forms upon request. Failure to return forms will result in loss of privileges which may include extracurricular activities.

### **Lunch**

All lunch forms must be submitted by **September 14**. Failure to submit this form will jeopardize the following:

- Continuation of Free or Reduced lunch status (Any student who does not submit a form will be required to pay full price regardless of free/reduced lunch during the past school year.)
- Receiving fee waivers for SAT/ACT and college applications
- Scholarship opportunities
- Participation in athletic/extracurricular activities

If you have any questions about the lunch program application, contact your academy office.



### **Senior Activities Contract**

In order to participate in any senior activity, students must hand in a senior contract signed by both the student and the parent. Any senior violating the contract will be excluded from participation in senior activities. These activities include, but are not limited to, the graduation ceremony, prom, and senior trip.

### **PL874**

PL874 forms are utilized to determine State funding. All completed forms should be returned to the student's academy office by the due date listed on the form.

### **Media/Publicity**

During the school year, students are often involved in programs and activities that merit recognition. The school district likes to publicize the student's participation through media types including but not limited to newspapers, television broadcasts, and other publications. In order for a student to be photographed and/or videotaped this form must be returned with a parent signature.

### **Nurse**

- Emergency cards: These cards are vital to ensure the safety of our students. The contact and health information is used to ensure that our students receive proper medical attention and so parents or emergency contacts can be contacted in the event of an emergency. All emergency forms must be returned by **September 14**.
- Tylenol Consent: This form gives permission for the school nurse to dispense Tylenol to any students to relieve minor aches and pains. This form must be returned by **September 14**.

### **SBYS**

- Teen Screen Consent: A signed parent approval will allow SBYS to screen and evaluate the student.
- SBYS Consent: A signed parental consent will allow student to receive medical services, counseling and referral services.

### **Change of Address and Telephone Numbers**

Any student who has a change of address and telephone number should report the change immediately to their assigned Academy Office.

### **Lost and Found**

A lost and found will be housed in the library. If you lose something, go to the room in which you last remember having it and look around. If it is not there, then go to the library and ask the librarian to see if your belonging has been turned in. If it is not in the library, write down everything you can remember about the lost article(s) and report it to your Academy Administrator. If you find books, clothing, jewelry or something else, please take the articles directly to the library.

**\*Administration is not responsible for lost or stolen personal items nor will they investigate.**

### **Emergency School Closing**

In the event of inclement weather or any other emergency, you will receive a call via our automated calling system. Please make sure all phone numbers are up to date and provide your child's academy office with any changes as soon as possible. Additionally, you may listen to the following radio stations for emergency closing information: WRAT 95.9 FM, WOBN 92.7 FM, WHTG 106.3 FM, 1170 AM, WJLK 94.3 FM, 1310 AM, NJ 101.5 FM, WNJR 1430 AM, 107.1 FM

### **Fire/Emergency Drills**

At least two fire/emergency drills are held each month. Passing instructions are posted in each classroom in the building. Students are to familiarize themselves with these directions. Students must walk rapidly and not talk so instructions may be heard. If the exit normally used has been blocked, pupils are to return quietly and use the nearest exit. Once students are out of the building, they are to move away from the outer walls and across any access areas (driveways, sidewalks) to a safe distance from the building.

### **Visitors**

All visitors to the high school should report to the Main Office immediately. Visitors will receive passes which must be visible at all times. Students are not permitted to bring guests to school for the purpose of attending classes or lunch. Visitor passes will not be granted for these purposes.

### **Right to Know**

The Long Branch Public Schools comply with PL 1997, Chapter 64, also known as "Right to Know" legislation, concerning the use and storage of certain hazardous substances in public schools.

### **Parent Conferences**

Parents may request a conference with their child's teacher at any time during the school year. Please contact your Academy Guidance Counselor for an appointment if a conference is desired. Parent-Teacher conferences will be held twice a year.

### **Library**

Our library media center (LMC) offers students a full range of electronic and print resources. Print resources include over 26,000 books, 60 magazines, SIRS reference library, a popular paperback collection and an excellent reference collection. Electronic resources include laptop and desktop computers which may be used in the library for work processing or research purposes. Computer users may print schoolwork only and all computer users are required to use their personal log-on code. Books may be borrowed for two weeks and renewed for two more. Reference books and laptop may be borrowed overnight with the librarian's permission. All students are responsible for returning books on time! Students who do not return their books or laptop computers will be required to pay for these items.

### **HEALTH OFFICE**

A student should come to school physically well and able to participate in class for the entire day. A student who is ill should remain at home to protect his/her own health as well as the health of others. If the student becomes ill during the day, he/she is to go to the nurse's office with a referral slip filled out by the classroom teacher. If a student must be sent home, a parent/guardian must be contacted by telephone before permission to leave the building is granted.

If a student needs further medical attention and has School Based Youth Services consent with a parent/guardian signature on file, he/she may be scheduled for an evaluation by our Nurse.

#### Communicable Diseases

The State Department of Health Regulations requires that all school children be immunized against diphtheria, pertussis (whooping cough), tetanus, measles, rubella (German measles), hepatitis, meningococcal, polio and mumps. Students not in compliance with immunization regulations may be excluded from school. School nurses and the City's Department of Health provide information on these requirements. Whenever a physician diagnoses a designated infectious disease, it must be reported to the Long Branch Department of Health. Parents should follow the advice of their physician, as well as any requirements of the Health Department with respect to exclusion of the child from school. You must present documentation of medical release from a physician upon returning to school.

#### Chicken Pox

If your child has chicken pox, do not send him/her to school, and call your doctor. Notify the school nurse. Your child should stay home for at least 7 days after the appearance of the first outbreak of vesicles.

#### Strep Throat/Scarlet Fever

Your child may return to school after 24 hours of antibiotic treatment prescribed by a doctor. A note from a physician must be presented to the school nurse.

#### Influenza

Keep child home from school until clinical recovery and notify the school nurse immediately. (732-229-7300 ext. 41050) The child should return to school with a note from the family physician stating that the child is allowed to return. Other school children in the family will not be excluded from the school.

#### Hearing and Vision Screening

District policy requires hearing and vision screening for ninth and tenth graders. Faculty members refer any student, who is suspected of having a hearing or vision loss, to the school nurse.

#### Scoliosis Screening

All students 10-18 years of age are screened bi-annually for scoliosis.

#### Physical Examinations

District policy requires students to have periodic physical examinations as follows:

- a) Students in 10<sup>th</sup> grade
- b) Pupil Personnel referrals
- c) School-sponsored athletics
- d) New entrants

A parent, who does not want his/her child to participate in the physical examination or screenings as previously mentioned, must present their refusal in writing at the beginning of the school year to the school nurse. Parents also have the option of having physical examinations done by their own physician. A printed form by the school needs to be filled out, signed by the physician, and returned to the school.

#### Examination Results

A written notification is sent to parents of students having suspected vision or hearing loss, suspected scoliosis, or who need attention following the medical examination. Please have your doctor sign the notification, noting what correction has been made and when. Please return the notification to school so that health records can be completed.

#### Working Papers

Students who need working papers are required to have a physical examination. Students may schedule an appointment in the school nurse's office.

#### Medications

Do not send any kind of medication without speaking to the school nurse first. Medication includes cough syrup, allergy medicine, aspirin, etc. All medications taken in school must have written parent or guardian permission and a doctor's note.

#### Accidents

All accidents are to be reported to teacher/coach and school nurse immediately. The teacher/coach and school nurse will follow established procedure for preparation of accident report forms and/or notifying the athletic office, medical department, etc.

#### Insurance Claims

The responsibility of sending hospital and physician's statements to the insurance company rests with the parents/guardians.

The following steps are recommended:

1. The parent or student reports to the Athletic Trainer for the necessary forms if the injury occurred participating in a school-sponsored sport or to the school nurse if the injury occurred in gym class or in any other school-related activity. The form is submitted by the parent/guardian to the Board of Education insurance carrier AFTER THE CLAIM HAS BEEN PROCESSED BY THE PARENT/GUARDIAN'S PRIVATE INSURANCE.
2. Keep copies of all forms and correspondence.
3. All claims should be made and processed as soon as possible in order to stay within the time limitation of the policy. THE SCHOOL'S COVERAGE IS SECONDARY COVERAGE. It will commence after your insurance (Blue Cross Blue Shield, Major Medical, etc.) provides the basic coverage.
4. If the parent has questions or needs help completing the form, they should contact the School Nurse or Athletic Trainer.

#### Medical Excuse/Release Procedure for Physical Education

All students in grades 9 through 12 must take Physical Education (P.E.) for three quarters and Health for one quarter, unless removed by their guidance counselor. All students who request a medical excuse for one day and up to four days must present the nurse with a parental or doctor's note requesting such. This note must be presented to the nurse either before school, or between classes. The P.E. teachers will not allow students to leave class to obtain medical releases.

The nurse will then issue a medical release that the student must present to the teacher at the start of class. This release will excuse the student for the participation aspect of P.E., not the preparation. All students who receive a medical release for up to four days must report to P.E. class to prepare.

If the nurse issues a medical release for five days or longer, the nurse will remove the student from P.E. class and have them placed in the library until it is time to return to class. It is the responsibility of the student to return to gym class when the medical release runs out. Any student who does not return to class on time will be treated as if he/she has not participated in class and will receive a zero for each day missed. Any student who receives a year or half-year medical release will have the P.E. credit required by the state waived, but may need to pick up a full or half-year course to meet the L.B.H.S. graduation requirement. Please check with your counselor. Student-athletes are allowed to visit with the Athletic Trainer during P.E. class time with prior permission of the P.E. teacher and Trainer.

#### LONG BRANCH SCHOOL BASED YOUTH SERVICES

##### Goals

- Help students complete their education through Grade 12
- Assist students to become employable
- Assist students to be mentally and physically healthy

##### Our Program Provides

- Counseling for Teens and Family
- Drop-out Prevention
- Suicide Prevention/Screening
- Crisis Intervention
- Support Services
- Anger Management
- Staying Drug Free
- Assistance to students and their families
- Referrals to support and treatment programs
- Drug and alcohol prevention education programs
- Health support services by Nurse Practitioner
- Medical exams (treatment if parental consent given at the time of exam)
- Family planning information and education
- Nutrition counseling
- Pregnancy tests
- Sexually-transmitted disease testing
- Asthma Support Group
- Support groups for parents of adolescents
- Teen parent support services
- Parenting workshops

#### REFERRAL SERVICES

##### Intervention & Referral Services (I&RS)

Students who are experiencing ongoing academic/health and/or behavioral difficulties which interferes with school success may be brought to the attention of the I&RS Committee. Referral of a student may be made by administrative, instructional and other professional staff or parents to determine the eligibility of services through this committee. Active parental involvement is encouraged in the development and implementation of interventions with this general education program. If I&RS services have been implemented, the student may be referred to receive District services that fall under 504 or Special Education.

##### Student Assistant Coordinator (SAC)

Our program offers a wide range of services to address the common issue and needs presented by our students including problems associated with depression, suicide related issues, teen pregnancy, substance abuse, violence and the stresses that accompany these serious matters. The services of the Student Assistance Program are **confidential** and offered in a comfortable, non-threatening environment here at the high school. Parents, students and staff may make referrals to the program.

#### TRANSPORTATION

##### Bus Transportation

Students, who live more than 2.5 miles from Long Branch High School, will receive bus tickets provided by the Board of Education. Only students with bus tickets will be allowed to board the bus. Students must arrive on time for the vocational bus. Students who miss the bus for the vocational program may result in the student being removed from the program. The bus is an extension of the school, thus all school rules apply. **Students who violate bus rules will receive disciplinary consequences according to the school discipline policy and may be suspended from riding the bus. In the event that a student's privileges are suspended, their parent will be responsible for the safe transportation of the student to and from school for the duration of the suspension.**

### Bus Rules

Students must:

1. Be on time at the designated bus top.
2. Be courteous to fellow pupils, bus drivers, and aides.
3. Keep hands and head inside the bus at all times after entering and until leaving the bus.
4. Remain in their seats.
5. Refrain from horseplay.
6. Assist in keeping the bus safe and sanitary at all times.
7. Refrain from eating or drinking.

### Student Parking

- Only **Senior** students will be granted the privilege of parking on school grounds. Any underclassmen that choose to drive to school must park off campus.
- Senior students must park their cars in the rear parking lot or on the street where not prohibited. Cars parked illegally may be towed at owner's expense.
- Students take all responsibility for tickets for illegal parking, damage caused to their cars, and stolen items from their cars. **The school will not be responsible for damage or theft of any student vehicle.**
- Students are not allowed to go to cars or leave school grounds with their cars during school hours unless the student has obtained permission from their Academy Administrator's office.
- Dangerous and reckless driving or noncompliance with any of the students' parking regulations will result in revocation of parking privileges.

