

# Somerville High School



**2009-2010**

**SOMERVILLE HIGH SCHOOL**  
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**WEBSITE: [www.somervillenjk12.org](http://www.somervillenjk12.org)**

**TABLE OF CONTENTS**

Academic Integrity.....	14
Attendance: Policy, Regulations, Appeals....	14-20
Attendance at School Events.....	21
Bell Schedules.....	21-22
Buses—Transportation.....	22
Cell Phone Use.....	22
Class Officer Eligibility.....	23
Class Organization.....	23
Class Rank.....	23
Code of Dress.....	24-26
Computer & Internet Use Contract.....	66-67
Credits.....	26
Discipline Procedures.....	27-34
Distribution of Printed Materials.....	35
Early Release.....	36
Eighteen Year-Old Regulations.....	37
Eligibility.....	37-39
Equal Education Opportunity.....	39
Exams and Final Grades.....	40
Field Trips.....	40
Fire Drills.....	40
Grading.....	41-44
Guidance Services.....	44
Harassment, Intimidation and Bullying.....	58-59
Health Services & Medication.....	45
Homeroom.....	45-46

Honor Awards/Ceremony.....	52
Identification Cards (photo).....	46
Illness .....	46
Lockers.....	48
Lost and Found.....	48
Lunch Periods.....	48
Media Center.....	49-50
National Honor Society.....	51
Principals' Message .....	13
Renaissance Program.....	51
Requirements for Graduation.....	52
Restricted areas to students.....	52
Schedule Changes.....	53-54
Scholastic Achievement.....	54
School Calendar.....	55
School Closing.....	56
Self-Medication.....	56
Section 504.....	57
Smoking.....	59
Snow Make-up Days.....	59
Staff Phones and Email.....	3-12
Student Automobiles.....	60-61
Student Council.....	61
Study Hall.....	61
Student Hazing.....	62
Student Records/ Release of.....	62
Substance Abuse.....	63-64
Summer School.....	64
Teacher Detention.....	64
Terroristic Threats/Threats of Violence.....	65
Test Days.....	65
Visitors.....	65
Voter Registration.....	65
Weapons Awareness Agreement.....	68

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## Principal's Message

I am happy to welcome all our incoming freshmen and their parents to the Somerville High School learning community. To our returning "Pioneers" I wish continued success as you enter another year full of opportunity at SHS.

The four years of high school present a unique opportunity to grow, explore, investigate, and mature physically, emotionally, intellectually and socially. New cultural experiences abound that will further your development. Our entire staff—administrators, teachers, counselors and support staff—is here to aid you in your journey toward independence and adulthood.

Your responsibility and that of your families is to accept ownership of your activities here at SHS and to work collaboratively and cooperatively with us to ensure that you develop to the fullest of your potential. Invest now in your future and you will be rewarded over and over again after your years here.

Please use this student handbook to familiarize yourselves with our code of conduct and our activities. Share our policies with your families/guardians so they too will be well-informed. Any questions you have can be addressed to any of the educators in the building; we are all here to help to make these four years memorable and fulfilling.

Timothy O'Halloran  
Principal

### **ACADEMIC INTEGRITY**

It is the expectation at SHS that all student work will be original and the result of individual student effort. Cheating and plagiarism are forms of academic theft. Copying the work, ideas and words of others is a violation of intellectual property rights and grounds for expulsion in the college and university settings. The faculty and administration of Somerville High School take great care to educate our students regarding what constitutes plagiarism. Students who engage in copying and or plagiarism will face serious consequences including possible failure and disciplinary action. Students who knowingly assist another student in an academically dishonest act will be held equally responsible.

### **ATTENDANCE POLICY**

The Somerville Board of Education recognizes its responsibility to provide a thorough and efficient education for every student within the district in keeping with the prevailing laws of the State of New Jersey. In order for administrators and teachers to successfully fulfill their responsibilities to students, it is essential that all students accept their responsibility to attend school as scheduled, and that parents/guardians support and reinforce their child's regular attendance. The State of New Jersey and the Board of Education have established competencies that must be met in order to receive a Somerville High School Diploma. Students must successfully complete 120 credits in both required and elective courses, test proficiently in all sections of the HSPA, and meet attendance requirements to fully gain the educational and social benefits of group situations. The Board of Education has revised the student attendance policy in accordance with the newly revised State of New Jersey policy regulating student attendance. In order to conform to state regulations and provide for legitimate student absences from school the Board of Education has defined "excused" versus "unexcused" absences from school. *This is not a permissive policy establishing or licensing a limit of days that may be missed with no harm.*

