

# RUTHERFORD HIGH SCHOOL

**2011-2012**

**Handbook/Planner**

**THE PROPERTY OF**

<u>NAME</u> _____
<u>ADDRESS</u> _____
<u>CITY/STATE/ZIP CODE</u> _____
<u>PHONE (HOME)</u> _____ <u>(CELL)</u> _____
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<u>GRADE</u> _____

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***The handbook is posted in its entirety on our website @  
[www.rutherfordschools.org](http://www.rutherfordschools.org)***

# I. General Information

## BELL SCHEDULE

<u>Periods</u>	<u>Time</u>
HOMEROOM	7:55 - 8:00
1	8:03 - 8:45
2	8:48 - 9:30
3	9:33 - 10:15
4	10:18 - 11:00
5	11:04 - 11:46
6	11:50 - 12:32
7	12:36 - 1:18
8	1:21 - 2:03
9	2:06 - 2:48
EXTRA HELP	2:48 - 3:02

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## DELAYED OPENING SCHEDULE

HOMEROOM	10:40 - 10:45
PERIOD 1	10:48 - 11:30
PERIOD 2	11:33 - 12:13
PERIOD 3	12:16 - 12:56
PERIOD 7	12:59 - 1:39
PERIOD 8	1:42 - 2:22
PERIOD 9	2:25 - 3:00

## ONE SESSION DAY SCHEDULE

HOMEROOM	7:55 - 8:00
PERIOD 1	8:03 - 8:43
PERIOD 2	8:46 - 9:26
PERIOD 3	9:29 - 10:09
PERIOD 7	10:12 - 10:52
PERIOD 8	10:55 - 11:35
PERIOD 9	11:38 - 12:18

\* Exam schedules are mailed home and are posted on our website @ [www.rutherfordschools.org](http://www.rutherfordschools.org)

## **VISITORS**

All visitors, during school hours, must first report to the Main Office. The office will then provide an escort or direct the person to his destination. Parents wishing to see teachers or pupils, during school hours, are classified as visitors and must follow the above regulations. Visitors to the building who are accompanied by a staff member will wear a "Visitor" pass. Teachers and staff are to question any stranger in the building who is not wearing a "Visitor" pass. Report strangers to the Assistant Principal's Office immediately. Students ARE NOT permitted to bring guests to school.

## **PARENT - TEACHER - STUDENT ASSOCIATION**

We have a very active and interested group of parents and teachers who comprise the Parent-Teacher-Student Association. Our P.T.S.A. has developed a schedule of meetings whereby parents and students can seek information and share their concerns about any improvements of the high school that they deem appropriate. We welcome all parents, teachers, and students who wish to become members to strengthen and enhance our school.

We solicit the cooperation and participation of every parent, teacher and student. When we all work together, students stand to benefit.

For further information, please contact the President of the Rutherford High School P.T.S.A., or the P.T.S.A. link, on our website.

## **SCHOOL STORE**

The school store sells essential school supplies, miscellaneous variety store merchandise and Rutherford High School items. The store is located opposite the Attendance Office. Hours are posted.

## **LOCKER SEARCHES**

Although the Constitution protects all citizens from unreasonable search and seizure, this does not mean one is protected from any search and seizure of materials. A locker is considered school property and school officials have the legal right to enter it. A locker may be searched if the Principal has a reasonable basis for believing that the student is

concealing material the possession of which is prohibited by federal, state, or local law or which violates school rules and regulations.

### **FIRE DRILLS**

The safe, rapid, orderly evacuation of the building is the main requirement during all fire drills. Silence must be maintained when leaving the building so emergency announcements can be made. Exit routes are posted in all classrooms. Additionally, lock-down drills will occur annually.

### **REFERRALS TO THE NURSE**

1. All student accidents are to be reported to the school nurse promptly. Steps will be taken immediately to care for the individual, as needed. Teachers will submit in writing to the nurse a description of injury occurrence.
2. Insurance and accident forms are filled out in the nurse's office by the nurse as soon as possible after the accident. The date on the form should be the date of the accident, not the date the form is completed. This procedure is to be followed also for accidents which occur at school sponsored or school-supervised activities at times other than school hours.
3. A student, finding it necessary to see the nurse, should report to a class and ask at the beginning of the period to see the nurse. This is to account for the student's attendance in class and eliminate the possibility that a student may attempt to skip a class. A pass must be filled out by the teacher directing the student to the school nurse unless it is an emergency. (If it is an emergency, send another student to have the nurse attend to the emergency in the classroom.)
4. Students are only permitted to spend one ten-minute period a day at the nurse's office at the nurse's discretion.
5. Any student who reports to the nurse's office will sign in, report to the nurse and sign out under the nurse's supervision and approval. Students who do not follow this procedure or who just sign their name and leave will be considered cutting class. If the nurse is out of the office for some reason, students should go to the attendance office until the nurse returns.

6. Medical notes from physicians relating to excusing students from Physical Education must be presented to the school nurse for processing. The nurse is responsible for notifying the PE teacher of record and PE supervisor. The PE teacher of record will then notify the student's instructors. Any PE teacher or coach receiving a note from a physician regarding a student shall submit it to the nurse as soon as possible.
7. It is essential that student health records be maintained and kept up to date. Non-compliance to the State Health Code (failure to produce verification of inoculations, doctor's certificate, etc.) could lead to exclusion from school. Updates of immunizations, tetanus, and hepatitis series should be given to the nurse to keep a current record of student files.
8. The nurse does not supply medication to students.
9. When a student is sent home sick from the nurse's office, a parent or an adult designated by the parent must pick up the student from school.

## **II. GUIDELINES FOR CO-CURRICULAR PARTICIPATION**

The school co-curricular program should be an important part in the total development of each individual student. Students are encouraged to participate in athletics, clubs, intramurals, class activities and other special events sponsored and approved by the school. It is incumbent on the student and the parent/guardian to be aware of the schedule of co-curricular programs. Co-curricular programs may vary in start and dismissal times. Times will be established by coaches/advisors and will be followed. Student interest is one determining factor in deciding which activities or clubs to sponsor and the student should feel free to express his/her opinion to Student Council representatives.

Students must also accept the responsibility for commitments once they join any club or activity and schedule their time wisely. Classroom work must come first since that is the primary purpose in attending Rutherford High School. Do not try to be a member of everything just to add a long list of activities next to your name. College admissions officers and prospective employers see through this with ease. Make sure you are not

creating potential problems by joining activities which will conflict with each other.

In order to help you gain the maximum benefits from your co-curricular experiences, we have published some guidelines for participation as well as listing all of the various activities available. Any special requirements for participation may be obtained by speaking with the advisor or checking at the Guidance Office or with the Athletic Director. The list of activities is subject to change due to interest, funds and availability of sponsors. The guidelines are in two parts: Athletics and other Co-Curricular Activities.

### **PARTICIPATION IN ATHLETICS**

The Board of Education recognizes the value of a program of interscholastic athletics for both boys and girls as an integral part of the total school experience. Game activities and practice sessions provide opportunities to promote physical, mental, social, emotional, and moral well-being of the participants.

The Board of Education considers participation in athletics a privilege that may be earned by students who can fulfill and adhere to basic requirements of scholarship and physical capability. Through voluntary participation, the student-athlete gives time, energy, and loyalty to the program, but also accepts the training rules, regulations and responsibilities of that program.

For purposes of this policy, the program of interscholastic athletics includes all activities relating to competitive sport contests, games or events or sport exhibitions involving individual pupils or teams of pupils of this district when such events occur between separate schools within this district or with any schools outside this district.

The Board of Education shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in this program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board of Education shall determine the standards of eligibility to be met by all pupils participating in the interscholastic program. Such standards shall require that each pupil be in good physical condition, be free of injury, and shall have fully recovered from illness before participating in interscholastic athletics that will conform to rules of the State Board of Education, the New Jersey State Interscholastic Athletic Association, and the Bergen County Scholastic League.

## **I. General Regulations**

- A. NJSIAA and RHS rules must be followed in all cases of eligibility, transfer, physical examination, insurance coverage, starting dates, use of school equipment, etc. Each coach and student-athlete has the responsibility to know and abide by school and NJSIAA regulations.
- B. Completion of the sports season is required in order for the student athlete to be eligible for any awards.
- C. Unexcused absences from scheduled practices will result in disciplinary action by the coach. It is the responsibility of the student-athlete to obtain permission from the coach for any anticipated absence or problem in schedules due to conflicts with other co-curricular activities. Every attempt should be made to resolve these conflicts by the parties concerned.
- D. Student-athletes may not sign their own permission slips to participate in athletic programs unless they are 18 years of age.
- E. Traditionally, here at Rutherford High School, we have supported the concept of a well-rounded school program. It is with this thought in mind that student athletes are encouraged to be full participants while at the same time accepting their responsibility for these commitments. In the event a conflict cannot be resolved, the student-athlete must make the ultimate decision in advance as to which activity he/she will select, keeping in focus the impact his decision will have on the respective activity. It is conceivable that the advisor or coach may have to make adjustments in various lineups, squads, leads, or rosters.

## **II. School Attendance Requirements**

- A. A student-athlete must be in school for a minimum of seven (7) consecutive periods in order to participate in an activity that day. Exceptions will be made for excused absences such as medical appointments, college visitations, funerals, etc.
- B. A student-athlete who has been injured and has had medical treatment may not participate again until the date indicated in writing by the student athlete's doctor.

### III. **Transportation Requirements**

- A. Student-athletes must travel to and from athletic events in transportation provided by the school.
- B. Persons who are not team members, or do not have a direct relationship with the team, may not ride on the team bus.
- C. Exceptions are:
  - 1. Injury to a participant which would require alternate transportation.
  - 2. Extenuating circumstances when prior arrangements are made between the student-athlete's parent/guardian and the director of athletics for the athlete to ride with the parent/guardian.
  - 3. Completion of an alternate transportation form is required prior to the actual event.

### IV. **Conduct Requirements**

- A. At the discretion of the coach, the following infractions may result in a suspension or expulsion from the squad.
  - 1. A display of unsportsmanlike conduct toward any opponent, official, coach, or team member.
  - 2. Theft or malicious destruction of any school or individual's equipment.
  - 3. Violation of training rules.
- B. The following infractions will result in an automatic three-week suspension or possible expulsion from the squad, to be determined by a committee consisting of the Principal, Assistant Principal, Athletic Director and Coach.
  - 1. Leaving the bench or in any way getting involved in a fight or altercation between opposing teams.
  - 2. Violation of drug and alcohol policy.

### **NJSIAA ELIGIBILITY**

Grades 9-12	Credits Required	
	First Semester	Second Semester
	Based on previous year	
	27.5*	13.75

\* No credit requirement for incoming students from middle school (8th grade).

### **LOCAL ELIGIBILITY**

In addition to the eligibility rules of the NJSIAA, those students found to be in danger of failing any subject must participate in mandatory tutoring/remediation sessions in order to maintain eligibility.

