

LONG BRANCH HIGH SCHOOL

“Home of The Green Wave”

404 Indiana Avenue

Long Branch, NJ 07740

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www.longbranch.k12.nj.us

STUDENT/PARENT HANDBOOK



SCHOOL YEAR

2023-2024

LONG BRANCH PUBLIC SCHOOLS
"Together We Can, Juntos Nós Podemos, Juntos Podemos"

2023

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Jena Valdiviezo, Ed.D.
Director of Personnel

2023-2024

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

HIGH SCHOOL ADMINISTRATION

Vincent J. Muscillo, Jr.
Lead Principal

Adrian Castro
Academy Principal
The School of Leadership

Kristin Circelli
Academy Principal
The School of Visual & Performing Arts

Vanessa Giammanco
Academy Principal
The School of Science, Technology, Engineering & Mathematics

Jeremy Martin
Academy Principal
The School of Social Justice

Kristine Villano
Principal
School of Holistic and Academic Wellness

Jenna Camacho
Supervisor of Student Services

Jason M. Corley
Athletic Administrator

Tammy Glanzberg
District 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 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 Dr. Jena Valdiviezo, Director of Personnel, 540 Broadway, Long Branch, NJ 07740.

No qualified handicapped or disabled person shall, on the basis of handicap or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in activity or vocational opportunities sponsored by the Board of Education.

The following persons have been designated to handle inquiries/complaints regarding non-discrimination policies:

- Affirmative Action Officer: Jena Valdiviezo Ed.D., 732-571-6828, Ext. 40035; 540 Broadway, Long Branch, NJ 07740
- Title IX Coordinator: Jena Valdiviezo Ed.D., 732-571-6828, Ext. 40035; 540 Broadway, Long Branch, NJ 07740
- Section 504 Compliance Officer: JanetLynn Dudick, Ph.D., 732-571-6828, Ext. 40610; 540 Broadway, Long Branch, NJ 07740

[|Spanish Version| Portuguese Version|](#)

Student/Parent Grievance Procedures: [English Version](#) | [Spanish Version](#) | [Portuguese Version](#)

Employee Grievance Procedures: [English Version](#) | [Spanish Version](#) | [Portuguese Version](#)

2023-2024 BELL SCHEDULES
GRADES 10-12

Period A	7:30-8:58
Homeroom	9:02 - 9:17
Period B	9:21-10:49
Period C	10:53-11:37
Period D	11:41-12:25
Period E	12:29-1:57
SAP	2:01 - 2:25

GRADE 9

Period A	7:30-8:58
Homeroom	9:02 - 9:17
Period B	9:21-10:07
Period C	10:07-10:51
Period D	10:56-12:25
Period E	12:29-1:57
SAP	2:01 -2:25

MARKING PERIODS 2023-2024

Marking Period 1 September 6, 2023– November 13, 2023

Marking Period 2 November 14, 2023 – January 30, 2024

Marking Period 3 January 31, 2024 – April 12, 2024

Marking Period 4 April 15, 2024 – June 18, 2024

INTERIM REPORTS

Interim reports will be distributed to students in the middle of each marking period. These will be distributed electronically via Parent Portal.

Marking Period 1: October 6, 2023

Marking Period 2: December 18, 2023

Marking Period 3: March 4, 2024

Marking Period 4: May 15, 2024

[Dates are subject to change.]

GENERAL INFORMATION

Cell Phone/Electronic Device Policy

Once at school, phones should be turned off and out of sight unless used for educational purposes. Students who bring cellular phones to school will only be permitted to use them before and after school and during her/his designated lunch period in the cafeteria. At all other times cellular phones are to be turned off and stored out of view. 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 or designee.

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.

Electronic Devices

Electronic and battery-operated devices including, but not limited to, laptop computers, iPods, PSPs, gaming devices, CD players, MP3 players, earbuds, headphones, radios, cellular phones, voice recorders 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. **ALL Athletic equipment must be stored in either hallway or athletic locker and is not permitted to be carried throughout the hallways.**
3. Lockers must be kept locked at all times and the combination should not be given to others.
4. Students must keep the locker in an orderly fashion and reasonable standards of cleanliness.
5. Students must clean out their lockers at the end of the school year. Any items left in lockers will be discarded.
6. Students are not permitted to decorate lockers externally unless granted permission by Academy Administrator
7. **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 reports, report cards or diplomas
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. 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 lunch or breakfast in the cafeteria
- 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 Forms

All lunch forms must be submitted by **September 22**. 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, to be turned in by the designated cut off date. Any senior violating the contract will be excluded from participation in senior activities. These activities include, but are not limited to, extracurricular activities, 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 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 22**.
- **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 22**.

SBYS

- **SBYS Consent**: A signed parental consent will allow students 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 belongings have been turned in. 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, Long Branch Public Schools' Social Media pages and/or the Superintendent's social media pages. Please make sure all phone contact numbers are up to date and provide your child's academy office with any changes as soon as possible.

Fire/Emergency Drills

At least two fire/emergency drills are held each month. Evacuation 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. 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.

HEALTH OFFICE

A student should come to school physically well and be 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 pass 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 Practitioner.

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. Keep the 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 respect to the exclusion of the child from school. You must present documentation of medical release from a physician upon returning to school.

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

I 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.

COVID-19

The CDC's current guidelines will be followed. These guidelines state that anyone who tests positive will isolate for 5 days.

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 10th 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.

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 on The Department of Labor and Workforce Development website myworkingpapers.nj.gov.

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 the teacher/coach and school nurse immediately. The teacher/coach and school nurse will follow established procedures 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 or the school nurse 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 students who are out on a medical excuse must complete alternative assignments to obtain their grade.

Student-athletes are allowed to visit with the Athletic Trainer with prior permission from the Athletic Trainer.

LONG BRANCH SCHOOL BASED YOUTH SERVICE PROGRAM

Mission

The mission of SBYS is to support the well-being of every student. Our comprehensive services encourage social, emotional and physical well-being. We build on our students strengths and support them through advocacy, empowerment and by providing students and families with resources. Our program is designed to help youth navigate through their adolescent years, finish High School, obtain skills that lead to employment or continued education. Students can self refer to the program or a referral can be made on their behalf.

Program Services

Mental Health Counseling: Individual/ group, crisis intervention and referral, Substance abuse counseling/ treatment referrals
Career Development: resume writing, employment assistance, interviewing skills
Educational: Social Emotional Learning, Workshops/ Lessons, Professional Development
Community Involvement: Mentorship programs, Clubs/ Recreation, Prom Boutique, Family Programs
Subs

REFERRAL SERVICES

Intervention & Referral Services (I&RS)

Students who are experiencing ongoing academic/health and/or behavioral difficulties which interfere 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 Assistance Counselor (SAC)

The Student Assistance Program offers services to address the common issues and needs presented by our students in relation to substance abuse or other at-risk behaviors. Other topics include but are not limited to concerns associated with depression, anxiety, violence, gang involvement, suicide related issues, teen pregnancy and the stresses that accompany these serious matters. The services of the Student Assistance Program are **confidential** and are offered in a comfortable, non-threatening environment here at the high school. Parents, students and staff may make referrals to the Program

SUBSTANCE ABUSE VIOLATIONS

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 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. The Long Branch Board of Education prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, including on school buses or at school-sponsored functions according to N.J.S.A. 18A:40A-9, 10, and 11. If a student is found in possession of these substances/paraphernalia, the parents/guardians and police will be notified in addition to a referral to the Substance Assistance Counselor (SAC). Furthermore, a student will be suspended out of school for ten days with the possibility of moving to an alternative placement as determined by administration. (See Policy Regulation R5530 and R5533).

Smoking, Tobacco and Vaping

Smoking or the use of tobacco, nicotine or other controlled dangerous substances 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 and vaping devices will have those items confiscated and will be required to be immediately taken to a physician for a drug and/or alcohol screening.