## DRESS CODE

### Grade 9 through 12 UNIFORMITY OF DRESS

The Long Branch High School will follow a "Uniformity of Dress" plan for grades 9 through 12. *Any student in violation of the dress code policy will be removed from class and sent home to change into proper attire. If arrangements for a change of clothes cannot be made the student will be placed in the in-school suspension room for the remainder of the day.*

All students in grades 9-12 are to wear:

- 1. Pants/Dresses/Skirts** - Khaki colored pants, dresses, shorts, skirts, or skorts. In addition, male students may choose to wear black dress slacks or black "khaki style" pants; female students may choose to wear black dress slacks or black "khaki style" pants, black dress skirts or green plaid dress skirts.

- All pants, dresses, shorts, skirts, or skorts must be free of cargo pockets.
- Pants are to be worn so that they cover the posterior part of the body or underclothing fully.
- Pants are not to be stacked around the ankles or touching the ground.
- Skin-tight, spandex-styled, cutoffs, see through pants, or clothing with holes is not to be worn.
- Dresses, shorts and skirts, as well as slits in these garments, are to be no shorter than two inches above the knee.
- Shorts are not to be worn between November 1<sup>st</sup> and March 31<sup>st</sup>.

- 2. Tops:** **SOLID** Dark green, gray or white collared shirts, collared blouses, turtlenecks

- All collared shirts, blouses, and turtlenecks must be free of stripes, graphics, lettering, or logos.
- Blouses, shirts, and turtlenecks must cover the stomach and shoulder area completely and cannot be low cut or reveal cleavage.
- Skin-tight or see through shirts, blouses, or turtlenecks are not to be worn.

- 3. Outerwear:** Dark green, gray or white sweaters or sweatshirts may be worn over the collared shirts.

- All sweaters and sweatshirts must be solid and free of stripes, graphics, lettering, or logos.
- All sweaters and sweatshirts must cover the stomach and shoulder area completely and cannot be low cut or reveal cleavage.

- 4. Undergarments:** Undergarments that are colors other than dark gray, green, or white should not be visible through shirts or blouses.

- 5. Shoes:** Shoes or sneakers must be worn at all times.

- Beach shoes (flip flops), plastic shoes of any kind, slippers, and excessively high heels or platform shoes are not permitted.
- All shoes must have unmodified backs.

- 6. Head Coverings/Accessories:** Hats, bandanas, sweatbands and scarves are not permitted in school.

- Hats are to be removed upon entering the building and kept in student lockers during the school day. ("Hats" shall not include head coverings of a religious significance.)
- Head coverings (scarves, hats, or head wraps, wave caps) are not to be worn by either gender.

- 7. Jewelry/Sunglasses**

- Spiked chokers, dog collars, or dog chains are not permitted.
- Jewelry that is symbolic of gangs or disruptive groups, associated with threatening behavior, harassment or discrimination and which cause a disruption within the school environment is not permitted.
- Sunglasses, unless prescribed by a medical physician for indoor use, are not permitted.

## 8. Miscellaneous

- Clothing, jewelry, or tattoos symbolic of gangs or disruptive groups, associated with threatening behavior, harassment or discrimination and which cause a disruption within the school environment are not permitted.
- Any unnatural hair color is not permitted as determined by the Academy Administrator.
- Items that can be dangerous are not to be worn in the hair, i.e. picks, curlers, combs, or hair rakes
- Headphones must not be visible either in the ear or hanging out of shirts.

### **Consequence for Inappropriate Dress**

\*Inappropriate dress is defined as clothing or other styles and color, which deviate from the acceptable dress code policy. Consequences for students inappropriately dressed will be the following:

- Student issued two demerits and provided with an opportunity to obtain appropriate clothing. If a parent/guardian cannot be contacted and appropriate attire cannot be obtained, the student will remain in In-School Suspension until appropriate attire is obtained.
- Additional failures to comply will result in suspension and loss of privileges, including but not limited to extracurricular activities and class trips.

**\*Please Note: Ultimately all dress code violations and their consequences will be determined by the Academy Administrator.**

## **GRADUATION REQUIREMENTS**

**Students must complete the following two requirements in order to be awarded a high school diploma.**

### **1.) Student must earn a minimum of 120 credits in the designated content areas.**

**The credit requirements for each content area are:**

- A minimum of twenty (20) credits in English (Languages Arts Literacy)
- A minimum of fifteen (15) credits in Mathematics
- A minimum of fifteen (15) credits in Social Studies including World History, United States History I and II
- A minimum of fifteen (15) credits in Science
- Five (5) credits a year in Physical Education, Health and Safety Education during each year on enrollment
- A minimum of five (5) credits in Visual and Performing Arts and/or Practical Arts
- A minimum of five (5) credits in Career Education and Consumer, Family and Life Skills or Vocational-Technical Education
- A minimum of five (5) credits in World Languages
- A minimum of (2.5) credits in economics beginning with the Class of 2014
- Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum

### **2.) All students must pass the High School Proficiency Assessment (HSPA) or the Alternative High School Assessment (AHSA)**

- The High School Proficiency Assessment (HSPA) is a State-mandated exam which measures proficiency in the areas of language arts and mathematics. Students receive a scale score between 100-300. To meet the State-testing requirement, a student must achieve a score of at least 200 in both the language arts and math sections.
- The HSPA will be administered in March of the eleventh grade year. Students who fail to achieve the minimum passing score of 200 during the March administration will receive mandatory remedial instruction during the summer of the subsequent year before being allowed to retake the test in the October of their twelfth grade year. While scores for the October administration are being processed, the students will continue to receive remedial services since they will be allowed one additional attempt to pass the HSPA in March of their Senior year as well.

### ***Alternate High School Assessment (AHSA)***

- The Alternate High School Assessment (AHSA) is a State-issued alternative exam for students who are unable to achieve a minimum passing score of 200 on the HSPA during the first two test administrations. The AHSA allows students to be retested only on the specific skills in which they were unable to demonstrate proficiency.
- The AHSA process consists of two components: the instructional program and the actual administration of the exam.

#### **AHSA Instructional Program**

In order for a student to be eligible to take the AHSA exam, he/she must be enrolled in an instructional program that focuses on remediation in the specific areas of weakness as identified by the scores attained on the HSPA. Long Branch High School will provide all students who have not passed the HSPA with a class designed specifically for this purpose. Students will start the class at the beginning of their twelfth grade year and will remain enrolled until they achieve a minimum passing score on either the AHSA or HSPA.

#### **AHSA Exam Administration**

The AHSA exam is administered twice during the course of the twelfth grade year. The exam administration will take place during a three-week period during which students will complete individual tests that measure the specific skills which they were unable to successfully demonstrate on the HSPA. Once the testing period is complete, the exam will be scored through the New Jersey State Department of Education. While the scores are being processed, the students will continue in the AHSA class to prepare for the second AHSA Exam administration in the spring.

Once a student achieves the minimum passing score on the AHSA, they have met the State testing requirement. Students who are unable to achieve a minimum passing score during the first two administrations of the AHSA exam will be given one final opportunity in July after their twelfth grade year. If they choose, students can continue to return to the school the following year to take the HSPA to attempt to achieve a passing score.

**STUDENTS WHO DO NOT ACHIEVE A MINIMUM PASSING SCORE ON THE HSPA OR AHSA WILL NOT RECEIVE A HIGH SCHOOL DIPLOMA AND WILL NOT PARTICIPATE IN THE GRADUATION CEREMONY.**

### **Academic Information**

Long Branch High School is a four-year comprehensive high school containing grades 9 through 12. Students are offered a curriculum with the opportunities for college preparatory, business and career-oriented studies. The High School consists of three small learning communities; the School of Leadership (LDR); the School of Science, Technology, Engineering and Mathematics (STEM) and the School of Visual and

Performing Arts (VPA). Teachers work in a collaborative environment and are committed to the learning of the students to ensure their academic success.

### **Grading System**

Full year course credit is based on four (4) marking period grades plus a mid-term and final examination grade. All grades assigned will be numeric grades.

- 92-100 Excellent
- 84-91 Good
- 77-83 Fair
- 70-76 Poor
- Below 70 Failure

### **Incompletes**

An "Incomplete" can be given during any of the four marking periods. Students have two weeks after the marking period ends to complete the work. Extenuating circumstances may warrant closer examination and additional time. If the student does not complete the make up work by the end of the allotted time and no extenuating circumstances exist, he or she will receive a grade based on the work that was originally completed. All incompletes are subject to administrative review.

### **Grade Weighting for Advanced Courses**

Both Honors and Advanced Placement courses will be weighted. For these courses, a multiplier of 1.12 will be used to calculate the actual grade. For example, in a Chemistry Honors class a grade of 90 would be multiplied by 1.12. The final grade would be a 90 x 1.12 which equals 100.8. The weighted grade will be used to determine class rank and will appear on the final transcript.

Grades will be weighted for the following courses:

#### **ENGLISH MATH**

English 9 Honors Algebra I Honors  
English 10 Honors Geometry Honors  
English 11 Honors Algebra II Honors  
English 12 Honors Pre-Calculus Honors  
AP English 12 AP Calculus

#### **FOREIGN LANGUAGE SCIENCE**

French IV Honors Biology Honors  
French V Honors AP Biology  
Italian IV Honors Chemistry Honors  
Italian V Honors AP Chemistry  
Spanish IV Honors Physics Honors  
Spanish V Honors AP Physics

#### **SOCIAL STUDIES**

World History Honors  
U.S. History I Honors  
U.S. History II Honors  
AP U.S. History II  
AP World History  
AP Psychology  
AP Government  
AP Macroeconomics

### **High Honor/Honor Roll**

1. To be eligible for the Honor Roll a student must have an 84 average with only one (1) grade below 84 and that grade cannot be below a 77.
2. To be eligible for High Honor Roll a student must have a 92 average with only (1) grade below 92 and that grade cannot be below 84. For high Honor Roll and Honor Roll purposes the grade assigned in Honors courses will be multiplied by the same multiplier used in determining class rank.

### **Promotion**

Students will be promoted based on the number of credits that they earn by the end of each school year. Students gain credits by achieving a final grade of 70 or above in the courses in which they are enrolled. Final grades are calculated by using a combination of marking period, midterm, and final exam grades.

The promotion schedule is as follows:

In order for a 9<sup>th</sup> grade student to be promoted 10<sup>th</sup> grade, he/she must have earned a total of 25 credits.

In order for a 10<sup>th</sup> grade student to be promoted to 11<sup>th</sup> grade, he/she must have earned a total of 55 credits.

In order for an 11<sup>th</sup> grade student to be promoted to 12<sup>th</sup> grade, he/she must have earned a total of 85 credits.

In order for a 12<sup>th</sup> grade student to be eligible for graduation/ he/she must have a total of 120 credits.

**Please note: In addition to the 120 credits, the student must meet all other graduation requirements as listed on page 13 under "Graduation Requirements."**

### **Retention**

If a student does not meet the minimum number of credits at the end of the year, he/she will not be promoted until the necessary credits are earned. He/she will remain in their current grade.

### **Summer School**

Summer school will be available to students who lack credits due to failed courses. Students who meet the eligibility criteria and wish to make up credits in an effort to remain on target for graduation with their class may choose to enroll in summer courses. Course offerings will be based on enrollment. Students must meet the summer school criteria and complete the application (both listed below) in order to attend summer school.

#### Summer School Eligibility Criteria

- *Attendance Rate*  
The student must have an attendance rate of 90% in the course during the regular school year.
- *Number of Failures*  
Students who fail three or more marking periods will not be eligible to attend summer school.
- *Teacher Recommendation*  
Teachers will make recommendations for students who should be able to attend summer school. Their recommendations will be based on student performance and skill level (assessment data and class work) as well as behavior and attendance.
- *Administrative Approval*  
Administration will review teacher recommendations/justifications and make a determination as to whether the student will benefit from summer school or repeating the class. The focus is to make sure that the students have gained the skills necessary to advance to the next level of course work and to pass the high School Proficiency Assessment (HSPA) and/or End of Course Assessments.

#### Summer School Application Process

Summer School applications will be sent to the parent/guardians of all students who fail classes for the year. The application must be completed and returned to the main office by the due date specified in the letter. If applications are not returned on time, students will not be allowed to attend summer school.

#### Mid-Term and Final Exams

Mid-term and final examinations will be taken by all students in courses which currently require exams. The minimum grade that can be earned on the mid-term exam is 60. The grade given on a final examination is the numerical grade earned. If a student neglects to take an exam, a zero will be awarded for that exam grade. Seniors that have a 92 average or better through four marking periods, with the permission of the teacher, may elect not to take the final exam.

#### Extra Help

The following programs are available for students who need extra help with their school work.

##### Teacher Help

Teachers are available after school hours to provide extra assistance to students who are having difficulty making satisfactory progress. Students who desire assistance should make an appointment to meet their teacher after school. Students are encouraged to take advantage of this opportunity to assist in making progress in school.