#### **Athletic Physicals**

All students are required to have athletic physicals. If the student/athlete has a physical for the fall season, only an updated health questionnaire will be needed for participation in the winter and/ or spring seasons.

The students/athletes may have the physical examination performed in their medical home. The medical home is defined as a health care provider chosen by the parent/guardian. The results of the physical examination must be on the appropriate physical paperwork which is then forwarded to the school. This medical report will determine whether the student athlete may participate on an athletic squad. Notes or letters from the physician are not acceptable. The appropriate forms MUST be used. These forms can be obtained from the athletic office.

OR

The students/athletes may have the physical examination performed by the district physician. The student/athlete must have written consent from a parent/guardian prior to receiving a physical from the district physician. Physicals will be offered by the school prior to each athletic season.

In either choice of physical examinations, the district physician will sign off on all physicals stating whether or not the student/athlete may participate in athletics based solely on the medical report. Notification will be given to parents/guardians, signed by the district physician, stating approval of participation in athletics. The district physician's signature on the notification indicates that the medical report complies with the requirements of N.J.A.C. 6A:16-2.2 (h) 5.

## **CO-CURRICULAR ORGANIZATIONS AND CLUBS**

At Rutherford High School we have a network of organizations and clubs which involve staff members and students working together in a spirit of cooperation in an activity of mutual interest.

The following is a listing of organizations, activities, or clubs that are available, or have been available, in the past. All students are invited to join school activities, etc. If enough student interest is shown, a new club may be formed by securing a faculty advisor and applying for approval through the principal's office.

Academic Decathlon	Golf Club	Political Club
All School Play	Green Club	Psychology Club
Amnesty International	Harvesters	"R-Hi" (School
Art Club/Ceramics	Health Careers Club	Newspaper)
Audio Visual Aids	Heroes and Cool	Rutherfordian
Club	Kids	(Yearbook)
Band Front/Flag Squad	Interact Club	S.A.D.D.
Biology Club	Latin Club	Scribe (Literary
Business Staff of the	Marching Band	Magazine)
Yearbook	Math Team	Ski Club
Chemistry Club	Mock Trial	Spanish Club
Chess Club	National Honor	Stage Band/Jazz Band
Computer Club	Society	Stage Crew
Drama Club	Newcomers Club	Student Council
E.R.A.S.E.	Photography Club	Varsity Club
FCCLA	Physics/Astronomy	World Language
FBLA	Club	Honor Societies
French Club		

## **INTERSCHOLASTIC ATHLETIC PROGRAMS**

The following sports are available during the seasons designated:

<b><u>FALL SEASON</u></b> August 15, 2011	<b><u>WINTER SEASON</u></b> November 15, 2011	<b><u>SPRING SEASON</u></b> March 2, 2012
Varsity Football	Varsity Boys Basketball	Varsity Baseball
JV Football	JV Boys Basketball	JV Baseball
Freshman Football	Freshman Boys Basketball	Freshman Baseball
Varsity Boys Soccer	Varsity Wrestling	Boys Track
JV Boys Soccer	JV Wrestling	Varsity Boys Tennis
Varsity Girls Soccer	Varsity Girls Basketball	JV Boys Tennis
JV Girls Soccer	JV Girls Basketball	Girls Track
Cross Country – Boys	Freshman Girls Basketball	Varsity Softball
Cross Country – Girls	Boys & Girls Winter Track	JV Softball
Varsity Girls Tennis	Varsity Swim Team – Boys	Freshman Softball
JV Girls Tennis	Varsity Swim Team – Girls	
Varsity Girls Volleyball	Varsity Bowling (Boys/Girls)	
JV Girls Volleyball	Cheering	
Freshman Girls Volleyball		
Cheering		

## **CO-CURRICULAR REGULATIONS**

### **I. Attendance**

- A. If you are absent from school, you may not participate in any activity on that day. The same will apply if you are sent home from school for medical reasons. A late evening activity does not excuse any tardiness the next day. The only exception is an excused absence approved by the attendance office (funerals, college visitations, medical appointments, religious reasons).

- B. A student must be in school for a minimum of seven (7) consecutive periods in order to participate in an activity that day.

## II. Recognition for Participation

The final determination for receiving recognition on your permanent record for membership rests with the advisor. You must be an active member.

## III. Conflicts

As mentioned earlier, the student should plan ahead to avoid conflicts between or among co-curricular activities. It is the responsibility of the student to obtain the permission from the advisor for any anticipated absence or problem in schedules due to conflicts. Every attempt should be made to resolve these conflicts by the parties concerned. In the event a conflict cannot be resolved, the student must make the ultimate decision in advance as to which activities he/she will select. It is conceivable that the advisor may have to make adjustments in leads, roles, rosters, etc., based on the student's decision.

## IV. Conduct Requirements

You must remember that you are under the authority of the advisor at all times and the co-curricular program is an extension of the school day. Therefore, any behavior deemed as unacceptable during the regular school day also applies to the co-curricular activity. Students stand the risk of school penalties and/or forfeiture of membership in that activity.

Any appeal of the advisor's decision may be made to the Principal and Assistant Principal within one week of the initial decision.

**Appeal:** Any student at the high school has the right to appeal any decision using the normal chain of appeal. In the case of athletics or co-curricular activities, the appeal would be to the coach or advisor, then the Athletic Director or Supervisor, then to the Assistant Principal, then to the Principal, then to the Superintendent, and finally, to the Board of Education.

## **NATIONAL HONOR SOCIETY RUTHERFORD CHAPTER**

Revised July, 2004; Effective September, 2004

### **BYLAWS**

#### **Section I: The Selection Policy**

- A. Candidates for membership to the National Honor Society must complete applications and submit on time. Faculty advisors will review applications upon submission and notify students if their application is incomplete and provide the opportunity for completion before the closing date.
- B. **Scholastic Eligibility** is based upon a cumulative scholastic average determined by the Faculty Council in accordance with national regulations. The average for Rutherford High School will be a minimum of 3.70 from freshman year through the second marking period of the junior year. It must be maintained by all members throughout their term of service in the National Honor Society. Scholastic eligibility is again considered after the end of the junior year and the end of the second quarter of senior year.
- C. **Service Eligibility** is determined by the student's active participation in a minimum of two extracurricular activities in the year prior to induction, and three in the year of induction. One of the three activities must involve community service. Service includes active participation in RHS approved clubs, sports, and organizations. Active community service may be substituted for one school activity each year. All activities must be verified by the activity sponsor. Continued active service in three activities must be maintained by all members throughout their terms of service in the National Honor Society.
- D. **Character Eligibility** is determined prior to Induction through faculty input, consultation with the school disciplinarian, a check of each potential member's school records including disciplinary referrals, attendance, tardiness, responsibility, and most definitively, by Faculty Council deliberation. All members are expected to adhere to the rules, regulations, and code of conduct of Rutherford High School.
- E. **Leadership Eligibility** is determined through a Profile Card which all candidates are asked to complete upon fulfillment of the initial Scholarship requirements. Teacher Input will be employed as an additional "source" for documentation.

### III. STUDENT CODE OF CONDUCT

Students must realize that rights are not absolute. Accompanying every right is a corresponding duty and obligation. Thus, the right to an education carries with it the corresponding obligations and duties to respect the rights of others, to adhere to all reasonable rules and regulations established for the government of the school, and to refrain from interfering with the orderly operations of the school, the damaging of the school or the property, rights and possessions of others.

The Constitution of New Jersey mandates that the legislature shall provide for the maintenance and support of a thorough and efficient system of free public schools for the instruction of all children in the State. The right to an education, however, may be limited in the event that pupil conduct has brought about suspension or expulsion.

Thus it becomes necessary on the part of all students to adhere to the codes of conduct prescribed for the operations of their schools. No code may be expected to list each and every offense which may result in the use of disciplinary proceedings against a student. (For supplementary information, please refer to state statute 18A37-2.) However, it is possible to list certain offenses which, if committed by a student, may result in penalties ranging from reprimand and counseling to suspension or expulsion.

Our code of behavior extends beyond the school day and into all (after school) student activities. It is essential that all school employees, students, and other personnel conduct themselves properly, projecting a positive deportment and/or sportsmanship whether attending an athletic contest or other school function. Failure to comply could lead to administrative censure.

For the guidance of all concerned, the following Code of Conduct shall hereafter be in effect:

- |                                  |  |
|----------------------------------|--|
| Bomb Threats                     | a) Immediate Suspension                    |
|                                  | b) Appropriate legal action                |
| Class Cutting<br>(first offense) | a) Teacher verification                    |
|                                  | b) Required notification to administration |
|                                  | c) Conference, reprimand                   |
|                                  | d) Zero recorded for class                 |
|                                  | e) Two (2) central detentions              |
|                                  | f) Letter to parent/guardian               |

Class Cutting (second offense)	<ul style="list-style-type: none"> <li>a) Teacher verification</li> <li>b) Required notification to administration</li> <li>c) Conference, reprimand</li> <li>d) Zero recorded for class</li> <li>e) Suspension</li> </ul>
Class Cutting (third offense)	<ul style="list-style-type: none"> <li>a) Teacher verification</li> <li>b) Required notification to administration</li> <li>c) Conference reprimand</li> <li>d) Zero recorded for class</li> <li>e) Suspension (multiple progression)</li> </ul>
Class Cutting (Senior Cut Day)	<ul style="list-style-type: none"> <li>a) The Administration does not recognize a class cut day as a legitimate absence from school. Therefore, students participating in a class cut day will be charged with truancy.</li> </ul>
False Alarms (Fire)	<ul style="list-style-type: none"> <li>a) Immediate Suspension</li> <li>b) Appropriate legal action</li> </ul>
Fighting/Violent Assault	<ul style="list-style-type: none"> <li>a) Automatic Out of School Suspension: minimum 3 days; maximum up to 10 days.</li> <li>b) Parental conference necessary for readmittance</li> </ul>
Scuffle	<ul style="list-style-type: none"> <li>a) In-School Suspension</li> <li>b) Parent contact</li> </ul>
Harassment, Intimidation, or Bullying	<ul style="list-style-type: none"> <li>a) All reports thoroughly investigated</li> <li>b) Local law enforcement may be notified</li> <li>c) Consequences for harassment, intimidation, or bullying may result in one or all of the following: reprimand, parent contact, individual or group counseling, central detention, In-School Suspension, Out of School Suspension</li> </ul>
Inappropriate Display of Affection	<ul style="list-style-type: none"> <li>a) First offense: conference/reprimand</li> <li>b) Second offense: detention/parent</li> </ul>