Use or Possession of Tobacco or Smoking Paraphernalia

Students found in the act of smoking, vaping, holding, possessing, using or disposing of a cigarette, tobacco products, electronic/vaping products, or related paraphernalia (including lighters, matches, oil, etc) and related activities on school grounds will be subject to consequences, possible police involvement and possible drug testing. If a student is found in possession of these substances or items, the parents/guardians and police will be notified in addition to a referral to the Substance Assistance Counselor (SAC) and Facilitator. Students found in the act of smoking, vaping, holding, possessing, using or disposing of a cigarette, tobacco product, electronic/vaping products or related paraphernalia (including lighters, matches, oil, etc.) and related activities on school grounds will be subject to the following disciplinary actions:

- **1st Offense** - Parent contact by Student Facilitator and/or Administrator; Referral to Student Facilitator and Substance Assistance Counselor (SAC); Three to five days OSS; possible police involvement and drug testing; prevention counseling services through SAC
- **2nd Offense** - Parent contact by Student Facilitator and/or Administrator; Referral to Student Facilitator and Substance Assistance Counselor (SAC); five to ten days OSS, possible police involvement and drug testing; prevention counseling services through SAC and required parent conference with Administrator and SAC. (See Policy and Regulation R5530 and 5533).

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 passes 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/guardian 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 stop.
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 prohibited. Cars parked illegally may be towed at the 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.
- Students will be issued a parking permit upon registering their car for access to the high school parking areas. Parking permits must be displayed at all times. In addition, the parking permit provided must be returned or a student fine will be issued.

DRESS CODE

District Regulation

Pupils attire shall be neat, clean, and reflect an appearance of modest and good taste.

A. "Uniformity of Dress": Preschool/Elementary/Middle School/High School (Grades Pre-Kindergarten – Twelve)

1. Pants, shorts, skirts, and skorts are to be Khaki. All pants must be sized appropriately with pressed pockets. Pants are not to be purposely oversized, baggy, and/or stacked around the ankles. Pants must not have pockets on the side.
 - Dresses and skirts, as well as slits in these garments, are to be no shorter than fingertip length.
 - Pants are not to be worn so that they expose the posterior part of the body or underclothing.
2. Collar shirts, blouses, short or long sleeved polo shirts without a collar, turtlenecks, and sweaters are to be dark green, white, or grey.
 - Blouses and shirts shall not leave the stomach area exposed.
 - Undershirts are not to be worn as part of one's daily outer attire.
3. All shirts, turtlenecks, blouses and sweaters are to have the Long Branch Public School patch (emblem) attached as part of one's daily attire.
4. Inappropriate is defined as clothing of other styles and color which deviates from the "Uniformity of Dress" policy.
5. Hats, any clothing hood, scarves, or bandanas are not to be worn in school with the exception of head coverings of a religious significance.
6. Clothing bearing inappropriate language, images or messages, whether graphic or subtle, are not permitted. Inappropriate is defined as related to drugs, alcohol, sexual content, discrimination or any other subject banned by Board policies and regulations.
7. Bermuda shorts and culottes that look like shorts may be worn in school; however, they are to be no shorter than fingertip length. Shorts are not to be worn between November 1st and March 31st.
8. Shoes or sneakers are to be worn at all times. Sandals, plastic beach shoes and/or plastic shoes of any kind and excessively high heels or platform shoes are not permitted.
9. Earrings with posts only are permitted to be worn during physical activities.
10. Green, orange, or any other unnatural hair color is not permitted.
11. Picks, pencils or similar items are not to be worn in hair.
12. Sunglasses, unless prescribed by a medical physician for indoor use, are not permitted.
13. Electronic or battery operated devices including, but not limited to, CD players, radios, I Pods, MP3 Players, beepers, yak baks and laser lights are not allowed on school grounds unless they are approved by a teacher for an instructional activity. Cell phones may not be on during the school day and must be out of sight at all times except when authorized for use.

B. High School – Grades 9-12

1. High School students grades 9-12 shall have the option to include the following items to the district's "Uniformity of Dress":

Female students, grades 9-12:

- black pants or skirts
- dark green plaid skirts
- dark green or white blouse with or without the Long Branch Green Wave Logo

Male students, grades 9-12:

- black pants
- dark green or white dress shirt with or without the Long Branch Green Wave Logo
- dark green tie with or without the Long Branch Green Wave Logo

2. Dresses and skirts, as well as slits in these garments, are to be no shorter than fingertip length.
3. Blouses and shirts shall not leave the stomach area or shoulders exposed, have spaghetti straps, or be low cut or revealing.

4. Undershirts are not to be worn as part of one's outer daily attire.
5. Shirts with collars, button-up shirts or polo shirts without a collar, or turtleneck shirts are to be worn.
6. Warm-ups and sweatshirts are permitted as one's daily attire.
7. Clothing bearing inappropriate language, images or messages whether graphic or subtle, is not permitted. Inappropriate is defined as related to drugs, alcohol, cigarettes, sexual content, discrimination or any other subject banned by Board policies and regulations.
8. Pants are not to be worn so that they expose the posterior part of the body or underclothing.
9. Pants are not to be purposely oversized, baggy, cargo and/or stacked around the ankles or touching the ground.
10. Bermuda shorts and culottes that look like shorts may be worn in school; however, there are to be no shorter than fingertip length. Shorts are not to be worn between November 1st and March 31st.
11. Immodest dressing is not permitted. Skin-tight or spandex styled clothing, cut-offs, swimsuits, see-through tops and pants, or clothing with holes are not to be worn during school hours.
12. Safety and protective clothing, as well as athletic/gym clothing, are to be worn only when required by the subject area teacher or club advisor. Gym clothing is to be worn only during physical education class and is not permitted attire during school hours in the classroom or hallways.
13. Shoes are to be worn at all times. Sandals must have a back to be included as shoes. Beach shoes, i.e. sandal-flip-flops, bath and sport slippers or excessively high heels or platform shoes are not permitted.
14. Hats, any clothing hood, scarves or bandanas are not to be worn in school with the exception of head coverings of a religious significance.
15. Spiked chokers, dog collars, or dog chains are not permitted.
16. Green, orange, or any other unnatural hair color is not permitted.
17. Picks, pencils or similar items are not to be worn in hair.
18. Picks, pencils or similar items are not to be worn during physical activities.
19. Sunglasses, unless prescribed by a medical physician for indoor use, are not permitted.

C. **Enforcement**

1. Grades Pre-Kindergarten - Twelve

While recording daily attendance, teachers will also note pupil status regarding uniformity of dress. Procedures for pupils inappropriately dressed are as follows:

1st Offense - Pupil will be removed from class and placed in an alternate location until code is met.

2nd and 3rd Offense - The school will contact parent(s) or legal guardian(s) to fact-find the reason why the pupil was inappropriately dressed. If "uniformity of dress" is a financial burden to the parent(s) or legal guardian(s), the school will utilize related services to provide parent assistance. Other extenuating circumstances will be reviewed. Due to safety and security issues, pupils not conforming to the policy will not be included in field trips, local excursions and possibly outdoor activities. The pupil will be removed from class and placed in an alternate location until code is met.

4th Offense - Academy Administrator/Principal or designee will meet with parent(s) or legal guardian(s) regarding the dress code regulation.

GRADUATION REQUIREMENTS

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

1.) **Students 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 including Algebra and Geometry
- 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 of 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 Financial Literacy
- Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum

2.) **All students must meet all state mandated graduation requirements. Any student who does not meet all state mandated graduation requirements 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 four small learning communities; the School of Leadership (LDR); the School of Science, Technology, Engineering and Mathematics (STEM); the School of Visual and Performing Arts (VPA) and the School of Social Justice (SOSJ). Teachers work in a collaborative environment and are committed to the learning of the students to ensure their academic success.