##### Homework Club

Homework club is a free program for all Long Branch high School Students. Students may come to homework club to receive help on homework or tutoring. The club is staffed by certified teachers and runs Monday through Friday 6:30-7:30 am and 3:00-5:00 pm Monday through Thursday. All school rules apply. Any unacceptable behavior during homework club will result in removal and disciplinary action. Multiple infractions may result in permanent removal from the homework club.

##### Supplemental Educational Services Program

Students who receive free and reduced lunch will be eligible for extra help through our supplemental services which will be provided by a New Jersey State Approved Service Provider. The parents/guardians of eligible students will be contacted at the start of the year to attend an informational session at which time the program will be explained in detail.

### ATTENDANCE

#### Policy

The Long Branch Board of Education recognizes that attendance at school is compelled by N.J.S.A. 18A:38-25 for students six to sixteen. The Board of Education requires the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance at school may be excused for certain absences as defined by the Board. All absences for reasons other than excused, shall be unexcused.

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No pupil excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level or loss of credit toward the high school diploma in accordance with policies of this Board. The goal of the Long Branch High School attendance program is to ensure that all students receive the amount of instructional time necessary to develop the knowledge and skills necessary to meet the State mandated graduation requirements.

**Any student who exceeds 20 unexcused absences for a course during the school year will not receive credit for that particular course.**

#### Absences

Absences from school shall be defined as non-attendance in regular classes and/or assigned location for the school day. Absence from school shall either be excused or unexcused.

**An excused absence** shall be defined as an absence occurring with the approval of an Academy Administrator or Lead Principal. Examples include, but are not limited to, activities such as personal illness, death in the family, religious holidays, school sponsored

educational activity, and external activity sanctioned or approved by the Academy Administrator or Lead Principal such as medical appointments, family emergencies, or full day court appearances.

**An Unexcused absence** shall be defined as one that does not have approval of Academy Administrator or Lead Principal. Examples include, but are not limited to activities such as shopping, working, faulty private transportation, hairdresser appointments, personal prom preparations, vacations without permission from the Academy Administrator or Lead Principal. **If a student leaves school without permission from the nurse or the Academy Administrator they will receive a consequence for cutting and will not count as an excused absence. Additionally, absences due to being sent home for dress code violations will be considered as an unexcused absence from the classes they miss.**

As per NJ State mandate a student with ten consecutive unexcused absences will be removed from the rolls after a designated investigation period.

#### Procedure for Absences

1. Parents shall notify the school the morning of the absence before 8:00 am by telephone or note. Call 732-229-7300 ext. 41005.
2. When the student returns to school he/she must bring a note signed by the parent and any additional documentation. This documentation is to be presented to the academy Administrator within 24 hours of the student's return to school. The administrator will then make the determination if the absence is to be considered excused.

**Please note:** Any students who are absent from school are not allowed to participate in any extra curricular activity including practice, games or performances unless the Academy Administrator or Lead Principal has issued a release.

#### Attendance Monitoring

Long Branch High School will use the following tools to notify parents/guardians of student absences and tardies:

##### Automated call system

The parents of any student, who is absent for the day, will be contacted via our automated phone system. It is essential that the school has all updated contact information so that contact can be made.

##### Progress Reports

Each teacher will send home a progress report from each teacher three times per marking period to be signed by both the student and parent. The report will include the student's daily attendance in each class.

##### Report Cards

Report cards will be mailed home at the end of each marking period. The student's attendance in each class will be listed.

##### Teacher Contacts

The teacher will contact the parents/guardians of students whose attendance is negatively impacting their academic performance.

##### Student Facilitator/Counselor/Attendance Officer

Parents of students, who have chronic attendance issues, will be contacted by Student Facilitators, Counselors, and Attendance Officers. Extreme cases will be referred to the Long Branch Municipal Court.

##### Early Dismissal from School

Any student who is dismissed from the building early must have permission from their parent/guardian. The parent/guardian must pick the student up or call the main office to grant permission. The school will not permit any student to leave the building without making contact with the parent. In the event that a student leaves the building without permission, they will be given consequences and the parent/guardian will be contacted.

**No student who leaves school early is allowed to return to participate in athletics or extra curricular activities.**

#### Tardiness

Tardiness shall be defined as not being in an assigned seat or at an assigned station by the time the bell or signal ceases. Lateness due to personal transportation and oversleeping are not considered excused tardiness.

Excused tardiness shall be defined as a tardy occurring with the approval of an Academy Administrator. Examples include, but are not limited to, activities such as personal illness, death in the family, school sponsored educational activity, and external activity sanctioned or approved by the Academy Administrator such as medical appointments, family emergencies, or court appearances.

- School begins at 7:55 a.m. The initial bell will ring at 7:45 to alert students that they may go to their locker. All students must be seated in their period A class by 7:55 a.m.
- Regular attendance is vital to your success in high school. Every effort must be made to arrive on time for school. Continued tardiness will require a conference with the Guidance Counselor and/or Attendance Officer. Further disciplinary action will be taken if the tardiness continues after the conference. The action may include but is not limited to suspension from all extra curricular activities.
- Students entering after 7:55 must sign in at the post in the designated area. Failure to sign in will result in an unexcused absence from the class.
- Students arriving later than 8:30 a.m. must enter through the main office and sign in at the front desk.
- A note from the parent with an acceptable excuse shall be submitted to the Academy Office for approval in the case of an excused tardy.

#### Consequences

Tardy to class (less than 47 minutes to a 98 minute class; 23 minutes to a 47 minute class):

- First and second tardies will result in a teacher detention to be served within 24 hours.
- Three or more tardies will result in an extended detention to be served each time there after within 24 hours.
- Students who are tardy to class must serve the detention prior to participating in any extra curricular or athletic activity.
- Failure to comply will result in suspension from all extra curricular activities and loss of Senior privileges as determined by Academy Administrator.



Tardy to class (more than 47 minutes; 23 minutes):

- Each time a student is tardy greater than 47 minutes to a block class that student will receive a half absence.
- Each time a student is tardy greater than 23 minutes to a skinny class that student will receive a half absence.
- Two half absences as explained above will equal one absence.

## **STUDENT CONDUCT**

### **Student Code of Conduct**

*As a Long Branch High School student, I will:*

1. Accept responsibility for my own actions.
2. Respect the rights and property of others.
3. Be courteous in my dealings with others and contribute to an atmosphere that generates mutual respect, dignity and honesty.
4. Attend school on a regular and punctual basis.
5. Attend all of my classes on time daily with all required books, notebooks, pens, pencils and/or gym clothing in my possession.
6. Make every effort to do my best work in all of my classes.
7. Maintain high standards of personal cleanliness.
8. Accept responsibility for personal property and all school-issued books and materials.
9. Make every effort to complete all of my assignments-class work, homework or make-up work.
10. Obey all school regulations and also obey those persons entrusted with the authority of upholding these regulations.

### **Respect for Teachers and Authority**

Respect is earned. Students are expected to respect ALL persons in authority in the High School just as they will be respected. Students who are disrespectful and insubordinate will be disciplined.

### **Hall Rules**

1. Always keep to the right; use the right-hand door at stairways. Walk quietly and do not congregate in the halls.
  2. Four minutes are allowed for travel between classes.
  3. Each student is requested to enter his classroom promptly so that there will be no congestion at the door.
  4. School issued hall passes are required, in advance, from one of your subject matter teachers anytime you wish to leave your assigned area (class, library, cafeteria, etc.)
  5. Students must stay on their own floor unless their class is going to or coming from a class on another floor.
- Any student in violation of the hall rules will be referred to their Academy Administrator for a consequence. Frequent violators will need to be escorted by a corridor aide when leaving the classroom.

### **Bathroom Rules**

**No student may be excused from class to use the lavatory during the FIRST and LAST TEN (10) minutes of class** unless a doctor's note is on file with the school nurse. If going to the lavatory, a student must obtain a pass from his/her teacher. The time limit is four (4) minutes unless an emergency exists. If he/she spends a greater time than this out of the room, he/she must make up the lost time.

### **Assemblies**

Proper behavior is necessary during assemblies. The following rules will be enforced by teachers before, during and after an assembly.

1. Students are to remain with their teachers to, during and from the assembly.
2. Upon entering the auditorium students are to be seated with their teacher/class.
3. During the assembly students are to:
  - Listen actively to the guest speaker/presenter
  - Refrain from unnecessary talking, noise or horseplay
  - Refrain from using electronic devices (i.e. recording devices)
4. Students should follow all directions given by staff.
5. Upon conclusion of the assembly, classes will be dismissed by sections. Students are to:
  - Leave in an orderly fashion with their teacher.
  - Abide by "hall rules" when dismissing and report back to class.
6. Any student that does not report back to class will be marked absent and will warrant a discipline referral.

### **Cafeteria**

The following are some suggestions that will help students speed the service and maintain a comfortable place to eat.

1. Students are to clean up after themselves when they are finished. Place milk containers, paper and trays in their proper receptacles. If students drop something, they are to ask for a broom and dustpan in the kitchen to sweep up the food and broken particles.
2. Food is not allowed to be taken out of the cafeteria. **Food or beverages may not be consumed in classrooms or corridors.**
3. All students must use trays when purchasing school lunch.
4. Students are not permitted to sell food or drinks on school property unless for an extra curricular activity at an approved time and location.
5. Students are not to bring in plates or trays of food to hand out in the cafeteria for celebrations.
6. Balloons are not to be brought into the cafeteria for any reason.
7. **Outside food from businesses cannot be brought into the cafeteria; it can not be ordered from the school, delivered to school grounds or consumed on school property. This includes visitors bringing in food or coming in late with food.**
8. Tables may not be moved by the students.
9. Only Seniors will be permitted to use the Senior Cafeteria during the school day. Any underclassmen in the Senior Cafeteria will be placed in in-school suspension for the remainder of the day.
10. The Senior Cafeteria is a privilege and can be taken away for poor conduct.
11. Any student on the wrong lunch shift will be placed in in-school suspension for the remainder of the day.
12. Students are not allowed off school grounds during lunch period and must stay in the designated areas unless they have a pass to visit a teacher.
13. Students must bring in a signed pass to leave the cafeteria in order to see a teacher.
14. The throwing of food is considered as a disruption to the educational process and is strictly prohibited at all times.

**Failure to follow these procedures may result in the loss of cafeteria privileges and/or suspension from school.  
FOOD OR BEVERAGES, EXCLUDING WATER, MAY NOT BE CONSUMED IN CORRIDORS OR CLASSROOMS.**

#### Student Rights and Responsibilities

##### **1. The Right To A Free And Full Education**

- You have the right to a free and full education through secondary school in New Jersey between the ages of 5 and 20 unless you graduate before that age.
- You are required by law to regularly attend an approved educational institution until you are 16.
- Married students share these rights and responsibilities, including the opportunity to participate in all activities offered by the school.
- Local districts may determine policies for providing pregnant students with an educational program to meet their special needs.

##### **2. Locker Searches**

- Under the Constitution, all persons are protected from unreasonable searches and seizures; however, this does not mean that you are legally protected from search and seizure of any material in your locker, which is school property.

##### **3. Buttons and Armbands**

- You may wear or display buttons, armbands, flags, decals or other badges of symbolic expression unless the manner of expression "materially and substantially interferes with" the orderly process of the school and the rights of others.

##### **4. School Rules and Regulations**

- You have the right and a responsibility to live by the rule of law and to equal protection under the law, in school as in the larger society.
- It is your responsibility to obey school regulations and the school authorities who enforces them. This responsibility extends to your conduct to and from school as well as in the building itself.

##### **5. Flag Salute and Pledge of Allegiance**

- New Jersey law requires you to show respect for the flag of the United States of America. If you are conscientiously opposed to the pledge or salute, you may abstain from these ceremonies.
- The Long Branch Board of Education requires a parental note regarding a student's religious or conscientious objection to saluting the flag.

##### **6. Corporal Punishment**

- You are protected from corporal punishment by school employees, except under these four (4) conditions:
  1. To quell a disturbance
  2. To obtain possession of weapons or other dangerous objects
  3. For the purpose of self-defense
  4. For the protection of persons or property

##### **7. Police in the School**-Police can enter schools:

1. If they are invited on the premises by a school official; they suspect a crime has been committed; they have a warrant for arrest or search.
2. If a student is to be questioned by police, it is the responsibility of the school administration to see that interrogations take place privately in the office of a school official and in the presence of the Principal or his representative and that every effort is made to give the parent the opportunity to be present.
3. Students need not answer any questions which require you to give more than your name, age, address and your business at school until your parent/guardian and/or lawyer are present.
4. You have the right to be informed of your legal rights, to be protected from coercion and to remain silent.