“Excused” absence is defined as a student’s absence from school for a full day or more than ten (10) minutes of a class period. Absences will be excused with a parent/guardian written statement and official documentation\* as follows:

- Personal illness (health care provider documentation),
- Professional appointments that cannot be scheduled during non-school hours (health care provider documentation),
- Somerville High School curricular/co-curricular activities held during the school day or requiring early dismissal,
- Court appearance (court notice to appear),
- Driver’s test (appointment card or license documentation),
- Death in the immediate family: parent, grandparent, sister, brother, aunt, uncle (maximum five days),
- New Jersey state approved religious holidays pursuant to N.J.S.A. 18A:36-14,
- College visitations; juniors and seniors only maximum 3 days (documented by a statement from the admissions office),
- Quarantines or uncoverable and/or weeping skin lesions,
- Suspension from school,
- Serious personal or family problems upon approval of administrator in charge of attendance, and
- An absence for a reason not listed above, but deemed excused by the administrator in charge of attendance.

\*Parent/guardian notes and official documentation must be received in the main office within 72 hours of the student returning to school.

Though a student may be absent with parental approval for reasons other than those listed above, the absence will be defined as “unexcused” to conform to state regulations requiring school districts to define “excused” and “unexcused” absences. It is also recognized that the parents/guardians may not always take their child to the doctor every time he/she is sick. The district assumes that the “unexcused” absences will be used when it is necessary to miss school and documentation can not be provided. “Unexcused” absences are not considered truancy unless the student is absent without parental consent.

Absences without parental approval will be considered truancy. In addition, a pupil will be considered truant if he/she:

- Leaves school without permission when school is still in session,
- Leaves school at lunch and does not return without the permission of the school nurse/administrator,
- Leaves class because of illness and does not report to the school nurse, or
- Is present in school but is absent from class without approval. Such truancy from class is a "class cut."

Under no circumstance should a student use a cell phone to contact a parent/guardian to be picked up from school without reporting to the nurse's office. (Cell phones are not to be in use during the school day.) If the nurse is unavailable the student is to report to the main office.

Absences for the following reasons will be recorded as "unexcused":

- Employment other than school-approved work assignments,
- Family travel/vacation,\*\*
- Performance of household or babysitting duties, or
- Travel as required as a member of an athletic team not part of the Somerville High School athletics program (these are not considered college visitations).

\*\* A parent or guardian taking a student out of school for vacations during the normal course of the school year is an illegal absence pursuant to New Jersey Statutes Annotated (NJSA) 8A:36-16 and New Jersey Administrative Code (NJAC) 6:20-1.3. These statutes state that students must be in school all the hours of all the days that school is in session. One serious impact of unauthorized absence is in the area of homework. Many parents request that the teacher give homework assignments prior to vacation, but for the teacher to do so puts the teacher and the school district in a position of condoning the leave from school. Therefore, if a student chooses to be absent from school, any work that is missed must be completed by the student after he/she returns to school.

Student absences in high school are recorded on a course by course basis. A student may be denied course credit when he/she has more than five (5) "unexcused" absences in a semester course or ten (10) "unexcused" absences in a full year course. Exceptions to this rule may be made for students who have demonstrated through completion of assignments and assessments that they have mastered the proficiencies established for the course and have participated in a credit completion session to regain the denied credit. Course completions sessions may be provided if the student has not exceeded fifteen (15) unexcused absences in a full year course or ten (10) unexcused absences in a semester course.

A student who is in danger of losing course credit due to exceeding the attendance policy must remain in the class to receive a grade of "incomplete." If the student does not remain in the class the student will not be allowed to make up the course in summer school.

A student arriving in any class after the first ten (10) minutes of the class period will be recorded as absent for that class. If the reason for arriving late is a result of any of the reasons defined as "excused" (see "excused" absences) the absence will be recorded as an excused absence providing that the student presents the appropriate documentation.

Early dismissal from school can disrupt the educational process and cause the student to miss valuable instructional time. Therefore, the school will "excuse" a student's early dismissal only as defined as "excused" (see above). Early dismissal for any other reasons will be deemed personal and will be recorded as "unexcused" unless excused by an administrator.

#### ATTENDANCE PROCEDURES: PARENT RESPONSIBILITIES

1. Parents are required to call the attendance office (243-1547) by 8:15 a.m. if the student is going to be absent from school. Without this notification either the attendance officer, Mr. Butler will telephone the home of any student absent from school.