	<ul style="list-style-type: none"> <li>contact</li> <li>c) Third offense: In-School Suspension</li> </ul>
Leaving School Without Permission	<ul style="list-style-type: none"> <li>a) Suspension</li> <li>b) Letter to parent/guardian</li> <li>c) Parental conference necessary for readmittance</li> </ul>
Possession and/or Consumption of Alcoholic Beverages	<ul style="list-style-type: none"> <li>a) Immediate Out of School Suspension</li> <li>b) Appropriate legal action</li> </ul>
Possession of a weapon	<ul style="list-style-type: none"> <li>a) Immediate Out of School Suspension</li> <li>b) Appropriate legal action</li> </ul>
Smoking (first offense)	Two (2) days Out of School Suspension
Smoking (second offense)	Three (3) days Out of School Suspension
Smoking (third offense)	Five (5) days Out of School Suspension
Tardiness	<ul style="list-style-type: none"> <li>a) Students will be assigned Central Detention for every late</li> <li>b) Students may receive an additional Central Detention for every 20 minutes they are late</li> <li>c) Students may be assigned Suspension for excessive tardiness</li> </ul>
Theft	<ul style="list-style-type: none"> <li>a) Suspension</li> <li>b) Parental contact</li> <li>c) Appropriate legal action</li> </ul>
Truancy (first offense)	<ul style="list-style-type: none"> <li>a) Administrative verification</li> <li>b) Administrative/student conference</li> <li>c) Zero recorded for every class missed</li> <li>d) In-School Suspension – one (1) day</li> <li>e) Letter to parent/guardian</li> <li>f) Student assigned detention for each class missed</li> </ul>
Truancy (second offense)	<ul style="list-style-type: none"> <li>a) Administrative verification</li> <li>b) Automatic Out of School Suspension</li> <li>c) Zero recorded for every class missed</li> <li>d) Letter to parent/guardian</li> <li>e) Parental conference necessary for</li> </ul>

- |  |  |
|--|--|
|  | readmittance   |
|  | f) Student assigned detention for each class missed                    |
| Willful damage or disfiguration of school property | a) Restitution and/or strict disciplinary measures and/or legal action |

### **STUDENT DRESS CODE**

The Rutherford Board of Education believes that the clothes students wear ought to be appropriate within reasonable limits and ought not to be in any way distracting from educational activities.

Students are expected to attend classes in clothing that is neat and clean. The school authorities have no intention of dictating the specific types of hair styles and grooming to be worn by the students. However, certain common sense rules should govern the matter in which students are groomed for class, for school social affairs, and for off-campus school activities.

The following types of clothing will be deemed inappropriate by the Principal or his/her designee:

- 1) underwear as outer clothing;
- 2) clothing that exposes midriff;
- 3) dresses, skirts or shorts that are shorter than fingertip length; spandex shorts or biker shorts are not acceptable except in gym class;
- 4) midriffs, halters, transparent blouses or shirts;
- 5) fishnet, perforated low cut tops, tops with no backs or low sides that reveal undergarment;
- 6) clothing that has any symbol that holds the American Flag up to ridicule;
- 7) torn or ripped clothing;
- 8) footwear that is considered unsafe or dangerous;
- 9) any apparel or signs, patches or symbols that are vulgar, lewd, obscene or plainly offensive or which are likely to disrupt or materially interfere with school activities or discipline;
- 10) any apparel, signs, patches or symbols which can reasonably be viewed to bear the Board's imprimatur and which contains a message that is ungrammatical, poorly written, inadequately researched, biased, prejudiced, vulgar, profane or unsuitable for immature audiences;

- 11) any apparel that displays symbols or advertisements for illegal substances, alcohol, or tobacco;
- 12) hats or other headwear unless for medical or religious reasons.

**Implementation of Policy:**

- 1) When a pupil is not in compliance with the Student Dress Code, the teacher or other staff member shall send the pupil to the Principal or his/her designee with a written report.
- 2) The Principal or his/her designee, after discussion with the pupil, shall contact the parent. The parent shall be requested to bring a change of clothing to school to enable the pupil to return to class.
- 3) If the parent is unable to bring a change of clothing, the pupil shall be sent to another area where he or she will be given the assignments for the day.
- 4) Repeated offenses shall be cause for suspension and/or any other disciplinary action deemed necessary by the Principal or his/her designee.

**STUDENT RIGHTS AND RESPONSIBILITIES**

The success of the educational process in the Rutherford schools calls for clearly expressed and fairly administered guidelines for student conduct. To devise a fair, realistic set of guidelines has been the task of a committee of students, teachers, and administrators who have worked diligently. The guidelines are offered to students of Rutherford in the hope that they will read them carefully and will gain greater understanding of their rights and a recognition of their responsibilities.

The following are the student's basic rights, as a New Jersey secondary school student, according to the laws of the land as expressed in the United States and New Jersey Constitutions, State School Law, Federal and State Court decisions, and decisions of the Commissioner of Education and the State Board of Education as of August, 1972:

1. **Buttons and Armbands.** The student may wear or display buttons, armbands, flags, or other badges of symbolic expression, unless the manner of expression "materially and substantially interferes with" the order of the school or the rights of others.
2. **Corporal Punishment.** The student is protected from corporal punishment by school employees except under the following

conditions when such force is considered "reasonable and necessary": (1) to quiet a disturbance, (2) to obtain possession of weapons and other dangerous objects, (3) to provide self-defense, and (4) to protect people and property.

3. **Distribution of Literature.** (See Board Policy) The distribution of literature is an exercise of freedom of the press. However, the law specifically prohibits "distribution of partisan political literature supporting or opposing candidates or public questions in any general, municipal or school election" on school property. The school should also be protected from publications aimed at creating violence or hostility, pornography or libelous material. While distributing materials, one may not block pedestrian traffic or entrances to buildings. No printed materials may be distributed on school premises that have not been submitted to the Principal. This must be done in advance of their distribution. The Principal must approve all materials.
4. **Equal Education Opportunity.** No student shall be discriminated against in school because of race, creed, color, nationality, gender, affectional or sexual orientation, religion, place of residence, social or economic status. This provision is found in Title 6 of the New Jersey Administrative Code.
5. **Flag Salute and Pledge of Allegiance.** New Jersey law requires the student to show respect for the United States flag. This means the student, if conscientiously opposed, is not required to say the Pledge of Allegiance.
6. **Free Education.** In New Jersey, every student has the right to a "free and full education" through secondary school until age 20 and one is required to attend until 16. However, one has a corresponding responsibility to follow and attempt to complete the courses of study prescribed by the Board of Education and to join with fellow students and with all other members of the school community in respecting the rights and responsibilities of others.
7. **Freedom of Expression and Freedom of Assembly and Petition.** The student has the right to assemble and to circulate petitions. However, school authorities have the right to restrict the time and place of these activities and may require advance notice to avoid disruption of an orderly school operation.
8. **Freedom of Religion.** This is a fundamental constitutional right which guarantees all citizens the right to observe and practice their religion in accordance with individual beliefs. Absence from school

because of observance of a religious holiday is an excused absence when a note signed by a parent, guardian, or an adult acting on behalf of a parent is presented to the proper school authority. Students eighteen years of age are permitted to write their own notes.

9. **Pupil Right of Privacy**. The Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, pupils may lock them against incursion by other pupils, but in no such places shall pupils have such an expectation of privacy as to prevent examination by a school official.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, they shall investigate the presence of a substance or object the possession of which is illegal, in violation of the policies of this Board of Education, or poses a hazard to the safety and good order of the schools, whenever there is cause to suspect the presence of such substance or object. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

A request for the search of a pupil or a pupil's possessions will be directed to the building principal. Wherever possible, a search will be conducted in the presence of the pupil, his or her parent, and a teaching staff member in addition to the principal.

The principal shall conduct a pupil search on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the voluntary and knowing consent of the pupil or when the principal has independent grounds to suspect the presence of an illegal or dangerous substance or object.

10. **Police in the School**. Police can enter the school for the following reasons: (1) if asked by school officials, (2) if they suspect a crime has been committed, and (3) if they have a search or arrest warrant. Any questioning of students by police must be done privately in a school official's office and in the presence of the Principal, or his representative, and preferably parents as well. By law, one has the right to be informed of legal rights, be protected from "coercion and illegal constraint" and to remain silent.

11. **The Student and His / Her Student Government.**  
Student government is an inherent student right. It is a right that cannot be taken away from a student body, either by decision of the administration and/or any other student or group of students. Representative student government is the only way in which students can ensure that they have as much protection as possible against any unfavorable action, and more important, is the way in which the student body can suggest changes and improvements in the school. Students, more than any other group in the school, have an interest in the school, their education, their relationships with faculty and administration, and their opportunities.
12. **Electronic Devices.** Students may not carry, wear, or use any electronic devices between the start of homeroom and the dismissal bell. Any violation will result in the confiscation of the item. It will either be returned by the Assistant Principal to the parent or will be held and returned to the student on the last day of the school year.
13. **Cell Phones.** Cellphones should be turned off and properly stored at all times when student is in class. Phones will be confiscated and returned to the parent if visible or used during class. Students are not permitted to talk on their phones or use them as a camera during school hours. Phones may be used for all other purposes during passing time.
14. **Games.** No Games of Chance will be allowed.

### **CENTRAL DETENTION**

Central Detention will be held twice a day:

1. 7:25 – 7:50 a.m. Room 204
2. 2:55 – 3:20 p.m. Cafeteria

A student has the option to attend the AM or PM detention, or both.

Please be advised that Central Detention is an obligation that takes precedence over before and after school activities, jobs, etc. Students should not expect to be excused from Central Detention. Students who are assigned Central Detention may see their teacher(s) for extra help provided they obtain a note from the teacher(s) excusing their lateness to Central Detention.

## **DEMERIT SYSTEM**

If a student fails to attend an assigned Central Detention, the following consequences may result:

- A demerit will be assigned.
- Parental contact/conference may occur.
- Suspension may be assigned.
- Student may be ineligible for extra-curricular activities.

If a student accumulates five (5) or more demerits, the student will be notified and parents contacted. The student is listed as ineligible for all co-curricular activities. Seniors on the ineligible list are not permitted to participate in the graduation ceremony. Students will remain ineligible until the demerits are satisfied through attending Central Detention, based on the equation of one (1) Central Detention for one (1) demerit.

A student will receive Central Detention for being late to school if a parent/guardian excuse is not accepted by the Principal or his/her designee. Retroactive notes may not be accepted. Students may receive Central Detention for various other school infractions.

When the demerits reach a point of zero, the student will be removed from the ineligible list. The ineligible list can be accessed through an icon in the e-mail system. Demerits will be cumulative throughout the current school year and will be rolled over each school year. Only the Principal or his/her designee will assign demerits. The demerit list will be accessible through the Attendance Office.

## **TARDINESS**

If a student is excessively tardy to school, he/she will be assigned a Suspension for one day. Suspension has no bearing on the accumulation of demerits. Therefore, a student may serve a Suspension and still be on the ineligible list until the demerits are satisfied by the student attending Central Detention.

Parents/Guardians will be notified of their student's tardy status by letter. When a student reaches 10 and 20 tardies, a letter of notification will be sent home. Parents/Guardians will be made aware that habitual tardiness may result in Suspension.

## **LUNCH PROCEDURES**

Students must either leave the building during lunch or report to the cafeteria. They will be assigned to one lunch. Lunch will be a forty-two minute period.