#### **STUDENT DISCIPLINE**

##### **Expectations for Student Behavior**

1. Students are expected to respect the rights of all students and to be in an environment free from physical and verbal abuse.
2. Students are expected to respect authority and comply with directions from adults in the building.
3. Students are expected to act and dress in a manner appropriate for work and study in a school setting.
4. Students are expected to conduct themselves with the highest standards of honesty and integrity and adhere to the public laws.
5. Students are expected to attend school every day and to be in every class.
6. Students are expected to care for their property and the property of others.

##### **Causes for Suspension or Expulsion**

Conduct that 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:

1. Continued and willful disobedience (failure to comply with school rules).
2. Open defiance of the authority of any teacher or person having authority over him.
3. Conduct of such character as to constitute continuing danger to the physical well-being of other pupils or school personnel.
4. Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear.
5. Willfully causing or attempting to cause damage to school property.
6. Participation in an unauthorized occupancy or 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 Academy Administrator or other person then in charge of such building or facility -18A:37-2.
7. Fighting in or around the school building or on school grounds will result in loss of privileges.
8. Gambling (playing dice) in or around the school building or on school grounds.
9. Visiting another school during school hours without written permission from authorities of that school.
10. Possession, selling, using, dispensing alcoholic beverages, narcotics, legend drugs, marijuana or any other controlled dangerous substance as defined by the laws of the State of New Jersey in the school building or on school grounds.
11. Disrupting or inciting to disrupt the educational atmosphere of the school.

12. Threatening or harassing another student or any school personnel.
13. Carrying an item that might reasonably be construed as a device that could cause bodily harm to another person or persons.
14. Assaulting a pupil, teacher or any person employed by the Board of Education.
15. Severe or chronic repetition of offenses, i.e., truancy, repeated tardiness, repeated class cutting.
16. Initiating a false alarm and/or a bomb threat.
17. Being on Middle School grounds without permission before, during or after school.
18. Improper behavior in In-School Suspension.
19. More than two assignments to In-School Suspension or failure to report to an assigned In-School Suspension.
20. Any violation of law.

### **Disabled Students**

Classified students are subject to the same disciplinary procedures as non-disabled student and will be disciplined in accordance with their IEP. However, before disciplining a classified student, it must be determined that a) The student's behavior is not primarily caused by his/her educational disability; b) The program that is being provided meets the student's needs. Staff shall comply with state and federal regulation of the New Jersey Administrative Code in dealing with discipline and/or suspension of all students with disabilities.

### **In-School Suspension Program**

The In-School Suspension Program (ISS) is a self-contained classroom with a full-time certified teacher. Students are assigned to ISS when an Academy Administrator finds they have broken a school rule. When assigned to ISS, students are restricted from interacting with other students during the length of the ISS assignment. The student is expected to take advantage of this opportunity to complete all work assigned by his/her classroom teacher and to make up any missed classroom assignments. Once all assignments are completed, any extra time must be spent in quiet, independent reading. Any student who does not cooperate will be referred to an Administrator for appropriate action. Any student who refuses to attend in-school will be sent home until a parent/guardian conference can take place.

### **In-School Suspension Rules**

1. ISS hours will be 7:55 am – 3:20 pm
2. Any student arriving late will make up the time at the end of the school day.
3. Students must bring all books and materials needed for the entire day. Students must complete their assignments by the end of the day. Completed assignments will be given to the academy administrator.
4. Students must go to their lockers before 7:55 a.m. If you have to go to your locker after 7:55 am, the time spent outside ISS will be considered as one of your lavatory privileges.
5. ISS students may either bring lunch or receive a brown bag lunch from the cafeteria. No student will be permitted in the cafeteria at any time during their stay in ISS.

### **Out-of-School Suspension**

Willful refusal to accomplish school tasks, insubordination, and disorderly, violent, illegal or inappropriate conduct are causes for out-of-school suspension. The length of the suspension will be determined by school authorities and will reflect the offense committed. Parents/guardians will be notified in writing and/or by phone of the action taken. Parents/guardians will have complete custody and jurisdiction of their child during the suspension period. A suspended student may not loiter or appear on school property and will not be allowed to attend any school-sponsored activity during the suspension period.

### **Central, Extended and Saturday Detention**

Central detention will be held for all grades from 2:55 p.m. until 3:25 pm on Monday through Friday. There will also be extended detention for 2:55 p.m. until 3:55 p.m. everyday except Friday. Saturday detention will be held every Saturday morning from 8:00 a.m. until 12:00 p.m. These detentions will be primarily, but not exclusively, assigned to remediate attendance-related problems such as tardiness, class cutting, etc.

### **Alcohol, Narcotics and Steroids**

The Long Branch Board of Education recognizes that misuse of drugs, alcohol or any other controlled substance, including steroids, by any pupil, seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of drug abuse and alcohol abuse and the rehabilitation of drug users by educational means. In addition, the Board will take all necessary and appropriate steps to protect the school community from harm and exposure to unlawful substances. State statute, as well as Board of Education Policy #5131.6 requires students to be immediately taken to a physician for a drug and/or alcohol screening.

### **Improper Student Activities**

The following improper activities, while basically individually harmful, will result in disciplinary action:

1. Smoking in or around the school building or on school grounds.
2. Marking, defacing or destroying school property.
3. Leaving school grounds during regular school hours unless the proper sign-out procedures are followed.
4. Using profanity or obscene language and/or gestures.
5. Unexcused absence/class cutting.
6. Failure to sign in when tardy to school.
7. Cutting Central Detention.
8. Chronic tardiness to school or class.
9. Violation of the dress code.
10. Plagiarism.
11. Cheating on schoolwork.
12. Use of electronic devices.

### **Penalties for Improper Student Behavior**

Following an investigation by the Academy Administrator, the penalties and procedures listed below may include but are not limited to:

1. Demerits
2. Detention/conference.
3. Suspension: in-school or out-of-school.
4. Juvenile complaint.
5. Placed on academic and social probation.
6. High School discipline contract.
7. Intermediate Panel Hearing.
8. Expulsion Hearing.

9. Expulsion.

Please note that parental contact and scheduled parent meetings will take place as part of the investigation.

**Forfeit of Student Privileges**

Any student involved in serious or chronic discipline infractions or attendance violations may forfeit student privileges included but not limited to, extracurricular activities, Senior Award Assembly, Junior and Senior Proms, Graduation ceremonies, dances, trips, assemblies, etc.

**Smoking and Tobacco**

Smoking or the use of tobacco is not allowed on the grounds or in the building of Long Branch High School. Anyone in possession of cigarettes, chewing tobacco, lighters, matches or smoking devices will have those confiscated. Use or possession of tobacco or smoking paraphernalia: Students found in the act of smoking, holding, possessing, using or disposing of a cigarette, tobacco products or related objects (including lighters and matches) and related activities on school grounds will be subject to consequences.

**Students who are suspended are not eligible to participate in any extra-curricular activities during their suspension as determined by the Academy Administrator. This includes In-School Suspension (ISS), Out-of-School Suspension (OSS) and Regional In-School Suspension (RISS).**

**DISCIPLINARY ACTION**

- **Type 1** – Infractions against good order, property and the necessary conditions for the health and safety of students or school personnel.
- **Type 2** – Infractions against the person or any serious act as identified under Title 18A:37-2 (et. seq.) or violation of NJDOE Reportable Offenses under Violence, Vandalism, Weapons and Drug Abuse Laws.

**TYPE 1- INFRACTIONS**

**AGAINST GOOD ORDER, PROPERTY AND NECESSARY CONDITIONS FOR THE HEALTH AND SAFETY OF STUDENTS**

**Littering on School Grounds**

- 1<sup>st</sup> Offense – Warning and student must remove litter to appropriate container.
- 2<sup>nd</sup> Offense and all other offenses – One day of detention.

**Use of Profanity, Obscene Language, Inappropriate or Lewd Gestures**

- 1<sup>st</sup> Offense – One day detention and parent contact by the teacher, referred to Administrator.
- 2<sup>nd</sup> Offense and all other offenses – Two days ISS and parent contact by the teacher, referred to Administrator.
- Administrator discretion will be used when determining the consequence.

**Gambling or Possession of Instruments of Gambling** – This includes but is not limited to the distribution or possession of organized sports pools, dice, cards or other instruments of gambling and placing and/or accepting wagers on sporting events.

- 1<sup>st</sup> offense – Two days detention and parent contact.
- 2<sup>nd</sup> and all other offenses – One to three days OSS, and a parent conference to return to regular classes.

**Lewd and/or Bizarre Behavior** (may include possession or viewing of pornographic materials) – Any student who exhibits lewd, and/or bizarre behavior shall face a suspension of not less than three days, referred to Guidance Counselor and/or CST will be notified.

- Three to five days ISS and conference with Guidance, the student, parent and Administrator to return to school.
- Additional infraction will warrant OSS.

**Inappropriate Use of Media Equipment (i.e. computer violations, etc.)**

- Will result in the suspension of computer privileges; immediate parent contact and meeting with the Administrator is required to return to the regular school program.

**Students Driving or Parking Improperly or Driving Recklessly on School Property**

- Failure to comply with the rules and regulations of driving may result in loss of driving privileges and additional disciplinary action.

**Inappropriate Behavior/Unsportsmanlike Conduct at Any School Function**

- 1<sup>st</sup> Offense – The student will be suspended from the school function for a designated period of time.
- 2<sup>nd</sup> Offense and all other offenses – Student may be prohibited from attending any school functions.

\*\*\*\*\*Depending on the severity of the student behavior in both the 1<sup>st</sup> and 2<sup>nd</sup> offenses additional school consequences will be provided.

**Cheating** - Cheating takes various forms, including copying from another student, plagiarizing, using cheat sheets or other unauthorized sources, allowing others to copy, or using online research paper or language translation services.

- Any form of cheating will result in a grade of zero (0) for the test or assignment for which it occurred. The consequences for plagiarism will depend on the extent of the plagiarized material used in the assignment. The teacher will contact the parent or guardian as well as the guidance counselor. Any recorded incident of cheating or plagiarism will automatically disqualify students from membership in the National Honor Society. **The student will receive a zero (0) for the assignment and parent conference with the administrator or designee.**

**General Misconduct/Disruption (i.e. throwing objects, pranks)**

- All Offenses – will result in detentions, ISS or OSS. The Administrator will consider the severity of the offense when assigning consequences.

**Failure to Follow the Reasonable Request of a Teacher or Other Authority Employed by the School District (i.e. refusal of a student to give his/her name, etc.)**

- 1<sup>st</sup> Offense – Two days detention.
- 2<sup>nd</sup> Offense – Saturday detention or ISS.
- 3<sup>rd</sup> offense – two days ISS.
- The Administrator will consider the severity of the offense when assigning consequences.

### **Continued and Willful Misconduct**

- One to five days OSS and parent/teacher conference. Teacher must contact parent immediately, referred to Administrator.

### **Playfighting/Horseplaying**

- 1<sup>st</sup> Offense – One to five days ISS or OSS and parent conference to return to the regular school program, referred to Administrator.
- 2<sup>nd</sup> Offense and all other offenses – Five to nine days OSS and parent conference to return to regular school, referred to Administrator.
- **Loitering, Presence in Unauthorized Areas or Roaming Halls** – Students must remain in the room or area indicated by his or her schedule. Students found in areas of the school other than those indicated on their schedule, students who are in the halls without a valid pass from a teacher or administrator, or students who are loitering and not taking the most direct route between destinations are subject to discipline. This includes after school. All students must be under supervision of a teacher until 2:50 p.m.
- 1<sup>st</sup> offense – One day ISS and parent contact.
- All other offenses will result in additional ISS or OSS.

### **TYPE 2 – INFRACTIONS**

#### **ANY SERIOUS ACT AS IDENTIFIED UNDER TITLE 18A: 37-2 (ET. SEQ.) OR VIOLATIONS OF NJDOE REPORTABLE OFFENSES UNDER THE VIOLENCE, VANDALISM, WEAPONS AND DRUG ABUSE LAWS.**

**Fighting/Instigating** – Any/all individuals involved in fighting will be disciplined in accordance with the regulations described below. Involvement in fighting includes but is not limited to, all combative behaviors, verbal instigations, or any behaviors that may result in students fighting with each other.

- 1<sup>st</sup> Offense – Seven to ten days OSS and parent conference to return to regular school program, referred to Administrator.
- 2<sup>nd</sup> Offense – Ten days OSS with parent conference to return to regular school program and discipline contract.
- 3<sup>rd</sup> Offense – Expulsion hearing

**\*The Administrator will consider the severity of the offense when assigning consequences.**

### **Harassment/Hazing, Intimidation or Bullying**

The Board of Education, in accordance with the Anti Bullying Bill of Rights Act of 2011, prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal, or physical act, or any electronic communication, as defined in N.J.S.A18A:37-14, whether it be a single incident or a series of incidents that:

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

Each incident will be handled individually per Long Branch Board of Education Policy.

To view the Long Branch Public School Anti-Bullying Policy in its entirety, please visit the district website @ <http://www.longbranch.k12.nj.us>.