2. Parents of students who are on the Chronic Illness List must telephone the school nurse each day the student is absent/late due to the chronic condition and the nurse will relay that information to the attendance officer. Failure to do so will result in the absence being recorded as unrelated to the chronic condition.
3. A parent/guardian who anticipates a future absence because of an illness of five (5) days or more must notify the administrator in charge of attendance so that home instruction can be arranged through the Guidance Office. If the absence due to illness is short term, less than five (5) days, the student's teachers will provide homework. The parent/guardian must contact the Guidance Office to request assignments.
4. Any lengthy absence, 10 days or more, the student must withdrawal from school.

#### ATTENDANCE PROCEDURES: STUDENT RESPONSIBILITIES

1. Upon returning to school, students are to complete a "pink slip" in homeroom stating the date(s) and reasons for their absence(s) from school. The pink slip, parent note, and official documentation (necessary for the absence(s) to be excused) must be given to the homeroom teacher for submission to the main office.
2. Upon returning to school, students must arrange with their teachers to make up any assignments or assessments missed during the absence from school. Work must be made up within a time equal to the time absent. Responsibility for making up work and scheduling any necessary assistance from the teacher(s) rests with the student.

ATTENDANCE: PARENTAL NOTIFICATION AND RESPONSIVE ACTION PLAN(S)

1. When a student has two (2) “unexcused” absences in a semester course or four (4) “unexcused” absences in a full year course the parent/guardian will receive a notification letter and a copy will be sent to the guidance counselor for follow-up.
  
2. When a student has four (4) “unexcused” absences in a semester course or seven (7) “unexcused” absences in a full year course the parent/guardian will receive a certified letter indicating the number of absences. (The letter will be sent certified only if the absences occur within the first half of the semester in a semester course or within the first half of the school year in a full year course.) A copy of the letter will be sent to the guidance counselor for follow-up. The administrator in charge of attendance will conduct an investigation into the reasons for the “unexcused” absences. It may be necessary for the parents/guardians to meet with the administrator to develop an action plan to assist the student in maintaining regular school attendance. Action plans may include:
  - Referral to the Intervention and Referral services team (I&RS), pursuant to N.J.A.C. 6A:16-8;
  - Testing, assessments, or evaluations of the student’s academic, behavioral, and health needs;
  - Consideration of an alternate placement;
  - Referral to a community-based social and health care provider agency or other community resources;
  - Referral to the court program designated by the New Jersey Administrative Office of the Courts; and/or
  - Referral to the Division of Youth and Family Services in accordance with the provisions of the N.J.S.A.9:6 et. Seq. and N.J.A.C.6A:16-11, if a potentially missing or child abuse situation is detected.

3. When a student has five (5) “unexcused” absences in a semester course or ten (10) “unexcused” absences in a full year course the parent/guardian will receive a certified letter indicating the number of absences. The administrator will investigate the reasons for the absences and may require the parents/guardians to meet with the administrator to adjust the action plan developed as outlined in #2 above to assist the student in maintaining regular school attendance.
4. When a student exceeds five (5) “unexcused” absences in a semester course or ten (10) “unexcused” absences in a full year course the parents/guardians will receive a certified letter notifying them that their child has exceeded the attendance policy in “unexcused” absences. An Attendance Appeal petition will be enclosed with this letter for the student and/or parents/guardians to complete if they feel there are extenuating circumstances that have prevented the student from attending school on a regular basis.

### **ATTENDANCE APPEALS**

A Permanent five (5) member Attendance Appeals Committee has been established to review any written Attendance Appeal petition regarding excess absences. Petitions must be presented to the office of the administrator in charge of attendance no later than ten (10) school days after parents/guardians receive notification of loss of credit due to absences. Keep in mind that appeals deal with the attendance record of the entire semester or the entire year. Appeals are to be limited to situations where unforeseen factors have created hardships. Being late to first period will rarely be accepted as a hardship.

### **ATTENDANCE: COURSE COMPLETION SESSIONS**

Students who accumulate six (6) through ten (10) “unexcused” absences in a semester course and/or eleven (11) through fifteen (15) “unexcused” absences in a full year course can, upon approval of the administrator in charge of attendance, participate in a course completion session to make up the excessive absences. Course completion sessions take place during the last week of the school year and/or immediately after the school year concludes.