A food service will provide an assortment of hot and cold lunches. Faculty, staff and students may leave the property for lunch, may bring their lunch with them from home, or may purchase lunch from the food service in the pantry. Food sold in the cafeteria, vending machines and school store will comply with the district's wellness policy.

Students who leave the building during lunch will re-enter the building via the outside cafeteria door at the back of the building or the main door on Elliott Place. All other doors will remain locked. Students will remain in the cafeteria or outside the building until the bell signaling the end of the period sounds.

## **PROHIBITION OF SEXUAL HARASSMENT**

It is the policy of the Rutherford Board of Education that all students have the right to learn in an environment free from all forms of discrimination and conduct which can be considered harassing, abusive and coercive.

Sexual harassment includes, but is not limited to, the following verbal harassment or abuse:

- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implication
- unwelcome touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, promotion, or a promise of preferential treatment.

Students have the right to file complaints and the procedure for same which includes reporting to a teacher and/or administrator who shall in turn inform the Superintendent for investigation and/or action.

## **HARASSMENT, INTIMIDATION, OR BULLYING**

In order to maintain a safe and civil school environment, the Rutherford Board of Education prohibits acts of harassment, intimidation, or bullying, which (like other disruptive or violent behaviors) is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Acts of harassment, intimidation, or bullying against any pupil or staff member will result in the disciplinary sanctions included in policies on suspension and expulsion and conduct/discipline.

Harassment, intimidation, or bullying are defined as any gesture or written, verbal, physical act or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L. 2010 c. 122 and supplementing P.L. 2002 c.83 (C.18A 37-13 et seq.) and chapter 3B of Title 18A of the New Jersey Statutes that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a 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
- b. Has the effect of insulting or demeaning any student or group of students; or
- c. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

An electronic communication is a communication transmitted through the use of electronic means including but not limited to telephone, cellular phones, computer, pager, e-mail, instant messaging, text messaging, Internet blog, Internet chat room, Internet postings and web site.

Board policy requires all students in the district to adhere to the rules and regulations established by the school district and to submit to such disciplinary measures as are appropriately assigned for violation of these rules.

Any school employee, pupil, or volunteer who has witnessed harassment, intimidation, or bullying or has reliable information that a pupil has been subject to harassment, intimidation, or bullying must report the incident to the appropriate school official designated by the administration. The board shall not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying.

Student handbooks or similar documents will outline the rules of the district regarding student conduct and identify disciplinary sanctions and due process. Information about this and other policies can be found on the district web site or at the district offices.

**Information about policies and other important issues can be found on the district web site.**

### **STUDENT USE AND / OR POSSESSION OF ILLICIT DRUGS AND / OR ALCOHOL**

The Rutherford Board of Education recognizes its responsibility to provide a quality learning environment where the health and welfare of staff and students are safeguarded. One condition which jeopardizes such an environment is the use of drugs and alcohol and problems related to their use. In setting policy regarding drugs and alcohol, the Board of Education seeks to fulfill its responsibility to the school district and the community and to comply with applicable New Jersey statutes and school law covering the various aspects of the problem.

The Board of Education, after consulting with state, county and local agencies and officials and relying upon state and federal laws which define the parameters for such policies, has developed the following policy regarding students' substance abuse.

It is the policy of the Rutherford Board of Education to forbid the use, possession and distribution of drugs, alcohol, tobacco, and anabolic steroids, by students on school property, at school sponsored activities and while traveling to and/or from school and other school activities.

For purposes of this policy, "drugs" shall mean:

- A. All dangerous controlled substances, as defined by N.J.S.A. 24:21-2, anabolic steroids and any chemical or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system;
- B. Any prescription drug, except those for which permission for use in school has been granted pursuant to board policy;
- C. Any alcoholic beverage.

**I. Pupils Suspected of Being Under the Influence of Alcohol or Other Drugs, Except Anabolic Steroids**

When a pupil is suspected of being under the influence of alcohol or other drugs except anabolic steroids on school property or at any school sponsored function held off school property, the first responsibility of all school authorities is to secure appropriate medical attention as prescribed in N.J.S.A. 18A:40-4.

**A. Immediate Action**

- 1. All standard health and first aid procedures will be followed. The student shall not be left alone. The school nurse shall be summoned immediately and the principal or, in his/her absence, his/her designee shall be notified. If neither the principal nor his/her designee is available, then the teaching staff member in charge of the function shall be notified.
- 2. In compliance with N.J.S.A. 18A:40-4.1 the principal or his/her designee shall notify the parent or guardian and the superintendent of schools and arrange for an immediate examination of the pupil by a doctor selected by the parent or guardian.
- 3. If the school authorities are unable to contact the parent or guardian or if the doctor selected is not immediately available, the school medical inspector shall be immediately called upon to perform the examination.
- 4. If such doctor or medical inspector is not immediately available or if the situation becomes life threatening, then the pupil shall be

immediately taken to the emergency room of the nearest hospital for examination and/or treatment accompanied by a member of the school staff designated by the principal, and a parent or guardian of the pupil, if available. If the parent or guardian is not available, the member of the school staff shall remain at the hospital until the parent or guardian arrives. If the student has become combative or is resistant to emergency treatment, then the police may be summoned to assist.

5. The aforementioned procedures are to ensure that the pupil be examined as soon as possible for the purpose of diagnosing whether or not the pupil is under the influence of drugs or alcohol.
6. Payment of expenses resulting from such a medical examination by the doctor selected by the parents and/or resulting hospital cost will be the obligation of the parent or guardian and not the school district.
7. A chemical screening report form shall be issued by the examining physician. The written report of said examination shall be provided within 24 hours by the examining physician to the parent or guardian of the pupil and to the superintendent of schools. If the written report of the medical examination is not submitted to the parent or guardian and the chief school administrator within 24 hours, the pupil shall be allowed to return to the school until such time as a positive diagnosis of alcohol or other drug is received.
8. If the student has been positively diagnosed as being under the influence of drugs or alcohol, then he/she shall be returned to his/her home as soon as possible and the appropriate data shall be furnished to the Department of Health pursuant to the Controlled Dangerous Substances Act of 1970. N.J.S.A. 26:2G-17 et seq. A Violence, Vandalism and Substance Abuse Incident Report shall also be completed.
9. In accordance with N.J.A.C. 6:29-6.5(a)8, refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 et seq.) laws. The Board of Education will institute the appropriate procedures to enforce the compulsory education and child neglect laws.

## **B. Pupils Suspected of Using Anabolic Steroids**

Whenever a teaching staff member, school nurse or other educational personnel suspects a pupil is using or has used anabolic steroids, the school authorities shall comply with the following procedures:

1. The teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, or to a substance awareness coordinator, and to the principal or, in his absence, to his designee.
2. The principal or his/her designee shall immediately notify the parent or guardian and the superintendent of schools.
3. The principal or his/her designee shall arrange for an examination of the pupil by a doctor selected by the parent or guardian or by the medical inspector. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil has been using anabolic steroids.
4. A written report of that examination shall be furnished by the examining physician to the parent or guardian of the pupil and to the superintendent of schools.
5. If it is determined that the pupil has been using anabolic steroids, the pupil shall be interviewed by the substance awareness coordinator or another appropriately trained teaching staff member for the purpose of determining the extent of the pupil's involvement with these substances and possible need for treatment.
6. In order to make such a determination, the coordinator or other teaching staff member may conduct a reasonable investigation which may include interviews with the pupil's teachers and parents. The coordinator or teaching staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate.
7. If it is determined that the pupil's involvement with and use of these substances represents a danger to the pupil's health and well-being, the coordinator or other teaching staff member shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Health.

### **C. Investigation and Disposition of Substances**

1. If alcohol or other drug use is indicated, including anabolic steroids, then the principal or his/her designee shall be responsible for all necessary investigation consistent with law and the procedures set forth in the drug free school zone policy, File Code #5530.1.
2. If the investigation is thwarted, or off school property, the police may be summoned as deemed necessary by the principal or his/her designee to assist in obtaining and identifying substances to facilitate proper medical attention.
3. All substances discovered at the emergency scene or subsequently uncovered shall be turned over by the school principal or his/her designee to medical personnel for identification and aid in the treatment of the emergency and shall be secured in the event the police are summoned to investigate, as per the procedures set forth in policy #5530.1.
4. The principal shall meet with the student's parent or guardian to discuss the result of his/her investigation.

### **D. Administrative Disciplinary Procedures**

1. Students who have been positively diagnosed as being under the influence of alcohol or other drugs, including anabolic steroids, shall be subject to disciplinary action. Discipline will be graded according to the severity of the offense.
2. Following an informal hearing at which the factual basis for the incident is reviewed with the student, the student will be suspended for no less than five (5) days.
3. Subsequent incidents where positive identification of drug or alcohol use have been made shall result in suspension of no less than eight (8) days.
4. If a suspension of greater than ten (10) days is contemplated, then a board level hearing shall be held consistent with law. Students with repetitive violations of the school policies regarding drugs and alcohol shall be referred to the child study team prior to any recommendation of expulsion to the Board of Education.

5. Notification of a suspension shall be made to the Substance Abuse Coordinator. An appointment must be made with the guidance counselor or his/her designee before resuming classes.
6. In the event a classified pupil is involved, the child study team shall be consulted and the procedures set forth in N.J.A.C. 6:28-2.8 et seq. shall be followed prior to imposing the discipline in this regulation.

**E. Evaluation Services For Pupils Who Are Affected by Alcohol or Drug Use**

1. Students who are affected by alcohol or other drug use, or who have been suspended for alcohol or other drug use, shall have an evaluation made of their overall academic and social performance. This evaluation will be coordinated by the Substance Abuse Coordinator. The process will include, but it is not limited to, the use of a student behavior checklist.
2. The result of this evaluation may require a further evaluation by the child study team, appropriate teaching staff members, the medical inspector, and/or an assessment shall be made by a person certified by the New Jersey State Board of Examiners and trained in alcoholism or substance abuse to determine the extent of the student's drug or alcohol use, and to determine a pupil's eligibility and need for special education services, a correctional program, additional medical evaluation, referral to a substance abuse assessment agency and/or treatment program and continued monitoring by the school staff for substance use. Parental consent for such an evaluation shall be obtained.
3. A conference shall be held with the parent or guardian after the evaluation has been completed.
4. The Board of Education is not responsible for the cost of any evaluation or treatment provided by any outside agency and/or organization unless otherwise required by law.

**F. Intervention and Treatment Services for Pupils Who Are Affected by Alcohol or Drug Use**

1. Program of instruction, counseling and related services by the Board of Education while a pupil is receiving medical or therapeutic care for a diagnosed alcohol or other drug dependence problem.

2. Referral to community agencies for medical or therapeutic care.
3. Referral and support services to include self help groups and after care groups for pupils who are returning from care for drug and alcohol dependency.
4. Referral to individual and family counseling/therapy.
5. Referral to outpatient programs and self help groups.
6. The Board of Education is not responsible for the cost of any treatment provided by any outside agency and/or organization unless otherwise required by law.