Grading Policy

<u>Letter Grade</u>	<u>Percent</u>	Informational Items: <ol style="list-style-type: none"> 1. Report cards will report numeric grades for each marking period, but will show an Alpha grade for the Final report card. 2. There are four (4) marking periods and each marking period grade will count towards 25% of the Final Grade. 3. A midterm and final assessment will be incorporated into the second and fourth marking period grades. These assessments will be scored using a content specific rubric and will be included as one of the assessments in the Level 3 category. 4. Honors/AP Classes - Grade Weighting for Advanced Courses Both Honors and Advanced Placement courses will be weighted. For Advanced Placement courses, a multiplier of 1.12 will be used to calculate the actual grade. For example, in an A.P. Chemistry 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. For Honors courses, a multiplier of 1.06 will be used to calculate the actual grade. For example, in an Honors Geometry class a grade of 90 would be multiplied by 1.06. The final grade would be a 90 x 1.06 which equals 95.4. The weighted grade will be used to determine class rank and will appear on the final transcript. <p><i>*Note: Students will earn the lowest minimum failing grade of 55% if the marking period grade drops below 55%.</i></p>
A+	97-100	
A	93-96	
A-	90-92	
B+	87-89	
B	83-86	
B-	80-82	
C+	77-79	
C	73-76	
C-	70-72	
D+	67-69	
D	65-66	
F	55-64	

<u>Category & Weight</u>	<u>Description</u> <u>(Explanation of Grading Category)</u>
<p><u>Gradebook Category:</u> Level 1</p> <p><u>Weight:</u> 20% of the Marking Period Grade</p>	Teachers will collect formative assignments and students will be awarded grades for accuracy and/or active engagement in these assignments.

<p><u>Gradebook Category:</u> Level 2</p> <p><u>Weight:</u> 30% of the Marking Period Grade</p>	<p>Assignments in this category will be in-depth assignments that are designed to determine the student's level of understanding with regard to the topics covered during in class instruction.</p> <p>These are tasks in which students demonstrate their ability to transfer content knowledge to various learning activities</p>
<p><u>Gradebook Category:</u> Level 3</p> <p><u>Weight:</u> 50% of the Marking Period Grade</p>	<p>Assignments given in this category will show how well students have mastered the content taught within the marking period.</p> <p>These assessments will be common throughout each course and will be standards-based.</p>

IMPORTANT: Cut Off Dates for Incomplete Assignments

Marking Period 1
September 20, 2023
October 6, 2023
October 23, 2023
November 13, 2023

Marking Period 2
November 30, 2023
December 18, 2023
January 10, 2024
January 30, 2024

Marking Period 3
February 14, 2024
March 4, 2024
March 18, 2024
April 12, 2024

Marking Period 4
April 29, 2024
May 15, 2024
May 30, 2024
June 18, 2024

Late Assignments:

Students will receive a 5 point reduction per class period that an assignment is late up to the assignment cutoff date. After the cutoff date, the grade for the assignment turns into a zero in the gradebook. The student will have the opportunity to complete a missed assignment beyond the first cutoff date through attendance at either a SAP or Credit Recovery session. Once a student has attended the SAP or Credit Recovery session, the highest grade possible earned for the assignment will be a 65%. A student has until the next cutoff date to make up any missing assignments. Once the next cutoff date is reached, the missing work will not be accepted and will remain a zero in the gradebook.

Late Work Policy Example:

Assignment due date September 12

Assignment turned in between September 13 - September 20 (5 points per day but not to go below a 65% up to(cut off date) = 65-95%

Attendance at SAP/Credit Recovery session AND assignment turned in between September 21- October 6 = 65%

Assignment turned in after October 6 = 0%

Grades will be weighted for the following courses:

ENGLISH

English 9 Honors
English 10 Honors
English 11 Honors
English 12 Honors
AP English 12
AP Language and Composition

FOREIGN LANGUAGE

French IV Honors
French V Honors
Italian IV Honors
Italian V Honors
Spanish IV Honors
Spanish V Honors
AP Spanish Language and Culture

MATH

Algebra I Honors
Geometry Honors
Algebra II Honors
Pre-Calculus Honors
AP Calculus
AP Statistics

SCIENCE

Biology Honors
Chemistry Honors
Physics Honors
AP Chemistry
AP Biology
AP Physics
AP Environmental Science
AP Computer Science
Principles of Biomedical Science

Human Body Systems
Medical Interventions
Biomedical Innovations

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

ENGINEERING

Intro to Engineering
Principles of Engineering
Civil Engineering

VISUAL AND PERFORMING ARTS

AP Studio Art

High Honor/Honor Roll

To be eligible for High Honor Roll a student must have an average of 93 and above – With no grade below an 83 and only one grade can be between an 83 to 92

To be eligible for Honor Roll a student must have an average of 83 and above – With no grade below an 80 and only one grade can be between an 80 to 83

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.

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 9th grade student to be promoted to 10th grade, he/she must have earned a total of 25 credits.

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

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

In order for a 12th 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 are deficient in 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 and staff availability.. 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 all four marking periods will not be eligible to attend summer school.

Administrative Approval:

Administration will review course grades and teacher recommendations/justifications to 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 State Mandated testing requirements for graduation and/or End of Course Assessments.

Summer School Application Process

Summer School applications will be sent to the parents/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.

Extra Help

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

Teacher Help

Teachers are available during the SAP period and during after school hours to provide extra assistance to students who are having difficulty making satisfactory progress. Students who desire assistance should attend SAP and/or 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 Thursday 6:15-7:15 a.m. and 2:30-4:30 p.m. 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.

ATTENDANCE/TARDY POLICY

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4. and Regulation 5200. (District Policy 5200)

"Chronic Absenteeism" is defined in New Jersey's ESSA State Plan as the percentage of a school's students who are not present for 10 percent or more of the days that they were enrolled in the school during the school year.

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 be either excused or unexcused.

Five allowable reasons for an excused absence as per the NJDOE: A school may have a day in session that would not be counted as a day in membership for a particular student for the following reasons (New Jersey School Register, Ch.3):

- o Religious observance (N.J.A.C. 6A:32-8.3(h));
- o A college visit (up to 3 days per school year, only for students in grades 11 and 12);
- o "Take Our Children to Work Day" (pursuant to the memo issued by the Commissioner to all districts on April 25, 2017) or other rule issued by the Commissioner;
- o Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33); or
- o The closure of a busing district that prevents a student from having transportation to the receiving school.

***A doctor's note does not constitute an unexcused absence.**

An unexcused absence shall be defined as an absence not recognized as an allowable absence as mandated by the NJDOE (see above). Examples include, but are not limited to activities such as shopping, working, faulty private transportation, hairdresser appointments, personal prom preparations, and vacations. **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.**

As per NJ State mandate a student with 10 (ten) consecutive unexcused absences will be removed from the rolls after a designated investigation period.

Excused Absences are ONLY Limited to the Following:

- Crisis
- Death in Family with documentation
- Illness with certified doctor documentation
- State Allowed Absences (college visits, bring your child to work day, religious holiday)
- Court appearances
- OSS

No Credit Status for Excessive Absenteeism

- Students will be allowed no more than 18 Unexcused Absences per year for a full year course and 9 absences for a half year (one semester) course.
- Parents/guardians will be notified of absences at 8, 14 and 18 absences.
- Students identified to have more than 18 Unexcused Absences will be placed into "No Credit Status" (NCS).
- A student will remain in a scheduled class even after exceeding the limits noted. The report card and permanent record card will indicate the grade earned in the course. However, the report card and permanent record card will also indicate loss of credit. A student that does not remain in the class or does not put forth a legitimate effort to pass the class will not be eligible for summer school credit retrieval.

Credit Recovery Procedure for Excessive Absenteeism

- Parent contact will be made once a student who has exceeded the 18 absence limit and has been placed into No Credit Status (NCS).
- Any student identified on the list will also be notified that he/she has been designated for "No Credit Status."

- Students must then apply for Credit Recovery before the last week of the marking period using the [Credit Recovery Google Form](#)
- In order to obtain the credit earned for any one particular class that has exceeded 18 Unexcused Absences, the following must be done:
 - Students must sign up to attend a Credit Recovery Session (CRS). These CRS can be completed in a 1.5 hour block during select after-school Homework Club sessions held during the two weeks after the end of the respective marking period.
 - A 1.5 hour session is required as a Credit Recovery Session (CSR) for EACH course in which the student is in no credit status (*Ex: If a student is in No Credit Status for 3 classes they must attend 6 hours of CRS*)
 - Once a student attends a CRS, this student comes out of No Credit Status but **does not** receive a reduction in total number of absences.
 - Please Note - Only 1 class can be made up per 1.5 hour session.
 - Example: If a student has 6 classes to make up, they must attend 6 separate CR sessions for a total of 9 hours.