### **ATTENDANCE AT SCHOOL EVENTS**

Any student who is absent or on out-of-school suspension on the day of a scheduled school event will not be allowed to attend the school event as a participant or spectator. During a suspension period that extends through a weekend and/or school vacation, the student is not eligible to participate in any school activities during the day, after school, in the evening or on weekends. If, however, a student’s out-of-school suspension ends on a Friday or on the day before an extended weekend or vacation, the student is eligible to participate in a school sponsored sport or activity the next calendar day. \*\* **Please Note:** Students on out-of-school (OSS) are forbidden to enter any Somerville Board of Education property while on suspension; including athletic activities, dances, plays, clubs, etc. as spectators or participants. Students who enter without authority will be charged with trespassing according to NJSA 2C:18-3.

### **BELL SCHEDULES**

#### **Full Session Day**

Period 1	7:35-8:15	Period 5	10:44-11:24
<b>Homeroom</b>	8:19-8:28	Period 6	11:28-12:08
Period 2	8:32-9:12	Period 7	12:12-12:52
Period 3	9:16-9:56	Period 8	12:56-1:36
Period 4	10:00-10:40	Period 9	1:40-2:20

#### **One Session Day**

Period 1	7:35-8:15
Homeroom	8:18-8:23
Period 2	8:26-9:06
Period 3	9:09-9:49
Period 4	9:52-10:32
Period 8	10:35-11:15
Period 9	11:18-11:58

**Delay Openings (Schedule will be alternated as needed)**

**Schedule A**

Homeroom 9:35-9:40  
Period 1 9:44-10:10  
Period 2 10:14-10:40  
Period 5-9 Normal Schedule

**Schedule B**

Homeroom 9:35-9:40  
Period 3 9:44-10:10  
Period 4 10:14-10:40  
Period 5-9 Normal Schedule

**BUSES-BRANCBURG**

Arrival 7:25 a.m.  
Dismissal 2:20 p.m.  
Late Activity Bus: 4:30 p.m.

*The late activity bus is for students who are staying after for school related functions/purposes. Students must sign up for the late activity bus in the main office **prior** to 12 noon.*

**Transportation telephone number: 725-2895**

**A student should not arrive at the school before 7:00 a.m. and must not remain after his/her last class period unless he/she is under the supervision of a staff member.**

**CELL PHONE/ELECTRONIC DEVICE USE BY STUDENTS**

Students may bring cell phones/electronic devices to school for use after the school day. **HOWEVER, STUDENTS' CELL PHONES AND/OR ELECTRONIC DEVICES MUST BE KEPT OFF AND OUT OF SIGHT FROM 7:35 AM UNTIL 2:20 PM.**

Students may not use cell phones and/or electronic device in class or in the hallways. Students in violation of this policy will have their cell phones and/or electronic device confiscated. **Confiscated cell phones and/ or electronic device will NOT be returned to the students; they will only be returned to the parent/guardian. AN ELECTRONIC DEVICE IS, BUT IS NOT LIMITED TO AN MP3 PLAYER/ IPOD/ PORTABLE GAME SYSTEM.** The consequences for possession of an activated cell phone and/or electronic device are as follows:

1 <sup>st</sup> offense-	Written warning
2 or more offenses	1 one-hour central detention

### **CLASS OFFICER ELIGIBILITY**

Students must be within the credit guidelines established for inclusion in each grade level in order to run for class officer. The candidate must be in his/her first year to run for a ninth grade office, second year for tenth grade office, and so on.

### **CLASS ORGANIZATION**

Class officers, with the aid of faculty advisors, take charge of any activities for their respective classes. Freshman, sophomore, and junior classes will annually elect officers at the close of the school year to serve the following year. The freshman class will elect officers in September of their freshman year.

### **CLASS RANK**

Grounded in the belief that class rank is neither equitable nor a correct measure of student achievement, Somerville High School will no longer engage in the automatic calculation and report of class rank for students. Effective with the graduating class of 2006, class rank will be calculated internally for the purpose of scholarships and awards only. A statement of a pupil's class rank shall only be released to a requesting institution after May 1<sup>st</sup> of the graduation year.

The decision to abolish ranking came after an extensive examination of the distribution of grades among our student population, survey of surrounding schools, and extensive research into the college admission process. It is not unusual for top students to be separated by as little as one-hundredth of a point. In such cases, class rank becomes detrimental.