**II. Pupils who are found to be in possession of or distributing alcohol or other drugs, on school property, at any school sponsored activity or while traveling to and/or from school or other school activity.**

**A. Investigation and Disposition of Substances**

1. If alcohol or other drug possession or distribution is suspected, then the principal or designee shall be responsible for all necessary investigation consistent with law and the procedures set forth in the Drug Free School Zone Policy, File Code #5530.1.
2. If drugs are suspected of being sold on school property, at any school sponsored activity or while traveling to and/or from school or other school activity, then immediate action shall be taken to inform and work with police officials in apprehending the person(s) responsible consistent with the procedures set forth in policy #5530.1.
3. All actions by school and police personnel must protect the legal rights of the suspected individual(s). Due process rights shall be protected in every case and a student's right to be considered innocent shall not be hindered by school personnel.
4. It is the duty of the police, administrators and teachers to ensure that the rights of students are respected. If a student is questioned by the police, then it shall be the responsibility of the school administration to provide private space for interrogation. Every effort should be made by the principal or his/her designee to contact the student's

parent or guardian. The principal or his/her designee and student's parent or guardian, if available, should be present at the interrogation. A student need not provide information beyond his/her name, age, address and the purpose of his/her presence at school until a parent and, if requested, an attorney are present. Students shall be informed of their legal right to remain silent. They shall also be protected by school officials from coercion and illegal constraint.

### **B. Administrative Disciplinary Procedures**

1. Students who are found possessing or distributing drugs or alcohol in violation of this policy shall be subject to disciplinary action. Discipline will be graded according to the severity of the offense.
2. Following an informal hearing at which the factual basis for the underlying incident is reviewed with the student, the student shall be suspended for no less than five (5) days for a first incident.
3. Subsequent incidents shall result in suspension of no less than eight (8) days.
4. If a suspension of greater than ten (10) days is contemplated, then a board level hearing shall be held consistent with law. Students with repetitive violations of the school policies regarding drugs and alcohol shall be referred to the child study team prior to any recommendation of expulsion to the Board of Education.
5. Notification of a suspension shall be made to the Substance Abuse Coordinator. An appointment must be made with the guidance counselor or his/her designee before resuming classes.
6. In the event a classified pupil is involved, the child study team shall be consulted and the procedures set forth in N.J.A.C. 6:28-2.8 et seq. shall be followed prior to imposing the discipline in this regulation.

### **C. Evaluation**

The procedures dealing with evaluation of students found to be under the influence of drugs or alcohol shall apply.

## **D. Treatment**

The procedures dealing with the treatment of students found to be under the influence of drugs or alcohol shall apply.

### **III. Pupils for whom there is a concern about behavior which may indicate alcohol or other drug use, including steroids, though there is no evidence of violation of law or school regulations.**

It is the responsibility of every teaching staff member to maximize a student's performance in school. An atmosphere should be created so that students are able to develop trust among their teachers so that they can learn how to deal with human problems and values by discussing them openly. Every teaching staff member is obligated to assist students in dealing with possible drug and alcohol problems by advising students to inform their parents about such problems and to seek assistance from the appropriate individuals or agencies. Where, however, it appears that the problem is not being addressed, the following procedures should be implemented:

#### **Procedure**

1. Any expressed concerns regarding substance use/abuse should be referred to the Substance Abuse Coordinator.
2. Upon receipt of a referral, the Substance Abuse Coordinator will distribute the student behavior checklist form to all appropriate personnel.
3. Upon receipt and review of the student checklist form, a determination will be made as to whether or not further investigation will be necessary.
4. When appropriate, the Substance Abuse Coordinator will arrange to meet with the parent. Discussion shall include, among other things, student behavior and performance.
5. Parents should be contacted in cases where further investigation supports the suspicion of drug or alcohol use. This parental discussion will center on the student's actual behavior as reported through the student behavior checklist.

6. Where necessary, the procedures dealing with the evaluation and treatment of students found to be under the influence of alcohol shall apply.

#### **IV. Confidentiality**

Confidentiality of students involved in treatment programs for alcohol or other drugs shall be protected in accordance with 42 C.F.R. Part 2(c) and (d). Records of students involved in treatment programs shall be disclosed only with the student's written consent, or in the case of a minor student, with the written consent of the student and parent or guardian, unless there is a medical emergency or the information is needed for research activities as set forth in 42 C.F.R. Part 2(d). Involvement with the drug and alcohol treatment program will not become part of the student's permanent record.

#### **V. Instruction**

The Rutherford Board of Education recognizes that alcohol and other drugs, including anabolic steroids and tobacco, are serious social problems and have far-reaching implications for the entire community. The Board accepts responsibility for instructing pupils about the nature of drugs, alcohol, tobacco and anabolic steroids, the effects drugs and alcohol have on the human system, and the short and long term effects of drug and alcohol abuse on the student and society. The superintendent of schools shall prepare and submit to the Board for its approval a comprehensive curriculum for such instruction in grades K-12. Instruction on drugs, alcohol, tobacco and anabolic steroids shall be integrated within the health education curriculum. Substance abuse educational programs for parents/guardians will be offered at times and places convenient to the parents on school premises or other facilities.

#### **VI. Review of Policy**

- A. Developing and implementing a drug and alcohol project requires an annual evaluation to determine if the selected curriculum, program and policy have had the desired effect of reducing student substance abuse. The Board shall solicit community input and consult with local agencies recommended by the State Department of Health to review the effectiveness of its drug and alcohol policy.
- B. The evaluation shall include an examination of cost/benefit issues needed to implement and maintain the policy and shall examine the

total effect of policy, curriculum or program on the community as a whole. Community-wide indicators such as incidence and prevalence of substance abuse, related criminal activity, and institutional/society policy and change shall also be included in the annual evaluation.

## **VII. Availability of Drug and Alcohol Policies and Procedures**

- A. This policy shall be distributed annually on the first day of school to every student in the school district.
- B. Parents of students in the Rutherford School District shall be required to acknowledge receipt of the district's substance abuse policy on an acknowledgement form attached to the policies distributed to each student.

### **RESPONSIBILITY FOR SCHOOL MATERIALS**

All students are issued books and/or materials at the beginning of the year for which they are responsible during the year. These materials must be returned at the end of the year. Failure to return school property in the same condition as when it was issued will lead to the levying of fines. These fines are necessary to replace lost or damaged instructional materials. In the event that obligations are not met, students will be held in school on the first day of the new term and schedules withheld until a parent is contacted and the obligation is met.

### **CORRIDOR PASSES**

At Rutherford High School, students need individual corridor passes in order to walk in the halls during class periods. They may be granted and filled in by the teacher of the class. The pass should include the time, destination, and teacher signature.

### **LOCKERS**

Students will be assigned a hall locker by their homeroom teacher during the first week of school. Students may keep their outer clothing and other

personal property in these lockers, as well as the school textbooks and other school property assigned to them.

It is requested that students bring in their own lock for their hall locker. We do not recommend that valuable items be kept in your locker. Please be advised that during an emergency situation the school reserves the right to remove your lock with metal clippers.

THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS LOST OR STOLEN FROM LOCKERS. If you have lost something, you should first check all the classrooms you were in that day. Often you will find the missing item there. If you don't, look in the main office where it may have been turned in. If you lost an item in a physical education class, check with the physical education teachers. If you find anything that may be of some value to someone, you should turn it in at the main office.

## **IV. ATTENDANCE**

### **ABSENCE**

A written excuse signed by a parent or guardian must be presented to the student's homeroom teacher upon return to school.

Please refer to the attendance policy for more detailed explanations regarding written excuses.

It is suggested to parents that they call the school whenever possible to report the absence of their child. PARENTS MUST SEND A NOTE WITH THEIR CHILD UPON RETURN TO SCHOOL IN ORDER TO BE READMITTED TO SCHOOL. Pupils may be sent home from school to get such an explanation when failing to present the note when it is due, or be required to sign an Absence Verification Form in the Attendance Office.

## **STUDENT ATTENDANCE REQUIREMENTS**

1. Daily attendance is a requirement for every course. Students absent more than eighteen (18) days will not qualify for receipt of assigned credit.
2. Students who have accrued more than eighteen (18) absences but less than thirty (30) absences are considered to be in a NONCREDIT STATUS. The school maintains a consistent obligation requiring all students to be present in school in order that they may be taught. The NONCREDIT STATUS is a condition predicated upon attendance and performance. Students in this category may participate in all school related activities.
3. Students in NONCREDIT STATUS who remain in class throughout the regular school year may complete a course's requirements in a summer school if said course is offered.
4. Students placed in a NONCREDIT STATUS may appeal to the building principal within five (5) days after receiving the written, NONCREDIT STATUS notification from the school.
5. Students over 16 years of age who miss more than thirty (30) days of school even though these days are non-consecutive will be notified and dropped from the rolls. Notification will take the form of a personal conference with the parent(s), student and Assistant Principal. Parents of those students under 16 years of age shall be notified by the Attendance Office that credit for the course has been denied and the course must be audited for the remainder of the school year. Due process will be exercised to the fullest.
6. The Attendance Office will mail a letter of notification to parents or guardians alerting them of the danger of the student's non-compliance with the attendance requirements. Letters will be mailed on the tenth (10th) and the fifteenth (15th) absence. These letters are in addition to normal office procedures of random telephone calls checking on absences, reporting absences on report cards, and the use of progress reports.
7. At times some illnesses are treated by a doctor and it may become necessary to substantiate these absences during an appeals hearing if it is invoked against a student. Therefore medical excuses must be submitted immediately upon return to school, where they will become a part of the student's permanent attendance record. The school will not honor retroactive medical excuses from doctors.

8. Written excuses from parents are due as soon as students return to school. Students may be sent home for written verification when failing to present a written excuse when due, or be required to fill out an Absence Verification Form in the Attendance Office.
9. Students attending the Partners in Technical Education Program, who accrue more than eighteen (18) absences from said program will be withdrawn from that program and thereby receive no credit for PTEP.
10. All students who enter the high school after September of any school year will have their absence allotments pro-rated accordingly.
11. Students must complete seven (7) periods to be counted present for a full day of school and three (3) periods to be counted present for a half day of school.
12. Students with an abbreviated schedule (fifth year students) must be present for seventy-seven per cent (77%) of their schedule to be counted present for a half day of school.
13. Students leaving prior to completion of their regularly scheduled day will have their excuses reviewed by the administration.

## **ATTENDANCE REGULATIONS**

### **New Jersey State Statute**

"Every parent, guardian or other person having custody and control of a child between the ages of 6 and 16 years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public schools.

Such regular attendance shall be during all the days and hours that the public schools are in session in the school district.

A parent, guardian or other person having charge and control of a child between the ages of 6 and 16 years, who shall fail to comply with any of the provisions of this article relating to his duties shall be deemed to be a disorderly person, and shall be proceeded against as such."—Attendance Required 18A:38-25

Regularity of attendance is important if a student is to show a record of success in school work. A recent regulation of the State Department of

Education states that on certain religious holidays a student may be absent from school and such absence is not to be recorded as part of his permanent school record. Anyone wishing to be absent on these specific days must secure a "Religious Excuse Form" from the Attendance Office prior to the holy day, have it completed by a parent and return it to the attendance office on the next school day following the religious holiday.