Appeals Process

Students can submit an appeal to the Academy Principal with rationale for credit reinstatement immediately after they are aware that they exceeded the 9 (for a half year course) or 18 absences (for a full year course).

- All appeals require appropriate documentation (i.e. doctor's note, court documentation, death in family documentation, etc)
- Student identification will be removed from all documentation before being presented to the Appeals Committee.
- The Appeals Committee will review appeal circumstances and determine No Credit/Credit Recovery

Failure to Appeal/Appeal Declined

- If a student fails to appeal or if insufficient evidence is provided to approve the appeal, the student will remain in No Credit Status.
- The student will either need to retake the course(s) during the summer or during the following school year to gain credit for the course(s).

***Pursuant to NJDOE state attendance code, N.J.A.C. 6A:32, students who reach 18 total daily absences per school year are considered chronically absent. If a student exceeds this total, they will be placed into No Credit Status (NC) and not obtain credit for **any** of their scheduled and completed courses. Additionally, students who exceed 18 total daily absences will automatically repeat all courses that they have been enrolled in during that school year.

Attendance Monitoring

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

1. Parent/Guardian Contact

- 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.
- Letter sent home after 3 daily absences and parents will be contacted by the school attendance officer or designee.

2. 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.

3. Teacher Contacts

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

4. Student Facilitator/Counselor/Attendance Officer

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

5. Parent Portal

Parents/Guardians of students who have access to Genesis Parent Portal can monitor their child's attendance at any time. If you need access to the parent portal, please visit the district website to complete the [online form](#).

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. Please note: calling a student out of school does not constitute an excused absence unless documentation of an approved excused absence is provided. 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.

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 death in the family, school sponsored educational activity, and external activity sanctioned or approved by the Academy Administrator such as medical appointments, or court appearances.

- School begins at 7:30 a.m. The initial bell will ring at 7:20 to alert students that they may go to their locker. All students must be seated in their period A class by 7:30 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 7:30 must sign in at one of the desks in the main lobby. Failure to sign in will result in an unexcused absence from the class.
- Students arriving later than 8:00 a.m. must enter through the main office and sign in at the front desk.

Tardy Policy and Consequences

Tardy to School Policy:

- If a student is late to school 10 times, they will receive an after school detention from 2:00 pm - 2:40 pm..
- If a student does not attend after school detention, they will receive a day of in school suspension from 7:30 p.m. to 2:45 p.m.
- For every additional 10 tardies, an additional after school detention will be assigned.
- Failure to comply will result in suspension from all extra-curricular activities and loss of senior privileges as determined by the Academy Administrator.

Tardy to Class Policy:

- If a student is late to class 5 times in a marking period, the teacher will write a discipline referral and the student will receive a central detention, and will have a meeting with their student facilitator
- If a student is late to class 10 times in a marking period, the teacher will write a discipline referral and the student will receive an extended detention. The student and parent will be required to have a meeting with the student facilitator.

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

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. All individuals must maintain social distance.
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 Student Facilitator/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 and the pass must be displayed at all times. The time limit is four (4) minutes unless an emergency exists. If he/she spends a greater time than this out of the room, a disciplinary referral will be submitted. One student is permitted in the bathroom at a time.

Assemblies

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

2. Students are to remain with their teachers to, during and from the assembly.
3. Upon entering the auditorium students are to be seated with their teacher/class.
4. 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)
5. Students should follow all directions given by staff. Any student who does not adhere to the proper assembly rules, will be subject to removal from the assembly, and will warrant a discipline referral.
6. 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.
7. Any student that does not report back to class will be marked absent and will warrant a discipline referral.

Cafeteria

The following are the rules of the cafeteria:

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 a school sanctioned extracurricular fund-raiser 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 can only be brought into the cafeteria if it is delivered by a parent/guardian/emergency contact that is listed on the student’s Genesis account. Delivery (this includes Uber Eats, Door Dash, etc.) will not be permitted.**
8. Tables may not be moved by the students.
9. Any student on the wrong lunch shift will be placed in in-school suspension for the remainder of the day.
10. **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.
11. Students must bring in a signed pass to leave the cafeteria in order to see a teacher.
12. The throwing of food is considered as a disruption to the educational process and is strictly prohibited at all times. Any incident will result in disciplinary consequences including, but not limited to suspension and loss of extracurricular activities and loss of cafeteria privileges for an extended period of time.

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 enforce them. This responsibility extends to your conduct to and from school as well as in the building itself. Consequences will be assigned for any inappropriate conduct inside and outside of school which disrupts the educational process.

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, on school grounds, or in transit to or from school will result in disciplinary action.
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 students and will be disciplined in accordance with their IEP. However, before disciplining a classified student, it must be determined that 1) The student's behavior is not primarily caused by his/her educational disability; 2) 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, Student Facilitator or designee 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 7:30 am – 2:45 pm . Students will be expected to stay until 3:15 p.m. if they a) are not following the school uniformity of dress code b) if they receive 3 warnings for inappropriate behavior/staff conduct
2. Any student arriving late will make up the time at the end of the ISS school day. (i.e If a student arrives at school at 7:37 a.m., they will be dismissed at 2:52 p.m).
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 student's teachers.
4. 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.

Teacher will provide daily orientation going over rules and expectations

1. BE SILENT. Talking and/or non-verbal communication with other students is prohibited
2. BE AWAKE. Putting your head down and/or sleeping is prohibited
3. BE ON-TASK. Working on non-academic related activities is prohibited
4. BE COMPLIANT WITH SCHOOL-WIDE EXPECTATIONS & STUDENT RIGHTS & RESPONSIBILITIES HANDBOOK.
5. Dress code violations, tardies, use of profanity, open-defiance, cheating, eating/drinking in class, misuse of technology (cell phones, iPods, headphones, computers, etc.) are prohibited.

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. Failure to adhere to this rule will result in future consequences.

Extended and Saturday Detention

Extended detention will be held for all grades from 2:00 p.m. until 3:00 p.m. on Monday through 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 #5530 requires students to be immediately taken to a physician for a drug and/or alcohol screening. Any student found in possession of narcotics will be referred to the Long Branch Police Department.

Forfeit of Student Privileges

Any student involved in serious or chronic discipline infractions, attendance violations, and exceeding demerit thresholds will forfeit student privileges included but not limited to, extracurricular activities, sports teams, Senior Awards Assembly, Junior and Senior Proms, Graduation ceremonies, dances, trips, assemblies, etc. Discipline infractions and loss of student privileges may extend into the following school year(s). Violation of policies could lead to removal from activities up to and including Senior Activities regardless of the year these infractions occur (ie weapons offenses in Junior Year could lead to removal from senior activities).

Smoking and Tobacco

Smoking, vaping, or the use of tobacco products 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).

Student Behavior/Discipline Chart:

Behavior/Action	Description	1st Offense	2nd Offense	3rd Offense
Cutting Class/ Walking Out without permission <u>Demerits: 3</u>	A cut is defined as being absent without permission (after arriving at school) from scheduled periods, including classes or activities such as assemblies. A student who cuts a class period will receive a zero for the class work missed	-Parent Contact by teacher -Referral sent -Teacher Detention must be served	Parent Contact by teacher -Teacher referral to Student Facilitator -1 day Extended Detention PER Period	-Parent Contact by teacher -Teacher referral to Facilitator & Counselor -1 day ISS Additional class cuts will be disciplines at the discretion of the Administrator and/or Student Facilitator
Cutting Teacher Detention <u>Demerits: 2</u>	Failure to report to assigned detention from the teacher.	-Parent Contact by teacher -Teacher referral to Student Facilitator - 1 day extended detention PER Period	-Parent Contact by teacher -Teacher referral to Facilitator - 2 Days Extended Detention	-Parent Contact by teacher -Teacher referral to Facilitator & Counselor -Saturday Detention
Gambling <u>Demerits: 3</u>	Includes but not limited to distribution of organized sports pools, dice, cards, or other instruments of gambling and placing and/or accepting wagers on sporting events	-Parent Contact by teacher -Teacher referral to Student Facilitator -2 days of central detention	-Parent Contact by teacher -Teacher referral to Facilitator & Counselor - 2-3 Days of ISS/RSP/OSS -Parent Conference to return to regular classes	-Same as 2nd
Failure to follow reasonable request of Faculty/Staff member <u>Demerits: 2</u>	Failure to provide name to a staff member, refusal to put away cell phone/electronic device, etc. Severity to be determined by Administrator	- Parent Contact by teacher - 2 Days Extended Detention	- 1 day ISS	- 3 days ISS
General Misconduct / Disruption <u>Demerits: 4</u>	Throwing objects, pranks, stinging, name calling etc.	-Parent contact by teacher/staff member 3 Days ISS	<u>Continued or Willful Misconduct:</u> -Parent Contact by teacher 5 Days ISS/OSS	
Inappropriate Behavior/ Unsportsmanlike Conduct at School Function <u>Demerits: 3</u>	*See school policy	-Parent contact by teacher/student facilitator -Student suspended from school function for designated period of time *Determined by administrator (contingent upon severity of infraction) -Student may be prohibited from attending any school functions		
Inappropriate use of	Computer violations etc.	-Parent contact with Student Facilitator to discuss future computer privileges, consequences and return to school		