## **CODE OF DRESS**

The Somerville Board of Education has adopted the following district wide dress code policy. (**Policy #5511**),

The dress of all students must answer affirmatively to the concepts of decency, neatness, and suitability for classroom and learning situations, and proper clothing should be worn to prevent safety hazards. Under the direction of the Superintendent of Schools, the principal of each school shall determine appropriate dress for their building. There shall be as much uniformity as possible throughout the district. The student dress code below applies to all students at all school functions. The basic responsibility for the appearance of the students at Somerville High School rests with the parents and students themselves. Parents have the obligation and, within certain prescribed bounds, the right to determine their children's dress; however, a student's appearance must not disrupt the teaching-learning process, and therefore, the following guidelines must be followed:

- 1- **Decency.** The following indecent and inappropriate apparel is prohibited:
  - Apparel deemed embarrassing to others because it promotes indecent exposure. Clothing that is revealing or sexually suggestive and consequently a distraction to the teaching and learning process will not be allowed. The bottom hem of a skirt, dress or shorts must be fingertip length when the student's arms are extended at their sides and their fingers uncurled. Boys' sleeveless tee-shirts/jerseys must not be excessively wide/open at the underarm or neck so that the chest is visible.
  - Garments such as see-through blouses, tank tops, spaghetti straps, halter tops, low-cut blouses or tops, tight fitting tops or pants, pants not meeting the waist, or upper garments not meeting the top of one's pants/skirt.
  - Biking shorts or other tight-fitting clothing. Students may wear leggings, but there must be a top worn over them that conforms to the fingertip length stipulation.
  - Apparel infringing upon the rights of others, including any garment that advertises drugs or alcohol, is sexually obscene, or contains derogatory language or references and slogans.

- 2- **Neatness.** Because of possible obstruction of vision and the negative effect on learning, the following items are not allowed:
- Hats, other headdress, including scarves and bandannas, and sunglasses (male *or* female students)
  - Grooming that prohibits students from doing their best because of blocked vision or restricted movement is discouraged.
  - Apparel used in gym class is prohibited from use in the classroom.
  - Outerwear: All coats, jackets, vests, outerwear garments and hats must be placed in your locker before 7:35am. These items are not allowed in classrooms during the regular school day.
- 3- **Suitability.** The following articles of clothing are prohibited because they can damage school property:
- Cleats and boots, shoes, trousers, or jewelry with metal rivets that damage furniture.
  - Chains that hang from one's pants, wallet, etc. Heavy chains worn around the neck or wrist.
  - Dress must comply with the health and safety codes of the State of New Jersey. Shoes must be worn at all times. Flip Flops are discouraged.

Somerville High School is proud to present many programs that are considered formal events. It is our belief that students should dress appropriately and respectfully. To this end the following guidelines have been established for events designated by administration:

Dress-Up Guidelines (for events designated by administration):

Gentlemen must wear:

- Dress shirt with collar
- Tie
- Properly fitting dress slacks (No shorts or jeans)
- Dress Shoes (No work boots, sneakers or flip flops)

Ladies must wear (appropriate outfits to include):

- Modest dresses or skirts no more than 3" above the knee
- Properly fitting blouse
- Properly fitting dress slacks (no shorts or jeans)
- Dress shoes (no flip flops or sneakers)

***Inappropriate dress may result in exclusion from participation in our events and ceremonies.***

**PENALTY FOR DRESS CODE VIOLATIONS-** Final decision regarding whether a student's dress is inappropriate rests with the administration. Students will be asked to change or have parent/guardian bring appropriate clothing to school for the student to change into. Student will be excluded from class until appropriately attired.

**CREDITS**

Assignment to grade/class level is based upon credits.

9 <sup>th</sup> Grade	0-29	Credits
10 <sup>th</sup> Grade	30-59	Credits
11 <sup>th</sup> Grade	60-85	Credits
12 <sup>th</sup> Grade	86-120	Credits

(A minimum of 120 credits is required in order to graduate.)

### **DISCIPLINE POLICY-RATIONALE**

The Discipline Focus Committee, open to students, parents, faculty and administrators, believes that all students are entitled to a positive learning environment, in which they can maximize their academic and social development. To this end, the committee created a discipline policy to encourage responsible behavior and discourage misconduct. Student involvement and participation, personal responsibility and respect for others are the cornerstones of the code. Rules are necessary to ensure that the rights of each individual are protected and that the collective group is able to function and prosper. To promote an environment that is safe and conducive to learning, for students and faculty alike, a shared understanding of the expectations for behavior is necessary.