Arrangements for an early dismissal for a medical or similar appointment must be made by submitting proper documentation from the parent to the Assistant Principal's Office prior to homeroom.

No student is to go home during the school day without first obtaining permission either from the nurse, in case of illness, or from the Attendance Office for any other reason. If a student goes home for lunch and cannot return for the afternoon session, the parent should notify the school by phone immediately. Upon his/her return to school, he/she must present, to the homeroom teacher, a note to this effect signed by a parent.

All calls referring to a student's absence are to be directed to the Attendance Office.

**PRORATED SCALE**

Students who enter Rutherford High School after the opening of school shall have the number of absences prorated.

Notification procedures for prorated students will differ in accordance with the total number of absences allowed. A student who exceeds the number of allotted days will be notified and given the option to file an appeal.

	Warning Letter	2 <sup>nd</sup> Warning Letter	
September	10	15	18
October	10	15	17
November	9	13	15
December	7	11	13
January	-	8	11
February	-	6	9
March	-	5	8
April	-	3	6
May	Immediate	Parent Contact	4
June	Immediate	Parent Contact	2

## **LATE ARRIVAL / EARLY DISMISSAL**

The Board recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of the district, the Board shall require that the school be notified in advance of such absences by written request of the pupil's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

- A. Illnesses which manifested themselves after the student reported to school
- B. Medical or dental appointments which cannot be scheduled outside school hours
- C. Driver's tests with verification of appointments
- D. Emergencies sanctioned at the Principal's direction
- E. Interview for college entrance or employment

## **V. GUIDANCE/ACADEMICS**

### **COMMENCEMENT SPEAKERS**

The first commencement speaker will be the Valedictorian. Should the Valedictorian choose not to speak, the next in line would be the Salutatorian. Should the Salutatorian choose not to speak, the selection will proceed in the line of ascension.

In case of tie for the Valedictorian, those tied shall have the opportunity to speak. The second speaker will be the class president.

## GRADING SYSTEM

The grading practices and policies are as follows:

1. The grading system consists of twelve letter grades as follows:

A+	B+	C+	D+	F
A	B	C	D	
A-	B-	C-		

In equating daily/quarterly averages to the twelve-grade format, the following percentage equivalents shall apply in every department, but this does not preclude normal distribution of grades (curving of test results) in a particular set of tests to insure fairness to students as it applies to validity and reliability:

97 and above	A+		
93-96	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	53-62	F
77-79	C+		

The first number of the range is the minimum number to achieve the grade and the number averages shall not be rounded up.

2. The report card grades will be recorded in a numerical average and its equivalent letter.
3. Final Examinations at the high school will count as 1/5 of the final grade.
4. The final grade for a course is determined by the numerical average of all marking period averages. The final grade on a report card grade will be recorded in a numerical average and its equivalent letter. A student must achieve a final numerical average of 63 or above to earn credit in a course.
5. The following grade point average equivalents shall apply in determining the grade point average for a course:

A+	4.3	B+	3.3	C+	2.3	D+	1.3	WF	0.0
A	4.0	B	3.0	C	2.0	D	1.0	WP	1.0
A-	3.7	B-	2.7	C-	1.7	F	0.0	NF	0.0

A student must achieve a final numerical average of 63 or above in order to achieve the minimum passing average.

6. In grades 9-12, a pupil receiving three quarter grades of “F” – one of which results in a final failure – will be prohibited from attending remedial Summer School for said course. A pupil with three (3) or more F’s may, however, attend summer school for said subject as a new course. One semester courses are not affected by this section of this policy. A student who fails physical education with three (3) F’s may not attend a remedial summer school.
7. Pupils have the right to see their grades, if they so request, at a time convenient to the teacher. Pupils are to be informed by their teachers of the grading system at the beginning of the course.
8. A quarter grade must include homework (checked, graded, or discussed) to count no less than 10% or more than 15% of the quarter, as well as tests and quizzes. (Grades 9-12 only).
9. A quarter grade may include projects, papers (ex. – research), laboratory performance, preparedness, effort, and class participation.
10. A quarter grade shall not include penalties for attendance, tardiness or behavior. Absences and approved school functions shall not count against a grade as long as the work which can be made up is made up within the appropriate amount of time.
11. Pupils who cut a class are to receive a zero (0) for all worked missed and shall not have the option to make up missed work.
12. In addition to the letter grades and their numerical equivalents, the following grades shall be recognized:

I	=	Incomplete
N	=	for LEP students only with administrative permission
WP	=	Withdrew passing
WF	=	Withdrew failing
NP	=	Noncredit passing
NF	=	Noncredit failing
Au	=	Audit
X	=	Excused

## **PHYSICAL EDUCATION**

### **Dress Code/Safety/Participation Requirements**

Sweatshirt or T-shirt, shorts or sweatpants, sneakers and sport socks. Jackets are also acceptable during cool weather. Sneakers must be laced and tied.

No cut-offs, jewelry (including earrings) or gum chewing will be allowed for the safety of all students.

Students who plan to have ear/body piercing procedures should only schedule them during the summer vacation period. Despite the need to leave jewelry in place during the healing process, students will not be allowed to wear jewelry during Physical Education class. Such students will not be medically excused from participation requirements for Physical Education.

Students not appropriately dressed and who are not medically excused will receive a zero (0) for being unprepared. Zeros will also be assigned for:

- failure to participate in class activity even though student is dressed for class
- failure to submit homework or make-up work as required, improper or unsafe use of equipment
- failure to adhere to general or activity-specific safety regulations, or truancy

Grading Rubric will be distributed to students at the start of the school year.

Students removed from class due to failure are assigned to a supervised student with a Health class until a new quarter begins.

“Student Progress Report” sent to parent/guardian if the student accumulates two (2) zeros (0) during a quarter.

### **FAILED REQUIRED SUBJECTS**

If a student fails a required subject, it must be repeated and passed in order to graduate from Rutherford High School. This can be done by either attending a Summer School or repeating the subject during the regular school year.

A student will be permitted to repeat only one previously failed subject per school year. Students must receive written permission from their guidance counselor for summer school. On-line distance learning and correspondence courses are not accepted for credit.

### **PARENT PORTAL**

Parents may access their son or daughter's grade at any time via the Power School Parent Portal. Individual passwords are mailed home.

### **EXTRA HELP**

Students may be required to make up class work, quizzes and tests and should check with individual teachers to find out when and where the work should be made up. This will usually occur after school.

Teachers are also available for extra help after school on Tuesday, Wednesday, and Thursday. Teachers are assigned to specific rooms for after school help. These lists are posted in all rooms. However, teachers are free to leave at 3:02 p.m. unless students are present for extra help or make-up. Students should report promptly to the designated area or schedule an appointment. Any difficulties in obtaining after school help should be reported to the student's counselor.

### **FIELD TRIPS**

Students who attend field trips out of school have the following responsibilities:

1. See the teacher for work before going on the trip.
2. Be prepared to hand in any assignment due or completed on the day of the trip the day the student returns to class.
3. Be prepared to take any test or quiz given on the day of the trip upon return to class.
4. Be prepared to take any test or quiz given on the day the student returns to class.

Be aware that any misbehavior or violations of school policy on the field trip may prevent participation in future field trips.

## **RUTHERFORD PUBLIC SCHOOLS** **HOMEWORK POLICY**

### **Definition**

Homework is an academic activity engaged in by students outside of class.

### **Purposes**

The primary objective of homework is to foster a sense of student responsibility for the learning process through tasks requiring time-budgeting and decision making.

More specifically, homework is intended to:

1. provide for essential practice in and reinforcement of skills
2. enrich and extend classroom experiences and build positive work and study habits
3. provide experiences in finding sources and gathering data
4. encourage the development of self discipline and integrity

If a student consistently states that he/she has no homework or that he/she has completed an assignment in school, parents should contact the teacher or school authority for verification.

### **Amount Of Homework**

The amount of time which students in the same grade will spend on homework will vary due to individual differences; however, it is believed that students should be assigned homework on a daily basis. The following time allocations are suggested for homework at various grade levels and are approximate. It is conceivable that there may be times when no homework will be assigned and that there may be times when more homework than stated will be necessary.

Grades 9 through 12: Students should be prepared to spend an average of 30-45 minutes for each academic subject daily. From time to time no actual assignment will be given, allowing students time for review, research, and long term assignments.

## **Grading / Evaluation Of Homework**

In order to encourage positive student attitude toward homework, teachers will be expected to instruct their pupils in the proper techniques and methods of completing homework assignments.

1. The teacher checks homework as quickly as possible and affixes a comment and/or assigns appropriate grade to all written assignments. Thus, homework grades become a part of the report card grade.
2. The students are responsible for and expected to complete and submit each assignment on its due date. The assignments are to conform to the procedures set forth by the teacher in conjunction with the administration.
3. If the teacher employs oral correction or self-checking as the teacher applied grading technique, all papers are to be perused and marks given. This may be a check, a mark of satisfactory or unsatisfactory, or a letter grade. No credit will be given for untidy, error filled papers.
4. The teacher will provide discussion time after student self-correction of papers to clarify any misconceptions.
5. The teacher will notify a parent by phone or written note whenever a student repeatedly fails to do his/her homework.
6. For Grades 6 - 12:  
All homework will be discussed, graded, or checked. Regular assignments in English, Science, Mathematics, Social Studies, Business, Foreign Language, and Health will count as no less than 10% or more than 15% of each quarter's grade.

## **Homework During Absences**

All class work and homework assignments due to absence are to be made up within a time period specified by the classroom teacher or administrator. The student is expected to show initiative in seeking out a teacher to determine what assignments were missed and when these shall be due. Work can be sent home to any student involved in an extended absence.

### **Make Up Work**

The rule of thumb for time allowed to make up work due to absence is equal to the total absences, except that the make up period is not to exceed five days without the permission of the Principal or his delegate. Students have a responsibility to make up work missed.

Students choosing to be absent from class without excuse (cut) or otherwise found to be truant may not make up work missed during these infractions and may be subject to suspension.

Students may complete assignments for time missed from school due to actions initiated by the authorities of the school (suspension, exclusion, etc.)

### **Long Term Assignments**

The definition of a "long term" assignment is one which covers two weeks or longer. Students will be assessed a penalty of one grade per day for each day the assignment is late beyond the due date. The lowest possible grade for a late assignment accepted by the teacher will be an F. A zero (0) may be given when no assignment is submitted. If a student is absent on a due date, he/she has the responsibility to make arrangements to have the assignment delivered to the school.

### **ELECTRONIC HOMEWORK POSTING GUIDELINES**

In an effort to increase communication among the teachers, students and parents of Rutherford Public Schools and to expand the use of technology, all teachers are required to post homework and long-term class assignments on an Electronic Homework Posting.

The following guidelines have been developed to direct the posting of assignments.