Media Equipment <u>Demerits: 4</u>		-Any offense may include detention, ISS, or RSP/OSS depending on severity		
Insubordination <u>Demerits: 6</u>	Disrespectful acts toward staff members and acts that interfere with school employees who are reinforcing the policies of the District or any aspect of the Discipline Code	-Parent Contact by teacher -Teacher referral to Student Facilitator 3 Days ISS	-Parent Contact by teacher -Teacher referral to Facilitator 3 OSS/RSS	-Parent Contact by teacher -Teacher referral to Facilitator 5-9 Days RSS/OSS
Leaving Building/ School Grounds/ Cutting School <u>Demerits: 5</u>	Students under care of LBHS administration and faculty are not permitted to leave the building or school grounds without parent and administration approval. If student leaves without approval disciplinary actions will be warranted	-Parent contact by teacher/facilitator/administrator - 3 ISS	-Parent contact by teacher/facilitator/administrator -5 ISS	7 OSS/RSS
Littering on School Grounds <u>Demerits: 1</u>		Warning and student must remove litter to appropriate container	-Parent contact by teacher/facilitator/administrator -1 day of detention	- 2 day ISS
Play fighting / horse playing / pushing / tackling <u>Demerits: 4</u>	*See School Policy *Formerly known as Rough Housing	-Parent Contact by teacher or staff member in observation of act -Teacher referral to Student Facilitator - 3 days ISS/OSS/RSS	-Teacher referral to Student Facilitator -5 Days OSS/RSS -Parent Conference to return to school	-7 Days OSS/RSS -Parent Conference to return to school
Lewd and/or Bizarre Behavior <u>Demerits: 6</u>	May also include viewing or possession of pornographic material Any student exhibiting behavior will also be referred to Guidance Counselor and/or CST will be notified	-Parent Contact by teacher -Teacher referral to Student Facilitator -3 Days ISS/OSS -Conference with guidance, student, parent & facilitator before returning to class	-Parent contact by teacher/facilitator/administrator -5 days RSS/OSS	-7 Days OSS/RSS -Parent Conference to return to school
Loitering, Presence in Unauthorized Areas, or Roaming Halls <u>Demerits: 2</u>	Students shall remain in the room designated on their schedule. Students found in areas of the school other than scheduled areas, in halls without a pass from teacher or facilitator or students who are loitering and not taking the most direct route between	-Student referred to Facilitator -Parent Contacted -1 Day ISS	-Additional ISS or OSS	

	destinations. All students must be under supervision of a teacher until 2:25 P.M.			
Profanity, Obscene Language, Inappropriate Language, or Lewd gesture Demerits: 3	*Administrator discretion will be used when determining the consequence	-Parent Contact by teacher -Teacher referral to Student Facilitator/Admin - 1 ISS	-Parent Contact by teacher -Teacher referral to Facilitator - 3 ISS	Student Facilitator discretion will be used when determining the consequence 5 days ISS -Parent Conference required
Offenses that are racially and/or culturally insensitive Demerits: 10	*Administrator discretion will be used when determining the consequence	-Parent Contacted -5-10 Days ISS/RSP/OSS to be determined based on severity of the action - Mandatory sensitivity counseling will be assigned.		
Destruction of School Property Demerits: 6	Willful destruction of school property. Examples include, but are not limited to, graffiti, destruction of computers, textbooks, school materials, etc.	*ALL OFFENSES: -Parent Contacted -Referral to Student Facilitator - 3 - 10 Days ISS/RSP/OSS to be determined by severity of the action -Cost Reimbursement to the school district for replacement -Possible further disciplinary action/police notification		
Fighting Demerits: 12	Any/all individuals involved in fighting will be disciplined in accordance with the regulations described in the chart. Involvement in fighting includes but is not limited to, all combative behaviors, verbal instigations, or any behaviors that may result in student fighting with each other	10 Day ISS/RSP/OSS Suspension Mandatory sensitivity counseling will be assigned. *Multiple offenses may result in alternative placement or expulsion hearing		
Instigating Demerits: 12	Any/all individuals involved in instigating a fight will be disciplined in accordance with the regulations described in the chart. Involvement includes but is not limited to, all combative behaviors, verbal instigations, or any behaviors that may result in student fighting with each other	5-7- Days ISS/RSP/OSS -Parent Conference to return to regular school program -Referred to Student Facilitator and Administrator who will consider the severity of the offense when assigning consequence	10 days ISS/RSP/OSS -Parent conference to return to regular school program -Discipline Contract -Potential Alternative Placement	Expulsion Hearing
Fire Alarm Pulling Demerits: 15	Includes pulling or tampering with a Fire Alarm or Causing a False Fire Alarm *Student may face penalties and fines from local law enforcement authorities	10 days ISS/RSP/OSS -Fine and complaint signed for each offense to the Long Branch Police Department -Parent Contacted	- 10 days ISS/RSP/OSS -Pending Administrative Review / Superintendent's Hearing/Expulsion hearing -Police Intervention	

Fireworks/ Firecrackers and Smoke bombs Demerits: 12	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.	10 days ISS/RSP/OSS -Parent Conference to return to school	Repeat Offenders: -Referral to LBPS Board of Education for Expulsion Hearing
Gross Misconduct Demerits: 8	Overt and obvious improper conduct of an individual toward others or property.	-Parent contact by teacher -Referral to Student Facilitator - 5-10 days ISS/RSP/OSS	-Parent contact by teacher -Referral to Student Facilitator - 5-10 days ISS/RSP/OSS -Possible Hearing for expulsion before the Superintendent of Schools
Threats/Menace Demerits: Level 1: 6 Level 2: 12	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:	5-10 Days OSS and/or possible removal from the regular education program Parent Conference Possible Complaint signed with police	-10 Days OSS -Possible Complaint Signed with police -Possible Expulsion Hearing before the Board of Education and Superintendent of Schools.
Students Driving or Parking Improperly or Driving Recklessly on School Property Demerits: 5	-Students are NOT PERMITTED TO: -Park in any areas with a designated reserved parking sign -Park in the designated District Health Center parking spaces at any time -Students are expected to obey all traffic rules in and around school property at all times		-Failure to comply with the rules and regulations of during may result in loss of driving privileges and additional disciplinary action
Food Fight Demerits: 12	Any individual participating in throwing food in the cafeteria	-10 Days OSS and loss of cafeteria privileges -Parents contacted by Facilitator or Administrator	
Smoking Demerits: 10	Use or possession of tobacco smoking paraphernalia: Students found in the act of smoking, vaping, holding, possessing, using or disposing of a cigarette, tobacco product or related objects (including lighters and matches) and related activities on school grounds will be subject to the following discipline: *Students may face penalties and fines from local law enforcement authorities	7-10 Days ISS/OSS/RSS Parent Contact and counseling by the Substance Awareness Counselor (SAC)	10 Days OSS, smoking cessation services through SAC and parent conference
Smoking Demerits: 10	Use or possession of tobacco smoking paraphernalia: Students found in the act of smoking, vaping, holding, possessing, using or disposing	7-10 Days ISS/OSS/RSS Parent Contact and counseling by the	10 Days OSS, smoking cessation services through SAC and parent conference