### **EXPECTATIONS FOR CLASSROOM SUCCESS**

Experience has shown that certain behaviors help provide not only a quality educational environment for everyone, but also a student's greatest chance for success. As such, we have an expectation that all students will demonstrate these behaviors:

- Students will come to class prepared, with assignments, books, pencils, etc. necessary for full participation.
- Students will be seated and quiet when the bell rings to maximize the amount of time devoted to their education.
- Students will participate actively and productively in the class in order to gain the optimal effect of the experience.
- Students will come to class dressed appropriately, so they will not become a distraction to others in the classroom.
- Students will conduct themselves in a manner that will allow others to learn. Class disruption means any behavior that focuses a teacher's time and attention on student behavior instead of on teaching. **Behavior that detracts from the instructional process infringes on the rights of others to be educated and will not be tolerated.**

## **DISCIPLINE POLICY**

With the inherent rights of being a student at SHS come certain obligations, such as behaving respectfully and following the rules. All students are entitled to a safe school environment conducive to academic achievement, and rules have been established to provide for it. It is important to understand the consequences of violating these rules. When a student's actions infringe on the rights of fellow students and/or staff members, disciplinary action will be initiated. A "point system" was enacted to clearly define for students, staff and parents those behaviors considered unacceptable. Students who violate the norms of acceptable and expected behavior will receive disciplinary points; the number of points assigned will reflect the seriousness of each infraction. Please familiarize yourself with the following list of negative behaviors and their consequences, remembering that excessive point accumulation carries its own sanctions (see below).

### **# OF POINTS**

### **INFRACTION**

5	Repeated talking in class/study hall
5	Failure to report to teacher detention (detention must still be served)
5	Excessive/chronic tardiness to class
5	Late to Homeroom/Late to or from Lunch (each occurrence)
5-15	Class disruption
5-15	Misconduct in class/halls/cafeteria
5	Failure to produce I.D. upon demand
5	Locker use at unassigned time
5	Failure to sign out in main office (for early dismissal)
5	Abuse of pass
5	Fail to report to tardy office when tardy
5	Possession or consumption of food or drink outside the cafeteria during school hours

5	Failure to produce student agenda
5-15	School bus disruption (Multiple Infractions may result in suspension of bus privileges.)
5-15	Misconduct during an assembly or fire drill
10	Leaving class without permission
10	Parking violation (use of senior lot without permit or faculty lot: municipal parking ticket and possible loss of parking privilege)
10-15	Insubordination (verbal defiance or failure to comply with direct request of any staff member)
15	Graffiti (student/parent responsible for restoration/restitution)
15	Smoking (on school property or in vicinity)
15	Profanity or obscene language (written, verbal or use of gestures) student to student
15	Violation of Internet contract (see contract for additional penalties)
15	Forgery or lying
15	Gambling
15	Class cut
30	Class cut/leaving school grounds (**may include loss of open lunch privilege)
30	Truancy
5-15	Any unlisted offense to be decided by an administrator

**\*\* Parents/Guardians and the Administration reserve the right to suspend the open lunch privilege. Open lunch privileges may be suspended if a student returns late from open lunch or fails to leave the building prior to the late bell, or in the case of disciplinary infractions as deemed necessary by the Administration.**

### **LUNCH ROOM BEHAVIOR**

Lunch room monitors are responsible for enforcing discipline in the cafeteria during the scheduled lunch period. Proper decorum is expected at all times including adherence to all school regulations.

### **NUISANCE ITEM**

A nuisance item refers to any item that interferes with the normal operation of the school day. These items include, but are not limited to, laser pointers, water guns, dice, playing cards, skateboards and roller blades.

Students may not use nuisance items in class or in the hallways. Students in violation of this policy will have their nuisance item confiscated. The consequences for use of a nuisance item are as follow:

1 <sup>st</sup> offense-	Written warning
2 <sup>nd</sup> and any subsequent offense	1 two-hour central detention

### **POINT ACCUMULATION**

Parents and guidance counselors will be notified when students receive discipline points. Students who do not modify their behavior risk accumulation of points, for which the following consequences will be imposed:

- 15 Points --- 1 day of 2 hour Central Detention
- 30 Points --- 2 days of 2 hour Central Detention
- 45 Points --- 3 days of 2 hour Central Detention
- 60 Points --- 4 days of 2 hour Central Detention

**When school is not in session for any reason on a day in which a student is assigned Out-of-School Suspension or Central Detention, the student will serve the Out-of-School Suspension or the Central Detention on the next regular school day after the day when school is closed.**

**Accumulation of 60 points is evidence that a student is not meeting behavioral expectations and that additional intervention is necessary. The student may be suspended and not be allowed to return to school until a mandatory parent conference is held to determine appropriate actions and a positive, pro-active plan is created.**

**Additional points beyond 60 will result in administrative review after each offense.**

### **POINT REDUCTION**

Proper behavior is expected and rewarded. Students will lose 5 points for each calendar month without an infraction and are encouraged to take an active role in their own behavior modification. Student-initiated point-reduction plans (i.e. community service, etc.) are possible with administrative approval.