### **Dating Violence at School**

The Long Branch Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct and The Long Branch Board of Education's Dating Violence at School Policy.

### **Destruction of School Property** (Willful destruction of school property):

- All Offenses – OSS, cost reimbursement to the school district for replacement, possible further disciplinary action/police notification.

### **Gross Misconduct** – Overt and obvious improper conduct of an individual toward others or property.

- 1<sup>st</sup> Offense – Five to ten days OSS with possible review for expulsion, refer to Administrator.
- 2<sup>nd</sup> Offense – Ten days OSS with a possible hearing for expulsion before Superintendent of Schools, refer to administrator.

**Smoking** – Use or possession of tobacco or smoking paraphernalia: Students found in the act of smoking, holding, possessing, using or disposing of a cigarette, tobacco products or related objects (including lighters and matches) and related activities on school grounds will be subject to the following discipline:

- 1<sup>st</sup> Offense – One to three days ISS, parent contact and counseling by the Substance Awareness Counselor (SAC).
- 2<sup>nd</sup> Offense – Three to five days OSS, smoking cessation services through SAC and parent conference.

**Note: Student may face penalties and fines from local law enforcement authorities.**

**Pulling or Tampering with a Fire Alarm or Causing a False Fire Alarm**

- 1<sup>st</sup> Offense – Five to ten days OSS with a fine and complaint signed for each offense to the Long Branch Police Department.
- 2<sup>nd</sup> Offense – Ten days OSS, pending Administrative Review/ Superintendent's Hearing/Expulsion Hearing/Police Intervention.

**Zero Tolerance for Possession or Use of Weapons**

Weapons include but are not limited to the following: all firearms [those enumerated in NJSA 2C: 39-11(et. seq.) and 18 USC 921 (et. seq.)], razors, clubs, explosive devices, guns or look-a-like weapons, open or wrapped belts, knives of any sort, sharp pointed objects intended to cause bodily harm, etc. These type items are not to be brought to school. Any student who is found to be in possession of a firearm (whether operative or not) on school property, on school bus, or at a school sponsored function or found committing a crime while possessing a firearm or who is convicted or found to be delinquent for a firearm offense shall be immediately removed from the school's regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending an expulsion hearing before the Long Branch Board of Education.

Any student who assaults a student, teacher, Administrator, Board of Education member, or other school district employee with or without a weapon other than a firearm on school property, a school bus, or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending an expulsion hearing before the Long Branch Board of Education.

**Fireworks/Firecrackers; smoke bombs** - The use or possession of such materials or substances in school, on school property, on school bus or at a school-sponsored activity is prohibited.

- 1. Offense – Five to ten days OSS and parent conference to return to school.
- Repeat Offenders – Referral to the Long Branch Board of Education for an expulsion hearing

**Theft of, Possession of or Receiving Stolen Property**

- 1<sup>st</sup> Offense – One to three days OSS, parent conference, and possible complaint signed with Long Branch Police Department.
- 2<sup>nd</sup> Offense – Three to Five days OSS, parent conference, and complaint signed with Long Branch Police Department.

**Insubordination** – This includes disrespectful acts toward staff members and acts that interfere with school employees who are re-enforcing the policies of the District or any aspect of the Discipline Code.

- 1<sup>st</sup> Offense – One to three days OSS, contact parent, refer to Administrator.
- 2<sup>nd</sup> Offense – One to five days OSS, parent contact, refer to Administrator.
- 3<sup>rd</sup> Offense – Five to nine days OSS, parent contact, refer to Administrator.

**Sexual Harassment** – Long Branch Public Schools will not tolerate any form of sexual harassment. Any student who engages in sexual harassment of another student or school employee will be subject to suspension from school, a parental conference, and may have criminal charges filed against him/her on behalf of the offended student(s) or school employee. Examples of student sexual harassment include but are not limited to such acts as remarks or sexual graffiti, sexual jokes and catcalls of sexual nature, or acts of physical abuse. Each incident will be handled individually per Long Branch Board of Education Policy.

**Threats/Menace** – Students who threaten a student, teacher, Administrator, Board of Education member or other school district employee with harm, death, or causes the person to fear for his/her safety shall be disciplined as follows:

- 1<sup>st</sup> Offense – Three to five days OSS, parent conference to return to school, possible complaint signed, refer to Administrator.
- 2<sup>nd</sup> Offense – Five to ten days OSS, parent conference, complaint signed, refer to Administrator.
- 3<sup>rd</sup> Offense – Ten days OSS, possible hearing before Superintendent of Schools, refer to Administrator.

**Bias Incident/Crime** – Engaging in biased conduct that either directly or indirectly causes intimidation, harassment or physical harm to another member of the school community or disrupts the education process.

- Suspension up to 10 days pending Principal Hearing/Expulsion Hearing/police intervention.

**DEMERIT SYSTEM**

Students are encouraged to be respectful and follow the rules at all times. However, for those students who do not follow school rules, a demerit system is used to track the disciplinary infractions. Students should realize that participating in the following infractions will result in the assignment of the specific number of demerits. Many of these infractions will also lead to further administrative actions as per disciplined guidelines outlined in the aforementioned discipline section.

**Category 1 (1-5 Demerits)**

- Chronic Tardiness to School and/or Class
- Cutting Class
- Cutting Teacher, Central/Extended, and/or Saturday Detention
- Failure to Follow Reasonable Request of any staff member
- Failure to Sign In when tardy to school
- Gambling
- General Misconduct - Disruption
- Improper Driving/Parking
- Inappropriate Behavior/Unsportsmanlike Conduct at a School Event
- Inappropriate Use of Media Equipment (to include incidents related to Facebook, Twitter, and any other social media/networking site)
- Inappropriate Use of Technology that Disrupts the Educational Process
- Insubordination
- Leaving School Grounds without Administrator Permission
- Lewd or Bizarre Behavior
- Littering on School Grounds
- Loitering/Roaming Halls
- Plagiarism and/or Cheating on School Work
- Play Fighting/Horse Playing
- Possession or Use of Electronic Devices (cell phone, iPod, etc.) in class
- Use of Profanity or Obscene Language and/or Lewd Gestures
- Violation of the Dress Code
- Wearing Headphones, Hat, or Head Coverings in class

#### **Category 2 (6-10 Demerits)**

- Continued/Willful Misconduct
- Harassment, Intimidation, and/or Bullying
- Insubordination
- Smoking
- Theft
- Threats/Menace
- Verbal Altercation
- Willful Destruction of School Property

#### **Category 3 (11-15 Demerits)**

- Fighting/Instigating
- Fire Works/Fire Crackers/Smoke Bombs
- Food Fight
- Gross Misconduct
- Harassment, Intimidation, Bullying
- Sexual Harassment
- Tampering with Fire Alarm/Causing False Disturbance
- Theft of, Possession of, and/or Receiving Stolen Property
- Threats/Menace

#### **Category 4 (Alternate Placement/Possible Expulsion)**

- Bias Incidents/Crimes
- Fireworks/Firecrackers/Smoke Bombs
- Possession of Narcotics/Alcohol on School Grounds
- Possession of Weapons/Firearms
- Threats

**In the event that an incident does not clearly fall into the above categories, the Academy Administrator reserves the right to interpret the code and adjust the demerit points. Drugs, weapons and assaults on staff are specifically addressed in the school policy and state law.**

The following will take place upon accumulation of 15 or more demerits:

#### **15 Demerits**

- Letter sent home
- Parent meeting with the Academy Administrator or Guidance Counselor

- May Result in Student Exclusion from:
  - Extra Curricular Activities
  - Organizations
  - Teams
  - Trips
  - Honor Societies
  - Potential Removal from Elected Office
  - Special Events
- Possible referral to Intervention and Referral Services (I&RS)
- Counseling/Remediation Services Provided

### **30 Demerits**

- Letter sent home
- Parent meeting with Administration
- Specific Behavioral Intervention/Contract
- Referral to Intervention and Referral Services (I&RS)
- Peer mentor will be assigned

### **50 Demerits**

- Principal Panel Hearing, in which it will be determined whether student will be placed in an alternative setting
- If student is involved in extra-curricular activities, he/she will not be allowed to continue these activities. Student is placed on social and extracurricular activity probation until such time that the demerits fall below 30 points.
- If applicable, removal from end of year activities, up to and including:
  - Junior Prom
  - Senior Prom
  - Senior Trip
  - Senior Breakfast
  - Graduation

### **DEMERIT REMOVAL ACTIVITIES:**

Students may have demerits removed if they exhibit exceptional behavior for a specified period of time. In addition, students have the opportunity to have their demerits removed if they choose to take part in community service activities. The following outlines demerit removal activities:

<b><u>Activity</u></b>	<b><u>Number of Demerits Removed</u></b>
• The student exhibits good behavior by not receiving any demerits for two full weeks*	• 1 demerit removed
• The student takes part in school sponsored community service (minimum 1 hour)	• 1 demerit removed
• The student takes part in a school sponsored community service event over the weekend (minimum 4 hours)	• 4 demerits removed
• The student takes part in an administrator approved community service event (minimum 1 hour)**	• 1 demerit removed
• The student takes part in an administrator approved community service weekend event (minimum 4 hours)**	• 4 demerits removed

\* It is the responsibility of the student to keep track of time without demerits. When a student reaches 2 weeks without a demerit, they should contact their student facilitator. This will not be done automatically.

\*\*A form (signed by an administrator) will be required for each student prior to participation in a community service project. If the project is not approved, students cannot be expected to be given credit. A list of suggested community service projects will be available with each administrator. However, if a student does not have demerits, points will not be credited toward future demerits. In addition students who complete pre-approved community service will have one demerit point taken off for each hour of service.

\*\*\* A student cannot receive more than 12 points of credit for community service during any given month.

\*\*\*\* Points cannot be banked. For example, a student with "0" demerits, while always encouraged to follow all school rules, policies, and procedures, as well as participate in community service programs, may not accumulate points towards future demerits.

\*\*\*\*\* Removal of demerits is at the sole discretion of the Building Principal, Academy Administrator, or their designees. Certain violations of the conduct policy and/or repeated violations may be classified as too egregious to be eligible for the removal of demerits.

### **APPEAL PROCESS**

Students and parents or guardians are granted the right to appeal or make their concerns known and have them considered and disposed of fairly by using the regular chain of command within the school in the following order:



- The student or parent may schedule a conference with the person or persons with the appropriate Academy Principal.
- If this does not result in a satisfactory resolution, the parent or guardian or student may file a written appeal with the Lead Principal.
  - The appeal must be filed within five school days. Failure to submit an appeal within the five days shall constitute acceptance of the decision at the first level of the appeal.
  - After receiving the written appeal, the principal will review the matter and conference with all involved parties. The principal will then render a fair decision based on all the information presented.
- If this does not result in a satisfactory resolution, the Lead Principal will refer the matter to the next step in the appeal process.

A written summary, including final disposition and decisions, shall be maintained at each level of the appeal process and forwarded to:

- The student's file.
- The next step of the appeal process.

**Note: The Board of Education and the Administration recognize that it is impossible to develop regulations for every situation that requires discipline. For this reason, the Board of Education authorizes the principal and his designee to use appropriate measures to manage any situation not specifically identified in this handbook or in the board of education policy. The Principal Administrators and staff will exercise a fairness and sound judgment when dealing with these types of situations.**

**The Administration reserves the right to assign discipline for any situation not specifically covered in this handbook. In addition, the Administration also reserves the right to make modifications to existing circumstances when it deems those modifications are appropriate. ALL SUSPENSIONS OF TEN DAYS OR LESS CANNOT BE APPEALED BEYOND THE BUILDING PRINCIPAL WHOSE DECISION IS FINAL.**

### Grievances

Student grievances generally involve one of three categories:

Academic matters; disciplinary action; and student social, physical or operational conditions.

#### 1. **ACADEMIC**

If a student (or a group of students) feels he/she is not being treated fairly with respect to academic matters, such as scheduling, examinations, marks, etc., and if he/she cannot resolve the questions himself with the faculty member involved, he/she may ask his/her parents to come school to attempt to resolve the matter.

#### 2. **DISCIPLINARY**

If a student feels that disciplinary action applied to him/her is unfair, he/she may file a written request with the Academy Administrator, requesting a review of the action.

#### 3. **SOCIAL, PHYSICAL OR OPERATIONAL**

If a student (or group of students) feels that a particular social, physical or operational condition in the school be modified or provided, he/she may contact the Student Council in one of the following ways: through his representative to the Student Council through the High School Academy Administrator.

A time interval shall be applied to each step in this procedure. At the High School, a time limit of 5 school days will be applied to each step in this procedure. At higher levels, appropriate time intervals shall be applied to each step in this procedure.