	<p>of a cigarette, tobacco product or related objects (including lighters and matches) and related activities on school grounds will be subject to the following discipline:</p> <p>*Students may face penalties and fines from local law enforcement authorities</p>	Substance Awareness Counselor (SAC)		
<p>Social Media</p> <p><u>Demerits: 8</u></p>	Any inappropriate use of Social Media which disrupts the educational process	<p>1-3 Days ISS or OSS depending on severity of the incident</p> <p>-Parent Contact</p> <p>-Refer to Administrator</p> <p>-Possible HIB filed</p>	<p>1-5 Days OSS depending on the severity of the incident</p> <p>-Parent Contact</p> <p>-Refer to Administrator</p> <p>-Possible HIB filed</p>	<p>5-10 Days ISS/RSP/OSS depending on the severity of the incident</p> <p>-Parent Contact</p> <p>-Refer to Administrator</p> <p>-Possible HIB filed</p>
<p>Issues of Non-Compliance with Cell Phones/Electronic Devices</p> <p><u>Demerits: 5</u></p>	<p>Student has cell phone/electronic device out without being instructed to do so from a staff member for educational purposes.</p> <p>*Note: Any student who refuses to put away phone/electronic device at any time will immediately be sent to the facilitator for consequences.</p>	<p>-Student will receive a reminder about the school policy and will be instructed to put the cell phone/ electronic device away.</p> <p>-Teacher Deter</p>	<p>-Referral issued to Student Facilitator</p> <p>-Teacher will contact parent</p> <p>- 1 day extended detention</p>	<p>-Student removed from classroom or school setting for violating policy</p> <p>-Sent to facilitator with referral</p> <p>-Parent contact by teacher</p> <p>- 1 day ISS</p>
<p>Inappropriate / Non Consensual Recording or Taking Pictures of Students/School Events or Staff members</p> <p><u>Demerits: 8</u></p>	<p>Use of any recording equipment, taking pictures, or attempting to take pictures without the consent of the Superintendent of Schools is strictly prohibited.</p> <p>*Note: Authorities will be notified.</p>	<p><u>Photo/Video:</u></p> <p>-Referral to Student Facilitator</p> <p>-Student Facilitator will contact parent</p> <p>-3 Days ISS/RSP/OSS</p> <p><u>Videos Posted/Shared:</u></p> <p>-Referral to Student Facilitator</p> <p>- 3-5 days ISS/RSP/OSS</p>	<p><u>Photo/Video:</u></p> <p>-Referral to facilitator</p> <p>-Facilitator will contact parent</p> <p>- 5 Days ISS/RSP/OSS</p> <p><u>Videos Posted/Shared:</u></p> <p>-Referral to facilitator</p> <p>-Facilitator will contact parent</p> <p>-5-10 days ISS/RSP/OSS</p>	<p><u>Photo/Video:</u></p> <p>-Referral to facilitator</p> <p>-Facilitator will contact parent</p> <p>-5-10 days ISS/RSP/OSS</p>
<p>Out of Dress Code</p> <p><u>Demerits: 2</u></p>	<p>Inappropriate dress is defined as clothing or other styles and color, which deviate from the acceptable dress code policy. Homeroom teachers, as well as classroom teachers, will monitor the "Uniformity of Dress" policy (see Dress Code page 12-14).</p>	<p>Teacher refer to Student Facilitator</p> <p>-Facilitator will make parent contact with uniform reminder</p> <p>-Facilitator will send home copy of dress code reminder slip</p> <p>-Student remains in designated location until parent/ guardian brings proper uniform</p>	<p>**Additional offenses will result in suspension and loss of privileges, including, but not limited to, extracurricular activities and class trips</p>	

Theft/Possession of/ Receiving of Stolen Property Demerits: 10		3-5 days OSS Parent conference, Possible complaint signed with Long Branch Police Department.	-5-10 days ISS/RSP/OSS Parent conference Complaint signed with Long Branch Police Department.
Weapon Possession	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. As per the Long Branch Public School district's policy #8467 , 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 a hearing before the Long Branch Board of Education to remove the student.	Alternate Placement for at least one calendar year	
Bias Incident/Crime Demerits:15	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. Possible Alternate Placement for at least one calendar year	

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 papers 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.

As per the [Long Branch Board of Education Policy #5701](#), any student found exhibiting academic dishonesty may be subjected to a full range of penalties including, but not limited to reprimand and loss of credit for all of the work that is plagiarized. Academic dishonesty 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.**

Plagiarism - Long Branch High School does not tolerate plagiarism in any form. It is the responsibility of the teacher to establish a classroom policy at the beginning of each course. The teacher will provide the students with written information regarding this policy. In addition the following school-wide guidelines on plagiarism are in effect:

It is the intent of Long Branch High School to prepare students for academic success beyond high school. In order to meet this goal it is imperative that students are aware and have knowledge of the definition of plagiarism. The definition and guidelines below are intended to help the students and staff meet the aforementioned objective.

Definition

1. To steal and pass off (the ideas, words and/or images of another) as one's own.
2. To use (a created product) without crediting the source.

Webster's Collegiate Dictionary, 10th ed., 1993 14

Avoid Plagiarism

To avoid plagiarism, you must give credit whenever you use

- Another person's idea, opinion or theory
- Any facts, statistics, graphs, drawings-any pieces of
- Information-that are not common knowledge
- Quotations of another person's actual spoken or written words, or
- Paraphrase of another person's spoken or written words."

Plagiarism the Internet and Electronic Sources

The Internet has become a more popular source of information for student papers, and many questions have arisen about how to avoid plagiarizing these sources. In most cases, the same rules apply as to a printed source: when a writer must refer to ideas or quote a www site, he/she must cite the source.

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.A.18A:37-14, whether it be a single incident or a series of incidents that:

- Is reasonably perceived and 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
- By any other distinguishing characteristic; and that
- 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
- 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
- Has the effect of insulting or demeaning any pupil or group of pupils; or
- 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.

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.

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. As per the [Long Branch Public School district's policy #8467](#), 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 a hearing before the Long Branch Board of Education to remove the student.

Any student who assaults a student, teacher, Administrator, Board of Education member, or other school district employee with or without a weapon and/or possesses 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 a hearing before the Long Branch Board of Education to remove the student.

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 infractions listed in the discipline/behavior chart will be assigned the number of demerits listed with the infraction.

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.

As part of this policy, a demerit limit has been established per marking period as a determination of eligibility in all Long Branch High School events and activities. At each demerit level, all of the following interventions listed below can take place:

MP 1	MP2	MP3	MP4
12	24	36	48

- Will result in student removal from:
 - Extra-curricular activities
 - Organizations
 - Teams
 - Trips
 - Honor Society
 - Potential removal from elected office
 - Special events including but not limited to:
 - Junior prom
 - Senior prom
 - Senior breakfast
 - Graduation
 - After-school events
- Letter sent home
- Parent meeting with the Academy Administrator or his/her designee
 - Possible referral to Intervention and Referral Services (I&RS)
 - Counseling/Remediation services provided
 - Specific behavioral intervention/contract
 - Peer mentor will be assigned

32 Demerits

- Principal Panel Hearing, in which it will be determined whether the student will be placed in an alternative setting
- If applicable, removal from end-of-year activities, up to and including:
 - Junior prom
 - Senior prom
 - Senior trip
 - Senior breakfast
 - Graduation

Demerit Removal Activities/Restorative Justice:

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:

Activity:	Number of Demerits Removed:
The student exhibits good behavior by not receiving any demerits for two full weeks*	2 demerits

The student takes part in school sponsored community service (minimum 1 hour)	1 demerit
The student takes part in a school sponsored community service event over the weekend (minimum 4 hours)	4 demerits
The student takes part in an administrator approved community service event (minimum 1 hour)**	1 demerit
The student takes part in an administrator approved community service weekend event (minimum 4 hours)**	4 demerits

*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. 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 removed for each hour of service.

** A student cannot receive more than 8 points of merit for community service during any given marking period.

*** 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 appropriate Academy Principal to discuss their concern.
- If this does not result in a satisfactory resolution, the parent or guardian or student may file a written appeal with the Lead Principal.
 - o 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.
 - o 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.
- All consequences assigned to the student must be served while the appeal request is being reviewed.