### **CENTRAL DETENTION**

Central Detention will be held Monday through Thursday from 2:30 to 4:30 pm. It will be assigned for the day following the administrative conference and takes precedence over all other student commitments.

- Students assigned to **two-day detentions** may attend and participate in school-sponsored activities after 4:30pm, as long as they successfully served their Central Detention for that day.
- Students assigned for **four or five day detentions** will not be eligible to participate in school-sponsored activities until the completion of all of the days of their detention.
- Students who fail to serve a Central Detention will receive an extra day for each day not served. Failure to serve three times will result in out-of-school suspension pending a parent conference so the student, parents, administrator, and guidance counselor can create an action plan to modify the student's behavior. **Original Central Detentions must be served upon the return to school.**

## **OUT-OF-SCHOOL SUSPENSION**

The following infractions will result in out-of-school suspension and may also result in police notification and/or an expulsion hearing.

- **Fighting: 1<sup>st</sup> offense-** 4 days OSS. **2<sup>nd</sup> offense** 6-10 days OSS and referral to Student Assistance Counselor for conflict mediation or anger management counseling.
- **Vandalism-** restitution/restoration required. Length of OSS to be determined by administrator.
- **Theft-** taking or attempting to take school property, personal property or money from another student or staff member- 4 days OSS and restitution.
- **Assault or Violence/Threat of Violence-** directed towards anyone- up to 10 days OSS with possible psychiatric evaluation.
- **Profanity-** directed towards a staff member- 2 day OSS
- **Possession of a Weapon or Explosive Device-** 10 days OSS and possible psychiatric evaluation.
- **Breaking/Entering a School Building or Trespassing on School Property-** 10 days OSS.
- **Inciting a Riot or Disturbance or Encouraging Others to Disrupt School-** 2-10 days OSS.
- **Substance Abuse-Under the Influence.** Students suspected of being under the influence of drugs/alcohol will be removed from classes and required to undergo a drug/alcohol screening. A positive drug test result will cause the student to be placed on a **4 day out-of –school suspension**. A mandatory conference between parents, student, administration, and the School Psychologist must precede the student's return to regular classes. Treatment may be mandated.
- **Substance Abuse- Possession/Sale/Transfer.** A 10 day OSS and possible expulsion hearing before the Board of Education.
- **Any other infraction that may be determined by NJ School Law to be grounds for suspension or expulsion.**

**Three or more out-of-school suspensions in one school year will result in the student being placed on the ineligible list for the remainder of the school year, making him/her ineligible for all co-curricular activities, including athletics. In addition, the student will be on**

**probation for the entire next school year. One out-of-school suspension while on probation will return the student to the ineligible list for the remainder of the school year.**

**For extended absences or suspensions of 5 days or more home instruction will be provided beginning on the 5<sup>th</sup> day.**

### **TARDY TO SCHOOL POLICY**

Students tardy to school must report to the attendance office and obtain an admission slip from the Attendance Officer before reporting to their class. **Students must present their identification cards** when signing into school after 7:35 am.

**Students will not be admitted to school after 8:30 am without parent contact and/or approval of a school administrator.**

When a student is late to school, he/she runs the risk of jeopardizing his/her education. Teachers plan a full forty-minute lesson and it is imperative that students be present for the entire class. Tardy students infringe upon the rights of their classmates by interrupting the flow of the lesson with the distraction of their arrival. To protect the education of all students, the following policy is in effect:

1 <sup>st</sup> -2 <sup>nd</sup> late	No penalty
3 <sup>rd</sup> Tardy	1 hour Central Detention
6 and every subsequent tardy	1 hour central detention

Students who provide documentation that they were late due to a doctor, dentist or other medical appointment, NJ Driver's Test, court appearance, State of NJ recognized religious holiday, or other reasons approved by an administrator, will have their tardy for that day excused.