1. Teachers will post homework assignments for each day that class is in session. Posting of assignments once for the entire week is acceptable as long as the assignments are edited to ensure accuracy.
2. Long-term projects and due dates will be listed on Electronic Homework Posting.
3. For classes that do not have regularly assigned homework (such as certain computer classes, physical education classes, art, drama, music, etc), Electronic Homework Posting will be updated once a month to reflect projects/activities on which the class is currently working. For

classes where individualized instruction occurs (such as speech and basic skills), the teacher will provide contact information for parents.

4. Students are required to write down homework assignments in class. Electronic Homework Posting is meant as an aid for students and parents and is not a substitute for writing down homework and important dates in planners. Internet outages, webpage outages, or lack of Internet access will never suffice as an excuse for missed assignments.

5. Teachers who elect to maintain a website for homework postings will provide a link to access their website on Electronic Homework Posting.

6. Although teachers are required to keep their Electronic Homework Posting current, there may be infrequent occasions that it is not possible to provide updates as planned, due to unusual circumstances such as website problems, illness of a teacher, etc. Therefore, the assignments on Electronic Homework Posting are subject to change. As the primary source of assignments remains the classroom, delays in posting homework online will almost never be an acceptable excuse for any student to miss an assignment. In addition, teachers frequently make adjustments to the homework schedule based on work and activities accomplished in the classroom each day. Every effort will be made to update Electronic Homework Posting; however, changes may not always be reflected on the website. Teachers should be mindful of those students who legitimately used the Electronic Homework Posting as a source of an assignment, such as those students who have prepared work in advance, or have been on an extended absence from the classroom.

7. Access to Electronic Homework Posting can be obtained through the Rutherford Public Schools website ([www.rutherfordschools.org](http://www.rutherfordschools.org)) or through the Electronic Homework Posting website.

## **HONOR ROLL** for all grades

### **Criteria**

1. All subjects are included.
2. Students must carry a minimum of 35 credits per year.
3. No one may be on the Honor Roll who has received an Incomplete, D, or F. Incomplete marks must be removed before issuance of the Report Card in order to be eligible for the Honor Roll.

4. The Honor Roll will have 2 categories: Maximum Honors and Honors.

Maximum Honors:

GPA of not less than 3.70; No grade below a B-.

Honors:

GPA of not less than 3.50; Only one (1) C (C+, C, or C-) permitted.

### **BOARD OF EDUCATION SCHOLASTIC AWARD**

#### **Criteria**

1. All subjects are included based on final marks.
2. Students must carry a minimum of 35 credits per year.
3. No one is eligible who has received an Incomplete.  
Incomplete marks must be removed before issuance of the Report Card in order to be eligible for the Award.
4. Students must meet the criteria of MAXIMUM HONORS that is a GPA of not less than 3.70. No grade below B-.
5. Eligibility for award is based on grades earned at Rutherford High School.

### **CLASS RANK POLICY**

The GPA and class rank shall be calculated as follows:

All courses shall be included

All students shall be included

The weighted rank shall be used for all purposes

Class Rank is the student's placement in the class according to Weighted Grade Point Average (Wt.GPA). Wt.GPA is calculated by using the final letter grade point numeric average equivalents in each course, and then multiplying the numeric grade equivalents times the course credits producing the Wt. GPA.

Before doing final calculations, 0.5 is added to all final numeric equivalents in Honors and 1.0 is added for Advanced Placement courses for grades B- and higher.

The following areas shall be taken into account to calculate GPA: Final grades received; Number of credits attempted.

The following is an example of the method used to compute the GPA and rank:

Course	Final Grade	Numeric Average	Credits	Total Points
English 1	A	4.5	5	22.5
Honors Algebra 1	C	2	5	10
Physical Education	A+	4.3	3.75	16.125
Health	A	4	1.25	5
Basic Drawing	A	4	2.5	10
Environ. Science	C	2	5	10
World History	B-	2.7	5	13.5
Spanish 1	A	4	5	20
Comp. Prog. 1	A	4	2.5	10
			35	117.125

Divide credits into quality points to determine GPA.

$$\frac{3.346}{35)117.125}$$

**AP Courses**  
(\*add 1)

A+ = 5.3\*  
A = 5.0\*  
A- = 4.7\*  
B+ = 4.3\*  
B = 4.0\*  
B- = 3.7\*  
C+ = 2.3  
C = 2.0  
C- = 1.7  
D+ = 1.3  
D = 1

**Honors Courses**  
(add \*0.5)

A+ = 4.8\*  
A = 4.5\*  
A- = 4.2\*  
B+ = 3.8\*  
B = 3.5\*  
B- = 3.2\*  
C+ = 2.3  
C = 2.0  
C- = 1.7  
D+ = 1.3  
D = 1

**Regular**

A+ = 4.3  
A = 4.0  
A- = 3.7  
B+ = 3.3  
B = 3.0  
B- = 2.7  
C+ = 2.3  
C = 2.0  
C- = 1.7  
D+ = 1.3  
D = 1

F = 0	F = 0	F = 0
WP = 1.	WP = 1	WP = 1
WF = 0	WF = 0	WF = 0

Honors and Advanced Placement courses shall be so designated on transcripts.

If a student's record includes courses marked in a nontraditional fashion, e.g., Pass/Fail, the grade point average shall be based on those courses with traditional marks only.

All failing marks, as well as passing marks, shall be used in the calculation of the GPA.

Class rank will be computed at the end of the school year based on the final grades beginning in the ninth grade.

For the purpose of commencement only, the student receiving the highest GPA shall be designated Valedictorian and the student receiving the next highest GPA shall be designated Salutatorian.

In order to be eligible for designation as Valedictorian or Salutatorian, a student must attend at least six semesters of high school including the two of senior year.

Any student who transfers into the high school after completing more than six semesters in another high school shall not be eligible for designation as Valedictorian or Salutatorian.

### **DROPPING A SUBJECT**

Students who wish to drop a subject must see a counselor first. Written permission from a parent or guardian is necessary before a student will be allowed to drop a subject.

Teachers are not to send students to the Guidance Office with a note requesting that a subject be dropped. It is the responsibility of the teacher to discuss the possibility of a student dropping a subject with his/her counselor.

Procedure regarding dropping a subject:

1. If a student drops a full year or first semester course prior to September 30, no grade will appear on the report card or permanent record.

Student will be required to sit in a class for the first two weeks. The guidance counselors will encourage the student to attend the class and to participate. After two weeks on September 16, 2009, the guidance counselor will remove the student from the class.

If a student drops a full year or first semester course after September 30, W/F or W/P will appear on the report card and the permanent record. The guidance counselors will discuss with the student how this will impact his/her G.P.A.

2. For the second semester, student will be required to sit in a class for the first two weeks of a new course. The guidance counselors will encourage the student to attend the class and to participate. After two weeks on February 11, 2010, the guidance counselor will remove the student from the class.

If a student drops a second semester course prior to February 26, no grade will appear on the report card or permanent record. If a student drops after February 26, W/F or W/P will appear on the report card and the permanent record. The guidance counselor will discuss with the student how this will impact his/her G.P.A.

3. If a student is enrolled in a full year course and requires a lateral move due to level of difficulty (ex: Honors Geometry to Geometry or Geometry to Honors Geometry) changes will be made at the end of a quarter. No changes will be made during a quarter.
4. Students assigned a study period as a result of dropping a subject are not permitted an early release if the study is the last period of the day. "Prep" will be assigned to students who do not have a ninth period class scheduled at the start of the school year/second semester. In previous year "prep" may have been indicated on the schedule. For the 2009-2010 school year, "prep" will not appear. It will be understood by all that if a course does not appear on the schedule for period nine they have a "prep". All other students must be scheduled for a course or study hall.
5. Students are not permitted to drop a subject during quarter four.

## **E-MAIL GUIDELINES**

The following guidelines are provided to assist staff and community members to utilize e-mail effectively in an educational setting. E-mail can be used for clarification of assignments, due date questions, field trip questions, requests for a phone call, thank you notes, communicating with colleagues and staff members, etc. Electronic Homework is also a source of information for parents and students.

- Be sure to put the topic of your e-mail in the subject heading. Teachers and staff often delete e-mails from addresses they do not recognize in an effort to avoid SPAM.
- E-mail is not to be used for discussions, discipline issues, student information (privacy laws), and anything of a time sensitive nature.
- To e-mail a member of the faculty, click on the staff member's e-mail address in the E-mail section of their school or type the person's first initial and first three letters of their last name followed by @rutherfordschools.org.
- Please be sure to sign your name and give e-mail addresses or phone numbers so that teachers can respond back to you.
- Anonymous e-mails will not receive a response.
- Please allow teachers and staff one business day (24 hours) to respond to your e-mail prior to making a second contact.

## **STUDENT ACCESS TO AND USE OF NETWORKED INFORMATION RESOURCES RUTHERFORD PUBLIC SCHOOLS**

### **Student Acceptable Use Policy**

The Board of Education supports telecommunications access and recognizes the importance of access to computers and people on an international level. Access to telecommunications will enable students to explore thousands of libraries and databases throughout the world. Students will also have the opportunity to exchange messages with people around the globe.

The Rutherford School District firmly believes that the valuable information and interaction available on a worldwide network far outweighs the possibility of unacceptable use to procure material not acceptable with the educational goals of the district. With access to computers and people all over the world comes the availability of material that may not be of educational value in the context of the school setting. Students are responsible for good behavior on school computer networks

just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications shall apply to computer network use. The network is provided for students and staff to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

While it is impossible to control all that is accessible on the network, the District has taken measures to prevent access to inappropriate information, including but not limited to pornographic material and chat rooms. However, we cannot control all the information available on the Internet. The School District is not responsible for other people's actions or the quality and content of information available. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

The following guidelines have been established to help students and staff use the network appropriately. If a student does not follow acceptable use policies, his/her privileges of using the network may be withdrawn.

### **Personal Safety**

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not under any circumstances arrange a face-to-face meeting with someone you "meet" on the computer network or Internet. If someone attempts to arrange a meeting with you as a result of an Internet contact, you must report the communication immediately to your supervising teacher.

### **Guidelines**

The Rutherford School District's purpose in providing access to the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. Guidelines are provided so that students are aware of the responsibilities they are about to acquire. **Use of the Internet is a privilege, not a legal right.** Use of the Internet requires efficient, responsible, ethical and legal utilization of network resources.

The system administrator reserves the right to set quotas for disk storage for usage. Users who exceed their quota will be advised to delete files to return to compliance. Failing to delete files when requested may result in loss of access to computer files and disciplinary action and network devices. The system administrator reserves the right to delete files as needed. Students

are responsible for maintaining appropriate behavior on all school computers.