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.

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.

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.

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 DEPARTMENT

Students are assigned a Guidance Counselor through their academy when they enter high school. The Guidance Counselor will provide students and families assistance with sequential developmental programs throughout their high school career with emphasis given to the academic, career, and personal needs of the individual student. Meetings will be held each year to plan course selections for the upcoming year and to provide the opportunity to discuss advanced education, career interests, test score interpretation and other topics of interest.

Guidance Information

Updated information concerning graduation requirements, college visits, scholarships, assessment dates and other pertinent information can be found by visiting the guidance webpage at <https://sites.google.com/longbranch.k12.nj.us/lbhsguidancesite/home>.

Scheduling an Appointment with your Guidance Counselor

A student who wishes to schedule an appointment with a Guidance Counselor should visit their assigned counselor's academy office and sign in via the Google Form located outside of each counselor's office before school, after school, or during their lunch shift. The counselor will notify the student of the date and time of their appointment. Students may not leave class to schedule an appointment.

Vocational School

Students who are considering applying to the Monmouth County Vocational School District must complete certain graduation course requirements by the end of your sophomore year in order to qualify. The student should successfully complete elective credits in a World Language course, VPA course, and a Financial Literacy course to be eligible to apply in addition to their regular core courses. Please note that failing any course in your freshman or sophomore years may prevent you from attending vocational school. Students must be accepted to the Vocational Program based on criteria set forth by Monmouth County Vocational School District. More information about the vocational programs offered can be found at www.mcvsd.org.

College & Career Planning

Students are encouraged to seek guidance from their counselors to assist with career planning, the college search, the college and financial aid application process, and the college admissions process. Counselors will assist students in developing a post-secondary and career plan that identifies with the students individual needs. Group and individual conferences will be held throughout the year. Schedule an appointment with your counselor immediately if you need individual assistance.

College Entrance Examinations

Many highly competitive colleges require students to take the SATs and/or ACTs to qualify for admission to their school. Colleges 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. 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. All **11th Grade students** will take a free administration of the PSAT in October and a free administration of the SAT in April. All **10th Grade students** will take a free administration of the PSAT in February.

To register to take an exam, a student must create an account by visiting the following sites: www.collegeboard.org (for SAT) and www.actstudent.org (for ACT). The SAT and ACT dates listed below are only the dates offered at Long Branch High School. For a complete list of test dates, to register online, or for more information, please visit www.collegeboard.org (for SAT) and www.actstudent.org (for ACT).

2023-2024 Test Dates
SAT
October 7, 2023
November 4, 2023
December 2, 2023
March 9, 2024

Scheduling

Counselors will begin meeting with students in February to select courses for the upcoming school year. The Long Branch High School Program of Studies contains information for students and parents to reference containing approved courses, course descriptions, credit values, and prerequisites. While selecting courses, it should be noted that certain elective courses fulfill a state-mandated graduation requirement. Students are encouraged to fulfill such graduation requirements as early in their high school careers as possible, thereby providing as much flexibility as possible during their junior and senior years. Courses may only be repeated if a student failed the course in the previous year and did not attend summer school. A student that has completed a sequence of courses in a subject and wishes to continue their learning in the next level course not offered at Long Branch High School should see their counselor for options. Students may not move backwards in a course sequence once they have demonstrated mastery in a higher level course. *For example, a student that has completed Spanish III and Spanish IV in their 9th and 10th grade year may not take Spanish I in their 11th grade year. The student must see their counselor for possible outside course options if the student wishes to continue taking Spanish and Spanish V is not available at Long Branch High School.*

Changing or Dropping Courses

Students who wish to make changes to their schedules can do so once they receive their schedule during the summer months and within the first five days of school, as long as the course offerings allow. A parent and/or student wishing to change a course, should contact their student's guidance counselor to request this change.

Please note: No schedule changes will be granted after September 13, 2023.

Procedures for Requesting a Schedule Change After the Deadline

A parent may request a schedule change after the September 13, 2023 deadline (*full year courses*) or the February 6, 2024 deadline (*half year courses*) for administrative approval by submitting a Request for Schedule Change Form to the Guidance Counselor. Changes to a student's schedule after the deadline will be approved for extenuating circumstances **only**. Any schedule changes made after the deadline could result in a failed grade for the marking period and might adversely affect determining National Honor Society, class rank, and athletic eligibility. It may also result in loss of credits.

In the event of extenuating circumstances, the parent will submit a Request for Schedule Change Form found on the guidance webpage and in the counselor's office to the Guidance Counselor. Once the request is reviewed, a conference will be held with the student, parent, teacher, counselor, and principal when necessary. The principal must approve all changes. Any approved schedule change request after the first marking period will appear on a student's transcript as **Withdraw Pass (WP) or Withdraw Fail (WF)**.

Examples Extenuating Circumstances

An example of extenuating circumstances would be a medical issue that would necessitate a change to a student's schedule in the interest of their personal health and well-being. Documentation from the student's physician would be required prior to adjusting a student's schedule.

Examples of Schedule Change Denials

Examples of requests that are made for non-compelling reasons are a change of mind, lack of motivation, failure to seek extra help/tutoring, unsatisfactory academic performance, medical reasons not documented by a physician, request for different teachers, or requests to change periods.

Course Change Request

Prior to requesting removal from a course with the principal's approval *after* the deadline, the student and parent must have a conference with the teacher to put a plan for success in place. If the teacher and the student can demonstrate that the plan has been followed, the student has completed all assignments, and made an effort to seek all additional help available, a request may be made for a conference to discuss removal from the course. The request can be made by submitting the Request for Schedule Change Form.

Dropping Down From: AP to Honors; Or Honors to a Regular Section

Students may drop down from an AP to honors or a honors to a regular section of a course only after the first quarter of a new semester. At the end of the first term of the course, students may drop down with administrative approval if they have a grade of "D" or lower in the higher-level class and a plan for success was put in place and completed prior to submitting the request. The student may only drop down to a lower section of the same course. The student's grade in the lower section class will be determined by combining the grades earned in both the higher level and lower level class. The principal's approval is required for this schedule change to be processed. Any approved AP or honors schedule change request will appear on a student's transcript as **Withdraw Pass (WP) or Withdraw Fail (WF)**.

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).

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.

504 Plans

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Long Branch Public School District is responsible for identifying, evaluating, and affording equal access to appropriate education services for students deemed eligible for Section 504 services. Parents or guardians of students who believe their child has a disability that requires accommodations to their educational program should contact their students' guidance counselor for further information.

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 the building principal and/or academy principal, guidance counselor, and his/her 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.

Scholarships and Awards

Each year many scholarships are offered by various local organizations and outside organizations to Long Branch High School seniors planning to further their education. Scholarships are updated on a continuous basis on the Guidance department webpage. As the 2022-2023 scholarship applications become available, they will be listed on the district Guidance webpage at www.longbranch.k12.nj.us. All scholarship applications must be completed electronically and submitted to lbscholarships@longbranch.k12.nj.us.

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 I. 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.

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. The President and Vice-President must be at least juniors (grade 11) for the year they are going to 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.

III. 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 recommended by a teacher.

II. Must be approved by the administration.

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 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.

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's Board of Education has adopted the following guidelines for students participating in high school athletics.

- There are higher standards set forth by the Long Branch Athletic Department and approved by the Long Branch Board of Education that state:
- **If a student is in failing status for one class, they will go into academic probationary status.** He/she/they will be able to continue to participate in their respective sport, but must attend SAP for the class that they are failing.
- **Any student athlete who is in failure status for 2 or more classes at any given point, during any marking period within their athletic season will not be able to participate in practices/or games until they reach probationary status (failing 1 class) or are passing all classes.** During this time it is mandatory that students at this status attend both SAP and Homework Club Daily until they come out of failing status.

A student-athlete in his/her first semester of 9th grade will automatically be eligible for the fall and winter seasons. Returning student-athletes are required to achieve 30 credits from the prior school year to participate in the fall and winter season. To be eligible for the spring season, all student-athletes must have obtained 15 credits at the end of the first semester of the school year.