All grievances or appeals related to school matters (i.e. discipline, academics, and attendance records) must be handled in the following order:

1. Academy Administrator
2. Lead Principal
3. Assistant Superintendent of Schools
4. Superintendent of Schools

### Guidance

Students are assigned a guidance counselor when they enter High School. The counselor will assist with future plans, career information, study habits and academic or personal problems. Regularly scheduled interviews and conferences will be held each year to plan course selections for the coming year and to provide the opportunity to discuss advanced education, career interests, test score interpretation and other topics of interest.

### Student Concerns

Interviews concerning any problems may be arranged at your request by completing a form stating the nature of the problem or concern and placing it in your counselor's mail box inside the Guidance Office. You will be notified of a date for a conference within a reasonable period of time. You may also use the services provided by the School Based Youth Services Program.

### College/Vocational School Catalogs

A complete collection of catalogs and videos for vocational schools and colleges is maintained in the Guidance Office and the High School library's "College Corner". A large file of vocational information is available for reference use.

### Financial Aid

For those students considering college and needing financial aid information, applications are available in the Guidance Office. Parent workshops for completing application forms are held during the year. Please call the Guidance Department to request financial aid information and applications.

### Student Information

Bulletin boards in the Guidance Office and in the corridor outside display information concerning careers, job opportunities, scholarships, summer study programs, colleges and other pertinent information. Representatives of schools of advanced education and of various careers visit the school to talk with the students. It is the responsibility of the students to make use of this information and take advantage of the opportunity to talk with the visitor.

### College Plans

For the student who is considering college, certain demands are placed upon you. Since admission is on a selective basis, the student must be certain that he/she is qualified in terms of the quality and quantities of course work. The student should successfully complete a minimum of 16 units in the area of English, Mathematics, Social Studies, World Languages and Science. Obviously, the more competitive the college, the more extensive the requirements are.

### **College Entrance Examinations**

Here are some planning hints regarding taking various college entrance tests: College-bound juniors should take the SAT once in the spring of your junior year and once in the fall of your senior year. (You can register online at [www.collegeboard.com](http://www.collegeboard.com)). We recommend the Review for College Boards class, the SAT prep on Naviance or SAT Prep course offered by the High School as great preparation next year. Some colleges require that students take the SAT II. These are subject area tests. Many highly competitive colleges require these tests. However, they may be specific about which tests to take, so do your research with your counselor and/or online at your college's website. Students who wish to consider top schools will need to look up admissions requirements for each school to determine which tests are needed.

Students who do not do well on the SAT or who prefer a content-oriented college entrance test may want to consider the ACT. The test is curriculum-based and includes Science and Social Studies sections so if you are strong in these areas, consider taking the ACT. Any student who plans on applying to a college as an "early decision" candidate needs to be sure to complete all testing before the early decision deadline.

### **Changing or Dropping Courses**

Students may not drop or change a course unless an exceptional situation exists. An exceptional condition will be determined by the counselor but must be initiated by a note from the parent of the student to the counselor. After consideration of the note and other pertinent educational factors, a decision will be made by the Academy Administrator.

**Please note: No schedule changes will be granted after the first two weeks of school.**

### **Home Instruction**

Home instruction is provided when a student shall be absent from school for an extended period of time because of illness, injury or other reasons. Request for home instruction should be made through the Guidance Office and will then be submitted for administrative approval. Medical documentation is necessary.

### **Course Failures**

Should a student fail a required subject(s), it is the student's responsibility to discuss the failure with his/her guidance counselor and select one of the following options:

1. Repeat the subject(s).
2. Attend summer school (pending school offerings and administrative approval).

### **Cooperative Education Programs**

Cooperative Education Programs offer juniors and seniors the opportunity to earn salaries in private industry while gaining training in special skills areas. A student may apply through his/her guidance counselor. Student attendance, attitude and academics are important considerations in the selection process.

### **Working Papers**

Pupils under eighteen years old must obtain working papers if they wish to work after school hours, on weekends or on vacation. Applications for working papers may be obtained from the Main Office before and after school on any day school is in session and between 9:00 a.m. and 2:30 p.m. during the summer. Completed applications are to be returned to the Main Office for processing. Students receiving working papers for the first time must show their birth certificate and provide proof of a physical examination.

### **Job Placement**

All requests for student workers are coordinated through the Guidance Department. Any student may register for placement service in order to be kept informed of current job opportunities. Career counseling, testing and career information and materials are also available to students through the Guidance Department and the High School library. Students are assisted in their search for after-school and summer employment. Special emphasis is placed on seeking full-time schooling. In addition, a working relationship is maintained with the armed services for those students seeking a career in the military.

### **Pupil Personnel Services**

The Long Branch Public School provides a broad range of individualized programs for educationally handicapped students. Special Education classes, resource centers, and related services are available at the elementary and secondary levels. Inquiries of admission to these classes or any information regarding the Special Education programs should be made to the office of Pupil Personnel Services, 540 Broadway, Long Branch, NJ, (732) 571-2018. Also, parents are welcome to attend the Special Education Parent Organization, a parent support group that offers program information and provides an opportunity for parents to participate in the planning and provision of Special Education services.

### **Student Files**

The Child Study Team files for classified students are assembled and located at the Pupil Personnel Office. Copies of IEP's (Individualized Education Plan) are also located in each school's Main Office. The Long Branch School District permits parents, adult students and/or their authorized representatives to inspect and review any student records related to that student which have been collected, maintained or used by the district. In addition, the district will respond within ten (10) days of the parent/adult student's request to inspect and review records and, upon request, the district will provide explanations and interpretations of the records by a certified staff member. The health files, located in the school nurse's office, contain the following information: immunization records, health records, and results of physical examinations.

### **Withdrawal from School**

A student who wishes to withdraw from school before the end of the school year must establish an appointment with his guidance counselor and his parents. If, after the conference, the student, with parental permission, still wishes to withdraw from school, the student must return all books and supplies and pay for any lost or damaged books or any other obligations. A student must complete both semesters of a full-year course in order to receive credit. Board of Education policy requires that requests to leave school to go to work before the closing date will not be honored.

### **Junior Reserve Officer's Training Corps (JROTC)**

JROTC is not a recruitment program for the Air Force. Participation in JROTC incurs no obligation toward military service. Our mission is to build better citizens, not to steer student toward enlistment. The JROTC program is designed to teach high school students the value of citizenship, leadership, service to the community, personal responsibility and a sense of accomplishment, while instilling self-esteem, teamwork and self-discipline. The focus is reflected in its mission statement, "TO MOTIVATE YOUNG PEOPLE TO BE BETTER CITIZENS". This program prepares high school students for responsible leadership roles while making them aware of their rights, responsibilities and privileges as American citizens. The program is a stimulus for promoting graduation from high school and it provides instruction and rewarding opportunities that will benefit the student and the community.

**SAT National Test Dates (locations to be determined)**

<b>U.S. Registration Deadlines</b>		
<b>2012-2013 Test Dates</b>	<b>Test</b>	<b>Regular Registration Deadline (postmark/submit by)</b>
October 6, 2012	SAT & Subject Tests	September 7, 2012
November 3, 2012	SAT & Subject Tests	October 4, 2012
December 1, 2012	SAT & Subject Tests	November 1, 2012
January 26, 2013	SAT & Subject Tests	December 28, 2012
March 9, 2013	SAT Only	February 8, 2013
May 4, 2013	SAT & Subject Tests	April 8, 2013
June 1, 2013	SAT & Subject Tests	May 2, 2013

**ACT National Dates**

<b>Test Date</b>	<b>Registration Deadline</b>	<b>(Late Fee Required)</b>
September 8, 2012	August 17, 2012	August 18-24, 2012
October 27, 2012	September 21, 2012	September 22-October 5, 2012
December 8, 2012	November 2, 2012	November 3-16, 2012
February 9, 2013	January 11, 2013	January 12-18, 2013
April 13, 2013	March 8, 2013	March 9-22, 2013
June 8, 2013	May 3, 2013	May 4-13, 2013

**SCHOLARSHIPS AND AWARDS****LESLIE B. AARON SCHOLARSHIP**

The Leslie B. Aaron scholarship fund was set up to honor a Long Branch High School Senior who is deemed worthy by the administration to receive a scholarship. The recipient will be chosen on the basis of scholastic ability, economic need, and community service participation.

**MEYER AND SARAH ALTERMAN NURSING SCHOLARSHIP AWARD**

This award is presented to a student who has been admitted to and will attend an accredited nursing school.

**AMERIGO VESPUCCI SOCIETY SCHOLARSHIP**

This award is presented to a Long Branch High School student who has been accepted and plans to attend a four-year college.

**ASPIRA CLUB**

Student must be a member of the Aspira Club.

**WILLIAM P. BEATTY MEMORIAL SCHOLARSHIP**

This award is presented to a male or female athlete who has earned a varsity letter in a sport recognized by the NJSIAA. The student must have maintained a minimum of a "C" average, plan to attend college or university, evidence strong character, citizenship and financial need.

**VICTOR E. BELMONT MEMORIAL SCHOLARSHIP**

This award will be presented to a graduating Senior maintaining a "B" average and active in service to the school.

**BILINGUAL PARENTS ADVISORY COMMITTEE SCHOLARSHIPS**

These scholarships are presented to graduating Seniors who have participated in the ESL/Bilingual Program and have demonstrated outstanding achievement. The recipients must be continuing their education beyond high school.

**R. 'DAVE' BILLINGS MEMORIAL SCHOLARSHIP**

Open to Long Branch High School graduates. Must be in good academic and disciplinary standing during their four years of high school and plan to pursue a post secondary education in a technical or design field.

**VINCENT BORELLI MEMORIAL SCHOLARSHIP**

This scholarship award is presented to a graduating Senior who has excelled in the Performing Arts Program, maintained a grade point average of a "B", be of strong character and will be attending a four-year college/university.

**LAWRENCE R. BORESEN MEMORIAL SCHOLARSHIP**

The award is presented to a scholastically worthy Senior who plans on attending a four year college/university.

**THE ETHEL BYNUM SCHOLARSHIP**

This award is presented to graduating Senior who is planning to attend college. Financial need is considered.

**PEARLE E. CHENEY MEMORIAL SCHOLARSHIP**

A variable award is presented to a graduating Senior who has participated in the ESL program, is accepted in a program of post-secondary educating and has high character.

**CITY OF LONG BRANCH/SUPERIOR OFFICERS ASSOCIATION**

This scholarship is presented to a graduating Senior who will pursue further education in the field of criminal justice or law enforcement. The student should also be active in service to the school and community.

**JACQUELINE COVIN AND ELLA COVIN BETTS MEMORIAL SCHOLARSHIP**

This scholarship is awarded to a student who is a resident of Long Branch and accepted at an accredited, academic college or university. The student must pursue a career in Medicine or Science (Doctor, Nursing, Pharmacy, Respiratory Therapy, Engineering, or Computer Science).

**JOHN THOMAS CROTTY MEMORIAL SCHOLARSHIP**

The John Thomas Crotty Memorial Scholarship is presented to a Senior who is deemed worthy by the administration. This award is based on the student furthering his/her education. Scholastic ability and school/community service is taken into consideration.

**DAVIS FAMILY SCHOLARSHIP**

The Davis Family scholarship is presented to a student who has displayed good citizenship in some area outside of his/her immediate studies. The student should have at least a "B" average and have been accepted to a college or university.

**LOUIS A. ENNIS MEMORIAL SCHOLARSHIP**

Open to a High School Senior with financial needs, who is a lettered athlete or has excelled in athletics, has an average of "B" or higher, and has been accepted to a college or university.

**EXCHANGE CLUB OF LONG BRANCH JOSEPH E. SIRIANNI MEMORIAL SCHOLARSHIP**

This award is presented to a graduating Senior who demonstrates a financial need and has strong school and community association.

**DANIEL FERNS MEMORIAL SCHOLARSHIP**

This award is presented to a member of the graduating class who plans to enter the field of teaching or nursing. Financial need, scholarship, integrity and character are considered.

**FIGLIO DI COLOMBO SOCIETY**

Priority is given to a Long Branch Club Member, who has had three years of Italian and maintained at least an "A" or "B" average.

**BILL GEORGE SCHOLARSHIP**

The family and friends of Bill George have established this scholarship as a tribute to him for his love of Long Branch and its young people. Mr. George was particularly close to high school student-athletics and the scholarship that bears his name will be awarded to a LBHS student-athlete who will attend college and continue being active in athletics.

**GREEN AND WHITE ASSOCIATION SCHOLARSHIP**

Two scholarships are awarded to a boy and a girl who plan to attend college. They must have earned a varsity letter in a recognized sport.

**GUIDANCE DEPARTMENT'S OUTSTANDING SERVICE**

This award is presented to a graduating Senior who has been a student-worker in the guidance Department and will further his/her education.

**HAND IN HAND SCHOLARSHIP**

This scholarship is open to teen mothers or fathers who are enrolled in the Hand in Hand program.

**EDWIN T. HENNELLY MEMORIAL SCHOLARSHIP**

This scholarship is presented to a member of the graduating class who would be entering the law enforcement field or any student in need of financial assistance.