**Examples of inappropriate behavior include, but are not limited to:**

- Abusive, obscene, or other objectionable language, graphics, or other media entered into external or internal parts of the computer system
- Accessing a chat room
- Accessing inappropriate material such as violence, profanity, sex, drug or alcohol related sites, etc.
- Accessing someone else's account
- Allowing someone to login using your password
- Attempting to circumvent the district security and content filters by any means, including proxy servers
- Damaging computers, computer systems or computer networks
- Deliberate downloading of a virus or other damage to computer files
- Discussion of any school, staff, or student related activities on any public domain web sites such as blogs, wikis, etc.
- Distributing any commercial, political, or religious material
- Downloading of programs
- Employing the network for commercial purposes and personal or financial gains
- Engaging in activities that cause disruption to the network or its system
- Engaging in or promoting violence
- Harassing, insulting or attacking others
- Playing games on the Internet of a non-educational nature
- Purchasing, trading, or requesting items on the Internet
- Putting inappropriate content on a school website
- Sending or displaying hateful or pornographic messages or pictures
- Transmitting confidential information (phone numbers, social security numbers, credit card numbers, addresses, photographs, or making arrangements to meet anyone) for self or others
- Using obscene language or profanity
- Violating copyright laws
- Wallpapers, screen savers, icons, etc., saved to the local workstation from the Internet

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Any type of information stored on district computers becomes the property of the Rutherford School District, and as such the Rutherford School District can periodically review and monitor all computer files and data stored on district computers. The Rutherford School District can edit or remove any material which the system administrators, in their sole

discretion, believe to be inappropriate. Access to and review of computer files is not limited to probable cause. Privacy is neither implied nor granted, nor should it be expected.

### **Disciplinary Action**

Any violation of district rules may result in loss of district-provided access to the Internet and/or other computer devices. Disciplinary action will be determined at the building level in keeping with existing policies regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

## **MEDIA / INTERNET MEDIA RELEASE**

Parents/Guardians may grant, or deny, permission to the Rutherford Board of Education to use the name or likeness of their son/daughter in any publication or media release that may be used by, or for, the Rutherford Board of Education while he/she is attending school in the Rutherford School District by signing a Media Release and/or an Internet Media Release Form.

Media Release and Internet Media Release Forms are available through the Rutherford High School Guidance Department and can be updated at any time.

## **VI. FEDERAL, STATE, LOCAL REGULATIONS**

### **AFFIRMATIVE ACTION**

The affirmative action officer/Title IX coordinator for the district is: Mrs. Brenda Fargo, Research Assistant, 176 Park Avenue, Rutherford, NJ 07070, (201) 438-7675 Ext. 1113. The affirmative action officer for Rutherford High School is Ms. Barbara O'Donnell, Supervisor of Computer Technology, 56 Elliott Place, Rutherford, NJ 07070, (201) 438-7675, Ext. 2105.

## **EIGHTEEN YEAR OLD STUDENTS**

According to the Age of Majority Law effective January 1, 1973, a student 18 years of age or older, may assume the following responsibilities:

- You may sign your own report cards, as well as your own absence excuses.
- You may sign your own permission slips to participate in athletic programs, field trips, and other school events.
- You may review your own school records.

In other words, you are legally independent of your parents and do not need their consent for your activities in school.

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

## **WORKING PAPERS**

All students under 18 years of age are required by the State of New Jersey to obtain employment certificates. Such certificates can only be issued after the student has obtained a Promise of Employment form. A set of forms must be obtained from the Guidance Office in order for an official certificate to be issued. Students are asked to secure working papers between the hours of 2:30 and 3:30 p.m. on weekdays.

## **EQUAL ACCESS**

The Rutherford Public Schools guarantee equal access to educational programs and services for all students regardless of race, creed, color, national origin, gender, age, religion, marital status, affectional or sexual orientation, disability, or socioeconomic status.

In accordance with Title IX regulations, the Rutherford Public Schools do not discriminate on the basis of sex in admission to or employment in its educational programs or activities. Inquiries about Title IX should be addressed to Brenda Fargo, Title IX coordinator, 176 Park Avenue, Rutherford, NJ 07070 or (201) 438-7675, Ext. 1113.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA regulations provide parents of currently enrolled students and those students who are 18 years old or older the following rights:

1. To inspect and review the student's education records;
2. To seek amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. To require his/her consent prior to the disclosure of the personally identifiable information contained in the student's education records, except to the extent that FERPA and other federal regulations authorize disclosure without such consent; and
4. To file a complaint with the Family Policy Compliance Office, United States Department of Education, regarding any alleged failures by the district to comply with FERPA and its regulations. If the district discloses directory information from education records without parental/student consent, the district must notify parents and eligible students of the types of information that the district has designated as directory information and the parents'/student's right to opt out of disclosure of directory information.

In order to exercise their rights under FERPA, parents/guardians and eligible students must make a formal written request to the appropriate school principal.

## **PUPIL RECORDS**

The term "students information directory" is defined as:

A publication of the Rutherford Board of Education which includes the following information relating to a pupil: name, address, telephone number, grade level, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities, weight and height relating to athletic team membership, degrees, awards, the most recent educational agency attended by the pupil and other similar information. (N.J.A.C. 6:3-2.1)

The following shall be allowed access to student information directories: Accord (sic) educational, occupational and military recruiters access to school facilities and student information directories pursuant to N.J.S.A.

18A:36 -19.1, provided that any adult pupil or parent may request in writing to the chief school administrator to be excused from participating in all recruitment programs or having their name appear in student information directories for all recruitment purposes.

{N.J.A.C. 6:3-2.2 (g) (5) and (6)}

Pursuant to N.J.A.C. 6:3-2.2 (d), all adult pupils and parents must be advised annually, in writing, of this and of their other rights under the pupil records law. All adult pupils and parents of other students must inform the high school principal, in writing, by September 30 of each year if they wish to be excluded from the student information directory or if they wish to limit access to military recruiters.

## **VOTER REGISTRATION**

### **Facts About Voter Registration**

A person may register to vote who is:

- a U.S. citizen
- 18 years old by election day
- living at present address 30 days before election
- not denied right to vote because of idiocy, insanity or criminal record

N.J.S.A. 19:4-1, 19:4-2, 19:31-5.

### **Facts About Elections**

All General Elections are held the first Tuesday after the first Monday in November.

All Primary Elections are held the first Tuesday after the first Monday in June.

Municipal Elections are held at the General Election, except for municipalities with a nonpartisan form of government. These are held on the second Tuesday in May, and since they are nonpartisan elections, no primary is held. School Elections are held on the third Tuesday in April.

Polls are open from 7:00 a.m. to 8:00 p.m. in all elections with the exception of the school elections. Polls for school elections must be open from 5:00 p.m. to 9:00 p.m. and a school board may choose to keep the polls open any additional hours between 7:00 a.m. and 5:00 p.m.

Any Rutherford High School student who wishes to register to vote may avail himself/herself of the opportunity to do so by completing an

application in the Guidance Office. All necessary forms are available in our Guidance Office.

### **STUDENT INSURANCE POLICIES**

The Rutherford School District has made available a Student Insurance Policy for all students of the district. The policy will be offered to you during the beginning of the school year. It is expected that you will take this policy home and allow your parents to make the decision as to whether or not you will participate in the program. Each student must return the policy form with either a check for the amount of the policy, or the statement that your parents do not desire it.

The company sponsoring the program:

Maksin Group  
P.O. Box 2616  
Camden, NJ 08101

The cost of the insurance coverage (grades 9-12):

School-Time Coverage:	\$21.00 – 23.00
With dental	\$10 additional
Around-the-Clock Coverage	\$81.00 – 89.00
With dental	\$10.00 additional

Any accidents covered under the above policies must be reported through the Rutherford High School Nurse's Office within 60 days of the accident.

All bills to be presented must be accompanied by the forms that are available in the Nurse's Office.

### **AHERA**

The AHERA regulations have been in effect for over twenty years. The designated person performs semi-annual inspections to monitor the Asbestos Containing Building Materials (ACBM) found in our schools. On a tri-annual basis the designated person surveys the facilities and updates the management plan in compliance with prevailing regulations. Our designated person and trained maintenance and custodial staff perform ongoing monitoring of conditions and are trained to report any changes in those conditions.

Our AHERA Asbestos Management Plan (AMP) is available for public inspection in the building's main office or in the Board of Education office. Please call if you wish to make an appointment to review the plan.

### **ANNUAL INTEGRATED PEST MANAGEMENT NOTICE**

This notice is to comply with the New Jersey School Integrated Pest Management Act. Rutherford Board of Education has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the schools IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school. The IPM Coordinator for Rutherford Board of Education is:

Anthony Paterno  
70 East Pierrepont Avenue  
Rutherford, NJ 07070  
201 438-7675, x4117

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

As part of a school pest management plan, Rutherford Board of Education may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

## **STUDENT DISABILITIES PURSUANT TO SECTION 504**

### **I. Disability:**

The Board recognizes that a student is disabled pursuant to 29 U.S.C. 794, or Section 504 of the Rehabilitation Act of 1973, if he or she:

- A. has a physical or mental impairment which substantially limits one or more of such person's major life activities,
- B. has a record of such an impairment, or
- C. is regarded as having such an impairment.

All individuals for services under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 et seq.) are protected under section 504. Individuals who are not eligible for services under IDEA may nonetheless be eligible for services under Section 504.

### **II. Evaluation:**

In compliance with federal law, the Board directs that students disabled pursuant to Section 504 be identified, referred to and evaluated by a Section 504 Committee, and that a determination of eligibility for accommodations of his/her regular program be made. The Section 504 Committee shall consist of persons which includes persons knowledgeable about the child, persons knowledgeable about the meaning of evaluation data, and persons knowledgeable about placement options. In making placement decisions, the 504 committee shall draw upon a variety of sources including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. The 504 Coordinator shall establish procedures to ensure that information obtained from all such sources is documented and carefully considered.

### **III. Procedure:**

A student's parents/guardians shall be notified before the Section 504 Committee evaluates a student who has been referred for a suspected disability pursuant to Section 504. The 504 Committee shall involve parents/guardians in all identification, evaluation and educational placement decisions. Parents/guardians shall have an opportunity to examine all relevant records. A section 504 evaluation meeting shall be held which shall provide an opportunity for participation by each student's parents/guardians as well as represented by counsel. The student's parents/guardians shall be notified in writing of the Section 504 committee meetings at least ten (10) days in advance. The Section 504 Committee shall consider all relevant information concerning the student

to determine whether he/she is disabled under Section 504.

The 504 Committee shall determine whether the student is disabled under Section 504, and, if so, develop a written accommodation plan describing what accommodations, services or programs will be provided to meet the student's needs. The determination and, if applicable, education plan of the 504 Committee shall be submitted to the parent/guardian in writing. The 504 Committee shall meet periodically to review the student's accommodation plan. In addition, prior to any significant changes in placement, a reassessment of the student's needs shall be conducted.

Accommodation plans terminate at the conclusion of each school year and shall be annually reviewed before reapproval for the subsequent school year. Parents or guardians who disagree with the identification, evaluation or placement of a student with disabilities shall have the right to a due process hearing pursuant to the procedures set forth in Regulation 6164R.

Board of Education Policy #6164 discusses this in detail.

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