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 1st of the upcoming school year. A 9th grade student cannot reach the age of 16 prior to September 1st going into his 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 the day before and/or on the day of the event, (no later than 8:00 a.m.) An excuse from a doctor or prior written approval 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 and/or the athletic administrator.

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 revealing.
- 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 classroom 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.

- The Student Handbook and Board Policies, clearly detail all aspects of drug, alcohol, substance use and abuse, including other sanctions.

Suspensions are at the discretion of the coach, building principal 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. 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.**

Immediate Removal Policy

Consideration for Immediate Removal for the remainder of the season

- Fighting
- Stealing
- Bias Incident including but not limited to Racial Slurs
- Public Outbursts/ Display of inappropriate behavior
- Possession of Drugs and/or Paraphernalia on School property
- Smoking, vaping, or the use of tobacco products on school property
- Threat of physical harm to school, teammates, coaches or opponent
- Possession of an item that might reasonably be constructed as a device that could cause bodily harm
- Confirmed H.I.B "Bullying"
- Confirmed Positive for drugs or alcohol during a practice or competition
- Willingly causing, or attempting to cause, damage to school property at Long Branch Public Schools and/or any visiting school

Removal Meetings

- Coach will set up a conference with the parents of the student athlete
- The student athlete's school counselor will be notified to schedule sessions
- Athletic Facilitator and Coach will meet with the student athlete

Due Process for Returning to Participation for Subsequent Seasons:

(Probation Period is a Calendar Year)

- Meeting with Athletic Administrator, Athletic Facilitator, Previous Season Coach, and Current Season Coach
- Behavior Plan Implemented and signed by student-athlete, parent/guardian, and current season coach
 - Mandatory School Based, Counseling scheduled and confirmed prior to starting
 - Failure to follow behavior plan will result in removal from athletic participation for the remainder of the school year and potentially high school career

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. That student-athlete will be held accountable for the time missed from the team.

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 Long Branch School District provided transportation to and from all away games. 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.

The interscholastic sports are as follows:

<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
Cheerleading	Basketball, Boy & Girls	Baseball
Competitive Cheer	Bowling, Boys & Girls	Flag Football, Girls
Cross Country, Boys & Girls	Cheerleading	Golf, Boys & Girls
Field Hockey	Indoor Track, Boys & Girls	Lacrosse, Boys & Girls
Football	Swimming, Boys & Girls	Softball
Soccer, Boys & Girls	Wrestling	Track & Field, Boys & Girls
Tennis, Girls	Student Athletic Training/Manager	Tennis, Boys
Volleyball, Girls		Volleyball, Boys
Student Athletic Training/Manager		Student Athletic Training/Manager

N.C.A.A. ATHLETIC REQUIREMENTS

- 1. Graduated from High School**
- 2. Earn a Core Grade Point Average of at least a 2.300.** NOTE: The required Grade Point Average is related to the SAT or ACT test scores. 2.300 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.
- 3. In January 2023, NCAA Divisions I and II adopted legislation to remove standardized test scores from initial-eligibility requirements for **all** student-athletes who initially enroll full time on or after August 1, 2023. Check with the NCAA school you plan to attend regarding whether standardized test scores are necessary for admission or scholarship requirements. For more information, [click here](#).*

<u>Core Units Required for NCAA Certification</u>	<u>DIV I</u>	<u>DIV II</u>
English	4 years	3 years
Mathematics (Algebra I or higher)	3 years	2 years
Natural/Physical Science (1 year of lab)	2 years	2 years
Additional English, Math or Science	1 year	3 years
Social Science	2 years	2 years
Additional above course/foreign language	4 years	4 years
TOTAL CORE UNITS REQUIRED	16	16

HOW YOU CAN HELP YOUR STUDENT-ATHLETE

- NCAA DIVISION I requires 10 of the 16 core courses must be completed before the seventh semester (Senior Year) of high school. These 10 courses become “LOCKED IN” and can not be retaken for grade improvement.
- Ensure the school counselors update the school’s list of NCAA courses annually. If you are new to the process or need a refresher, Go to the resources page on the high school portal in the Eligibility Center website. There is a section on how and when to update your school’s list, which will help you through the process.
- Ensure that your high school counselors send transcripts for registered students. Information regarding transcripts (Including E-Transcripts) may be found on the resources page.
 1. Registered juniors who have completed three years (six semesters); and
 2. Graduated seniors
- For Division 1 the minimum GPA in the 16 core courses and required ACT or SAT score vary according to the Initial Eligibility

OTHER IMPORTANT INFORMATION

- For more information regarding the rules, please go to www.ncaa.org. Click on “Academics and Athletes” then “Eligibility and Recruiting”. Or visit the Eligibility Center Website at www.eligibilitycenter.org. Please call the NCAA Eligibility Center if you have questions: toll-free number: 877.262.1492.
- 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 website. Visit www.nfhslearn.org to take a free course for parents about the eligibility center process.

Sliding Scale for Division I

Division I uses a sliding scale to match test scores and GPAs to determine eligibility. The sliding scale balances your test score with your GPA. Find more information about test scores on page 12 or visit ncaa.org/test-scores.

DIVISION I FULL QUALIFIER SLIDING SCALE			
Core GPA	New SAT*	Old SAT (Prior to 3/2016)	ACT Sum
3.550	400	400	37
3.525	410	410	38
3.500	430	420	39
3.475	440	430	40
3.450	460	440	41
3.425	470	450	41
3.400	490	460	42
3.375	500	470	42
3.350	520	480	43
3.325	530	490	44
3.300	550	500	44
3.275	560	510	45
3.250	580	520	46
3.225	590	530	46
3.200	600	540	47
3.175	620	550	47
3.150	630	560	48
3.125	650	570	49
3.100	660	580	49
3.075	680	590	50
3.050	690	600	50
3.025	710	610	51
3.000	720	620	52
2.975	730	630	52
2.950	740	640	53
2.925	750	650	53
2.900	750	660	54
2.875	760	670	55
2.850	770	680	56
2.825	780	690	56
2.800	790	700	57
2.775	800	710	58

DIVISION I FULL QUALIFIER SLIDING SCALE			
Core GPA	New SAT*	Old SAT (Prior to 3/2016)	ACT Sum
2.750	810	720	59
2.725	820	730	60
2.700	830	740	61
2.675	840	750	61
2.650	850	760	62
2.625	860	770	63
2.600	860	780	64
2.575	870	790	65
2.550	880	800	66
2.525	890	810	67
2.500	900	820	68
2.475	910	830	69
2.450	920	840	70
2.425	930	850	70
2.400	940	860	71
2.375	950	870	72
2.350	960	880	73
2.325	970	890	74
2.300	980	900	75
2.299	990	910	76
2.275	990	910	76
2.250	1000	920	77
2.225	1010	930	78
2.200	1020	940	79
2.175	1030	950	80
2.150	1040	960	81
2.125	1050	970	82
2.100	1060	980	83
2.075	1070	990	84
2.050	1080	1000	85
2.025	1090	1010	86
2.000	1100	1020	86

ACADEMIC REDSHIRT

*Final concordance research between the new SAT and ACT is ongoing.

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 infractions listed in the discipline/behavior chart will be assigned the number of demerits listed with the infraction.

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.

As part of this policy, a demerit limit has been established per marking period as a determination of eligibility in all Long Branch High School events and activities. At each demerit level, all of the following interventions listed below can take place:

MP 1	MP2	MP3	MP4
8	16	24	32

- Will result in student removal from:
 - Extra-curricular activities
 - Organizations
 - Teams
 - Trips
 - Honor Society
 - Potential removal from elected office
 - Special events including but not limited to:
 - Junior prom
 - Senior prom
 - Senior breakfast
 - Graduation
 - After-school events
- Letter sent home
- Parent meeting with the Academy Administrator or his/her designee
 - Possible referral to Intervention and Referral Services (I&RS)
 - Counseling/Remediation services provided
 - Specific behavioral intervention/contract
 - Peer mentor will be assigned

32 Demerits

- Principal Panel Hearing, in which it will be determined whether the student will be placed in an alternative setting
- If applicable, removal from end-of-year activities, up to and including:
 - Junior prom
 - Senior prom
 - Senior trip
 - Senior breakfast
 - Graduation