**IAMA SCHOLARSHIPS**

These awards are granted to students who plan to attend a four-year college/university, which ranks in the upper one-quarter of the class, and have been active in athletics and extra-curricular activities. Financial need is a major consideration.

**IAMA VINCENT BORELLI THEATRE CLUB SCHOLARSHIP**

Student is to be an active member of the Theatre Club, must complete the application process and essay, participate in school activities and be recommended by the Theatre Supervisor.

**IAMA WOMEN'S AUXILIARY ACADEMIC CLUB SCHOLARSHIP**

This scholarship is awarded to a graduating Senior who has demonstrated academic excellence throughout their four years and plans on attending a four year college/university.

**IAMA WOMEN'S AUXILIARY ITALIAN CLUB SCHOLARSHIP**

The student must have studied Italian for three years, maintained an average of 88 or above, demonstrated qualities of leadership, character, school and community service. They must complete the application process and essay, and be recommended by the Head of the Italian Club.

**JASON JONES MEMORIAL SCHOLARSHIP**

This scholarship award is given to a student who had demonstrated excellence in the performing arts program at Long Branch High School and will either be attending a two or four year college/university.

**R. BARRY KAMM AWARD**

This award is presented to a graduating Senior who will be entering the field of communications.

**LATINO AMERICAN ASSOCIATION OF MONMOUTH COUNTY SCHOLARSHIP**

Students who are of Latino first or second generation with a grade point average of 3.0 and are involved in extra-curricular activities and/or work experience may apply. Student must be going to college or university.

**FANNIE F. LEVIN MEMORIAL AWARD**

This award is presented to a worthy student of the graduating class who is planning to attend college.

**LONG BRANCH MEN'S CLUB SCHOLARSHIP**

This scholarship is given by a group of Long Branch residents who are committed to giving back to the community. Open to all Long Branch High School Senior students who have been accepted to a two or four year college/university, written recommendations, essay and transcripts.

**LONG BRANCH SCHOOL EMPLOYEES ASSOCIATION (LBSEA) SCHOLARSHIP AWARD**

This scholarship is available to any Long Branch High School graduating Senior who must have at least a 2.5 GPA, copy of acceptance letter from a 2 or 4 year college/university, letter of reference from a Guidance Counselor or a teacher, copy of high school transcripts.

**LONG BRANCH PTO/A COMMUNITY COUNCIL SCHOLARSHIP**

This scholarship is presented to a Long Branch High School graduating Senior who has been accepted and plans to attend a two-year or four-year college/university is active in school and community service and maintains a "B" average.

**LONG BRANCH POLICEMEN'S BENEVOLENT ASSOCIATION, LOCAL 10, FALLEN OFFICERS' MEMORIAL SCHOLARSHIP**

The award is presented to a graduating Senior who will pursue further education in the field of criminal justice.

**FRANK MANZI MEMORIAL SCHOLARSHIP**

This yearly scholarship will be awarded to an athlete who has earned a varsity letter in a sport recognized by NJSIAA. The student must have maintained a minimum of "C" average, be of strong character and plan to attend a two-or four-year college.

**JAMES A. MAZZA MEMORIAL SCHOLARSHIP**

Open to students who have been awarded a Varsity Letter in band or swimming.

**DR. JULIUS C. McKELVIE MEMORIAL AWARD**

This award is presented to a member of the graduating class who plans to enter the field of nursing or education.

**MONMOUTH COUNTY COTILLION COMMITTEE, INC., SCHOLARSHIP**

A scholarship and two debutante awards to Senior girls in Monmouth County who participate in the Cotillion Ball are awarded. They are screened by a committee of the Cotillion which secures data on each participant from the Guidance Department of their respective High School. A "B" average is required over a three-year period and good character references.

**OMEGA PSI PHI FRATERNITY**

This scholarship recognizes outstanding performance for high school Seniors. Financial need and academic performance are the major criteria upon which the selection will be made.

**JOHN J. AND JOSEPHINE PERRI SR. MEMORIAL AWARD**

This award is presented to a Long Branch High School graduating Senior who will pursue further education in the field of law enforcement. Applicants will be considered for this award on the basis of improved academic performance, participating in school or community activities, and athletics.

**DORI READ MEMORIAL SCHOLARSHIP**

This scholarship is awarded to a Long Branch High School Senior who has participated in sports and who will go on to study in the field of nursing.

**ROTARY CLUB OF LONG BRANCH SCHOLARSHIP**

Varying awards are presented to students planning to continue their education at either a technical school or four-year college. Students from Oceanport and West Long Branch are also eligible for this award.

**SODEXHO SCHOLARSHIPS**

This scholarship is awarded to top students going to a four year college.

**THE SUPERINTENDENT'S SCHOLARSHIP**

This scholarship is awarded to a high school Senior displaying academic promise, sound character and who is attending a four-year college.

**DR. NATHAN TANENBAUM SCHOLARSHIP**

This award is presented to a scholastically worthy and financially needy Senior who plans to enter the teaching profession.

**MERRICK TOMAINE MEMORIAL SCHOLARSHIP**

This scholarship is presented to a high school Senior who has been accepted to a four-year college and demonstrates financial need.

#### **MAE LEHMAN TOMAINI FUND**

This award is presented to a Senior planning a career in nursing; student should be a good school citizen and demonstrate financial need.

#### **UNIFORMED FIREFIGHTERS, F.M.B.A. LOCAL 68 SCHOLARSHIP**

Student must be in top 25% of graduating class and going to a four year college.

#### **MIKE WIDDIS MEMORIAL SCHOLARSHIP**

This yearly scholarship will be awarded to a graduating Senior who has maintained a grade average of B-C level and is interested in pursuing a degree in a four year college in mathematics or science.

#### **VIRGINIA K. WOODING MEMORIAL SCHOLARSHIP**

Two scholarships will be presented to Long Branch High School Seniors who will be pursuing a college program in the field of mathematics or nursing, and also have demonstrated academic excellence in these or related fields.

#### **WOMEN'S CLUB OF LONG BRANCH SCHOLARSHIP**

This scholarship is presented to a member of the LBHS graduating class who is planning to attend college to prepare for entrance into one of the disciplines in the field of education and who has evidence of financial need.

#### **HOWARD HAYDEN WOOLLEY MEMORIAL SCHOLARSHIP**

This scholarship is awarded to a high school Senior pursuing a four-year college education. The recipient must have shown leadership in school and community through academics and extra-curricular activities.

#### **MICHELLE BANKS MEMORIAL SCHOLARSHIP**

Award is given to a Special Education student who demonstrates academic persistence towards a college degree.

#### **LARRY CROCKET – CROCK POT SCHLARSHIP**

This award will be given to a student who has excelled in music and plans to continue with music studies in college.

### **STUDENT ACTIVITIES**

#### **Class Organization**

All classes are formally organized to promote leadership, friendliness, a sense of responsibility and to give students a voice in decisions relating to class activities.

Full participation by all class members in the development of activities is expected. The class executive board and representatives will seek to obtain suggestions for activities and the assistance of students in carrying out these activities throughout the school year.

A parents' committee has been established to support activities for each class by raising funds through various activities. Students should encourage their parents to participate fully in the parents' committee.

### **STUDENT COUNCIL CONSTITUTION PREAMBLE**

We, the students of Long Branch High School, in order to gain greater participation in matters directly affecting our lives, futures and education, to establish lines of communication and interaction between ourselves and the faculty, administration, Board of Education and community, to help guide the course this institution will take in the future, to enact legislation to benefit our welfare, to secure those rights and privileges to which we are entitled, to further school spirit and unity, and to provide respect for democratic processes, do hereby ordain and establish this constitution for the Student Council of Long Branch High School.

#### **ARTICLE 1. Purpose of the Student Council**

Section A. Demonstrate principles of Parliamentary Procedure in Student Government.

Section B. To promote scholastic, athletic, and social well-being of the students.

Section C. To promote a better relationship among students, the administration and faculty.

Section D. To promote a better understanding among students.

Section E. To establish a relationship between the school and the community.

Section F. To promote understanding, cooperation and communication among other schools.

Section G. The Student Council has the power to regulate other organizations and activities within the school.

#### **ARTICLE II. Qualifications of Members of the Executive Branch and the Legislative Branch of the Student Council.**

Section A. Qualifications for obtaining and retaining an office of the Student Council Executive Branch.

I. Must be a student in good standing to run for and retain an office of the Executive Branch of the Student Council.

a. Must maintain an overall B (84) average; must not fail any classes.

b. Must uphold the rules and regulations of the school.

I. Must not exceed frequent absence regulation or tardiness.

II. Must not have been or become punished by school authorities for questionable behavior.

c. Officers must make themselves available to perform all designated duties and participate in all required activities.

II. By submitting a petition with the following amount of signatures from students in grades nine through eleven of the High School, stating the position for which he/she wishes to attain candidacy.

• 200 signatures –President

• 150 signatures –Vice President, Recording Secretary, corresponding Secretary, Treasurer

• 100 signatures –Representative

III. The President and Vice-President must be Juniors (grade 11) in the year that they are elected and Seniors in the year that they serve.

a. Both must have one year of exceptional service on the Student Council, perfect attendance at all meetings and functions in the year that they are elected.

IV. The Secretary(s) and Treasurer must be at least Sophomores (grade 10) in the year that they are elected.

a. Both must have one year of exceptional service on the Council as described above.

Section B. Qualifications of the Representatives of the Legislative Branch.

I. Must be elected by the class (grade) that they represent.

II. See Article II; Section A (a-c).

#### **ARTICLE III. Student Council Officers, their duties and elections.**

Section A. The Student Council consists of an Executive Branch and a Legislative Branch.

I. The Legislative Branch shall consist of no more than ten Freshmen, ten Sophomores, fifteen Juniors and fifteen Seniors (including all officers).

Section B. The Executive Officers shall be elected by the General School Population.

I. The election of the officers shall be held in May.

II. Legislative Branch Representatives shall be elected following the election of the Executive officers in May.

Section C. Duties of Officers.

I. Duties of President shall be to call and preside at all Student Council meetings; to announce all business; to decide all questions of order; and the President shall have the voting power only to break ties.

- II. Duties of Vice President shall be to fulfill the duties of the President when he/she is absent; is Executive head of all committees; shall have one vote; to prepare the agenda with the president.
- III. Duties of Recording Secretary shall be to keep a record of the proceedings of all meetings; shall maintain records of all organizations within the school as received from the Corresponding Secretary.
- IV. Duties of Corresponding Secretary shall be to maintain correspondence with all organizations pertaining to the Student Council.
- V. Duties of Treasurer shall be to keep all financial records of the Student Council; shall maintain books that are open to any member of the student body, faculty and administration; these books shall be opened at the convenience of the Treasurer within one week after the request is made; shall file a written semi-annual report.

#### **ARTICLE IV. Meetings of the Student Council.**

Section A. Meeting will be held at least twice monthly as designated by the President.

Section B. Attendance at Student Council Meetings is mandatory for all officers and representatives.

- I. If an officer or representative is absent from at least three meetings, the following actions will be taken:
  - a. A letter of warning will be sent to the representative or officer from the President, Advisor and Academy Administrator.
  - b. If he/she shows improvement in his/her effort to attend all meetings and actively participate in all Council functions, he/she can request a probationary hearing to uphold his/her position on the Council
- II. If he/she shows no improvement, his/her position on this Student Council will be terminated.
- III. If he/she is an officer and is removed or resigns from the Council, his/her position shall be filled by an appointment Student Council member. The President and Advisor shall appoint the replacement officer.
- IV. If a representative resigns or is removed from the Council, the replacement will be elected during the next Legislative election.
- V. If a representative is put on probation by means of probationary hearing, he/she will have to be re-elected in the next Legislative Election and that representative cannot run for an executive position on the Student Council.

#### **ARTICLE V. Parliamentary Procedures and Amending the Constitution.**

Section A. Parliamentary Procedures.

- I. President calls meeting to order.
- II. Secretary's report is given.
- III. Treasurer's report is given.
- IV. Old business is presented.
- V. New business is presented.
- VI. Open floor for discussion.
- VII. President adjourns the meeting.

Section B. Motions will be made as follows:

- I. Motion is made.
- II. Motion is seconded.
- III. Open for discussion.
- IV. Vote
- V. Majority is required for motion to be passed.

Section C. Amendments to the Constitution:

- I. Amendments to any motion or the Constitution as a whole shall require a 2/3 majority.

#### **DUTIES OF STUDENT COUNCIL REPRESENTATIVES:**

1. The elected Student Council Representative is required to attend all Student Council meetings. The representative is excused only when he/she brings a note signed by a teacher explaining his absence, or if he is absent from school.
2. The representative must read the minutes of the Student Council Meeting to his class at the next class meeting. He should encourage student participation by entering questions and discussions. He/she must accurately represent the feeling of the majority of his class at the Student Council meeting –not his own.
3. The representative, after reading the minutes, must have the class advisor initial the minutes, showing that they have been read and discussed.
4. The representative must post the minutes on a bulletin board in the class meeting place.

#### **AMENDMENTS TO THE CONSTITUTION**

First Amendment:

There shall be four separate Class Councils:

- Freshman Council.
- Sophomore Council.
- Junior Council.
- Senior Council

Each of these councils must have one representative per homeroom representing their class to attend all class meetings.

Second Amendment:

The Elections and Eligibility Committee shall consist of only Junior and Seniors. Its chairpersons and members shall be chosen by the Council President and the Advisor.

Third Amendment:

No student may run or be appointed to office of any major organization (i.e., National Honor Society, class office or any other major organization unless deemed so by the Academy Administrator) and office of the Student Council.

Fourth Amendment:

If the number of representatives in a class is less than the stated number, a worthy member of the student body who demonstrated a strong interest in and devoted a significant amount of time and effort to the council may be appointed to the council by the President with approval from the Academy Administrator and Advisor. Such a person will be considered a Representative, and if he/she remains in excellent standing, may run for executive office.

## **SCHOOL ELECTIONS**

### **Responsibility**

All school-wide and class elections are the responsibility of and will be conducted by the Student Council.

### **Campaigning**

There will be a one-week period during which students may obtain and complete petitions in order to run for an office. Announcements will be made daily over the public address system notifying students the one-week “sign-up” week. Students will be given one full week to campaign prior to election. The campaigns will culminate in a mandatory assembly and the school day of or prior to voting.

### **Voting and Vote Counting Procedures**

Balloting will be done in homeroom. Teachers will send completed ballots to a designated collection point in sealed envelopes that they have initialed. No candidates will be allowed to carry the completed ballots. The counting of ballots will not begin until the formal designated end of the time for balloting. Each candidate or a representative of the candidate will have the right to be present during the counting of the ballots. A faculty member and the members of the election and Eligibility Committee will count the ballots.

### **Non-Athletic Academic Eligibility**

The minimum eligibility requirements for students to participate in non-athletic activities are the same as those established for athletics and will be applied to all extra-curricular activities which meet for at least five (5) hours per week whether involved in competition or not. The eligibility for non-athletic activities includes, but is not limited to:

- The Band Front and Flag Carriers
- The Chess Club
- The Dance Club
- The Forensics Team
- Junior Class Officers
- Senior Class Officers
- Student Council Officers

### **Academic Priority**

Teacher detention, extra-help, or test make-up will take priority over participation in an athletic or non-athletic activity or practice.

## **ATHLETICS**

### **Academic Eligibility**

The New Jersey Interscholastic Athletic association Rules and Regulations regarding eligibility are mandatory. In addition, the Long Branch School District Board of Education has adopted the following guidelines for students participating in high school athletics.

A student-athlete entering the 10<sup>th</sup> & 11<sup>th</sup> grade will be required to achieve 30 credits in the year prior to participation in the first semester of a school year. A student-athlete entering 12<sup>th</sup> grade will be required to only achieve 27.5 credits in the year prior to participation in the first semester of a school year. To be eligible in the second semester, 9<sup>th</sup>, 10<sup>th</sup> & 11<sup>th</sup> grade student-athletes are required to achieve 15 credits and 12<sup>th</sup> grade student-athletes must achieved 13.75 credits.

A student in his/her first semester of 9<sup>th</sup> grade will automatically be eligible for fall sports.

These academic requirements will apply to all cheerleaders, student managers, student trainers, and athletes. Additional information regarding eligibility can be obtained upon request from the building principal or athletic administrator.

### **Age Eligibility**

A student cannot participate if he/she has reached the age of 19 prior to September 1<sup>st</sup> of the current school year. A 9<sup>th</sup> grade student cannot reach the age of 16 prior to September 1<sup>st</sup> of his/her freshman year.

### **Attendance Eligibility**

In order for a student to participate in a scheduled athletic event, practice, or school function, he/she must be in school on the day of the event, (no later than period A) or the last day of school prior to the Saturday event. An excuse from a doctor or prior written approvals from the athletic administrator is the only VALID excuse. Excessive absenteeism, tardiness, and cutting classes will not be tolerated. These offenses justify removal from a team with consent of the building principal or athletic administrator.

### **Academic Probation**

As stated in our parent/student handbook, all students must be passing in all subject areas with a minimum grade average of 77% to fully participate in extracurricular activities.

Students must be in passing status in all subject areas to participate in extra-curricular activities. Student-athletes academics will be monitored on a daily basis by the athletic facilitator who in turn will contact the athlete's parents and request meetings with the academic support personnel. Any student/athlete who does not meet the requirements will be placed on athletic-academic probation. Students who are placed on athletic-academic probation due to possible failure in one or more subjects will be mandated to attend daily study hall sessions before or after school to receive help from certified staff to improve their grades. Student/athletes will remain on athletic-academic probation for the remainder of that athletic season. If any student/athlete fails any subject areas at the end of a marking period, they will be removed from their team's roster for the remainder of the season.

### **Athletic Equipment Accountability**

Athletic equipment used by student participants must be returned or paid for at the end of the sport season and prior to the issuance of any awards or recognition. Equipment will not be issued and/or physicals will not be given for any upcoming season until all equipment accounts are cleared from the preceding season.

### **Senior Award Ceremony**

In order to participate; students **MUST** dress appropriately for the ceremony. Appropriate attire is defined as dress slacks/shirt, dress shirts/blouses, and shoes. All attire must meet the following:

- Blouses, shirts, and turtlenecks must cover the stomach and shoulder area completely and cannot be low cut or reveal cleavage.
- Skin-tight or see through shirts, blouses, or turtlenecks are not to be worn.
- Pants are to be worn so that they cover the posterior part of the body or underclothing fully.
- Skin-tight, spandex-styled, cutoffs, swimsuits, see through pants or clothing with holes is not to be worn.
- Dresses, shorts and skirts, as well as slits in these garments, are to be no shorter than two inches above the knee.

### **Conduct**

As an athlete, pride in your school, team and yourself is all part of good sportsmanship. Your pride is reflected in your personal conduct. Student athletes will not violate the rules of common decency with each other. They shall respect the authority of coaches and other school staff and shall conform to requests made by them. The athletic playing fields are an extension of the classrooms and all the same rules apply. Be respectful and responsible.

In addition, an athlete's appearance should be a matter of pride, which means cleanliness and neatness in dress and equipment. Student athletes are expected to dress properly when representing their team and school at any athletic or academic function.

### **Causes for Suspension from Athletic/Extracurricular Teams/Activities**

To be eligible, a student must have an acceptable academic, citizenship, and disciplinary record. Gambling, stealing, the use of tobacco (in any form), possession, sale, and use of drugs (including steroids), and/or alcoholic beverages are prohibited and will be disciplined as follows:

- A. A first offense violator shall be suspended from play for a period of at least one-week. This will include all games and practices.
- B. Additional offenses for the same violation listed above will result in his/her dismissal for the remaining part of the season, involving intervention with the athletic administrator.
- C. In addition, Board Policies and the Student Handbook, clearly details all aspects of drug, alcohol, substance use and abuse, including other sanctions.

Suspensions are at the discretion of the coach and the athletic administrator. Violations include, but are not limited to, insubordination, profanity, fighting, unsportsmanlike conduct and unexcused absence from practice, unsatisfactory attitude, and a failure to follow any additional rules and regulations that the coach deems necessary to maintain discipline and facilitate the efficient execution of daily procedures.

Imposed suspensions in excess of one week require consultation with the athletic administrator. Parental notification by the coach involved will be required in all cases of suspension.

Discipline referrals and school suspensions are justification for suspension or removal from a team.

### **Conflicting Activities During Sport Season**

Prior to the start of any season, an athlete must realize his/her obligation to the team and refrain from scheduling any conflicting activity during that season. Students who choose to miss practice or games will not be eligible for participation in games.

### **Injuries**

Any athlete who sustains an injury during a school-related athletic activity must report it to his/her coach **IMMEDIATELY**, who in turn will report it to the district athletic trainer. The athletic trainer will then be responsible for providing this information to the school nurse and athletic administrator. If any injury occurs outside of school, it must be reported to the coach prior to the athlete's next practice or game.

### **Athletic Trainer Visitation**

Visitation is permitted during the student-athlete's lunch shift but needs to be scheduled with the athletic Trainer prior to the appointment.

### **Transportation to and from Athletic Events**

All student-athletes must use School District provided transportation to and from all away Long Branch athletics. No student-athlete is permitted to use personal transportation. Official school transportation will be provided, originating at the school and returning back to the school.

## **N.C.A.A. ATHLETIC REQUIREMENTS**

### **1. Graduated from High School**

- Earn a Core Grade Point Average of at least a 2.00** NOTE: The required Grade Point Average is related to the SAT or ACT test scores. 2.00 is the minimum requirement. Only courses that satisfy the NCAA definition of a core course can be used to calculate your NCAA G.P.A.

#### **Core Units Required for NCAA Certification.....DIV I DIV II**

English Core.....	4 years	3 years
Math Core.....	3 years	2 years
Science Core.....	2 years	2 years
Social Science Core.....	2 years	2 years
From English, Math or Science.....	1 year	2 years
Additional Core.....	4 years	3 years
<b>TOTAL CORE UNITS REQUIRED.....</b>	<b>16</b>	<b>14*</b>



**NOTE: 2 years of Math must include at least 1 year of Algebra and 1 year of Geometry (or a course for which geometry is a prerequisite). A lab must be a component of at least one science course if the high school offers a lab experience.**

**\*Beginning August 1, 2013 students planning to attend an NCAA Division II institution will be required to complete 16 core courses.**

3. Earn a minimum SAT score of at least an 1010 (Reading and Mathematics section only) or a sum of scores of at least 86 on the ACT s.

For Division 1 the minimum GPA in the 16 core courses and required ACT or SAT score vary according to the Initial Eligibility Index:

#### **CORE GPA SAT ACT**

##### **Verbal and Math Only**

3.550 & above	400-37	<u>CORE GPA</u>	<u>SAT</u>	<u>ACT</u>
3.525	410	38	<b>Verbal and Math Only</b>	
3.500	420	39	3.400	460
3.475	430	40	3.375	470
3.450	440	41	3.350	480
3.425	450	41	3.325	490
3.350	480	43	2.650	760
3.325	490	44	2.625	770
3.300	500	44	2.600	780
3.275	510	45	2.575	790
3.250	520	46	2.550	800
3.225	530	46	2.525	810
3.200	540	47	2.500	820
3.175	550	47	2.475	830
3.150	560	48	2.450	840-850
3.125	570	49	2.425	860
3.100	580	49	2.400	860
3.075	590	50	2.375	870
3.050	600	50	2.350	880
3.025	610	51	2.325	890
3.000	620	52	2.300	900
2.975	630	52	2.275	910
2.950	640	53	2.250	920
2.925	650	53	2.225	930
2.900	660	54	2.200	940
2.875	670	55	2.175	950
2.850	680	56	2.150	960
2.825	690	56	2.125	960
2.800	700	57	2.100	970
2.775	710	58	2.075	980
2.750	720	59	2.050	990
2.725	730	59	2.025	1000
2.700	730	60	2.000	1010
2.675	740-750	61		

#### **OTHER IMPORTANT INFORMATION**

- Division II has no sliding scale. The minimum core grade-point average is 2.000. The minimum SAT score is 820 (verbal and math sections only) and the minimum ACT sum score is 68.
- 14 core courses are currently required for Division II. However, **beginning 2013**, students will be required to complete 16 core courses.
- 16 core courses are required for Division I.
- The SAT combined score is based on the verbal and math sections only. The writing section will not be used.
- SAT and ACT scores must be reported directly to the Eligibility Center from the testing agency. Scores on transcripts will not be used.
- Students enrolling at an NCAA Division I or II institution for the first time need to also complete the amateurism questionnaire through the Eligibility Center Web site. Students need to request final amateurism certification prior to enrollment.
- For more information regarding the rules, please go to [www.ncaa.org](http://www.ncaa.org). Click on "Academics and Athletes" then "Eligibility and Recruiting". Or visit the Eligibility Center Web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). Please call the NCAA Eligibility Center if you have questions: Toll-free number: 877.262.1492.

**The interscholastic sports are as follows:**

##### **Fall Sports Winter Sports Spring Sports**

Cross Country, Boys & Girls Basketball, Boys & Girls Baseball, Boys

Soccer, Boys & Girls Bowling, Boys & Girls Softball, Girls

Tennis, Girls Swimming, Boys & Girls Tennis, Boys

Field Hockey, Girls Winter Track, Boys & Girls Track & Field, Boys & Girls

Cheerleading, Boys & Girls Cheerleading, Boys & Girls Volleyball, Boys

Volleyball, Girls Wrestling, Boys Golf, Boys & Girls

Football Lacrosse, Boys & Girls