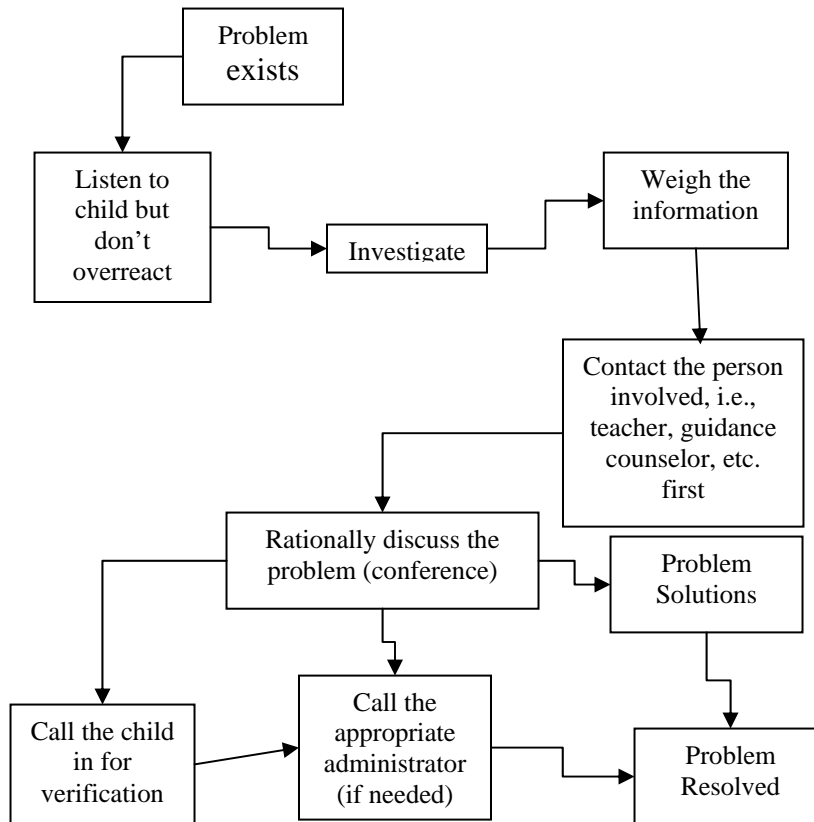
### **REDUCTION OF TARDY POINTS**

Students who are punctual for a one-month period will have one tardy deleted from their tardy record. This does not mean the student's tardy is excused; if the student's tardiness made him or her more than ten minutes late for a class, the student is still considered absent for that class.

## PARENTS AND EDUCATORS

### Strategies for collaborative problem solving

Here at Somerville High School we strive to work together with our students and their families to troubleshoot potential problems and solve them creatively. The following schematic illustrates a proactive response to issues that may arise.



## **DISTRIBUTION OF PRINTED MATERIALS BY STUDENTS ON SCHOOL PROPERTIES**

No materials may be distributed in school unless prior permission is received from the administration. Administrative review is necessary "to determine the suitability of materials to be passed out to pupils in school." The administration must be notified at least two days before the desired distribution date, and a response will be given by the second day. If approved, a designated schedule for distribution will be determined by the administration. This determination seeks "to accommodate the maximum degree of freedom of expression by means consistent with the good order of the school." Distribution is, however, prohibited from all classrooms, including gym classes, study halls, cafeteria and the library.

**The following materials will not receive approval and may not be distributed:**

- 1- "Hate Literature" or any literature that unscrupulously attacks ethnic, racial or religious groups.
- 2- Publications aimed at creating hostility and violence by setting individual against individual or group against group.
- 3- Obscenities and/or pornography.
- 4- Literature aimed at inducing students and/or non-students to disrupt the operation of the school or to absent themselves from school, classes, and/or activities.
- 5- Material in conflict with **NJSA 18A: 42**, which regulates distribution of materials in school concerning general, municipal, or school elections.

### **EARLY RELEASE**

Personal circumstances may arise requiring a student to be released early from school. To ensure the smooth and safe handling of such situations, parents/guardians must send a note requesting permission for the student to be released early from school. **Students must present this note to the school nurse prior to the start of school at 7:35 a.m.** Parents must include the reason (doctor/dentist appointment- doctor's/dentist's name, appointment time and telephone number, etc.) and a telephone number where the parents/guardians may be reached during the school day. The school recognizes that certain situations exist that create a legitimate need for release from school. These include:

- 1- Illness that manifested itself after the student reported to school.
- 2- Verified appointment with a physician/dentist.
- 3- Required court appearance.
- 4- Death in the family.
- 5- Religious holidays on the list approved by the NJ State Bd. Of Ed.
- 6- Drivers' test with verification of appointment.

Any other requests for early release must be of a serious nature and must receive prior approval by the administration. The school nurse will review and verify the conditions, after which the student will be released from school pursuant to prescribed procedures. The student will be allowed to make up all work missed. Parent/Guardians are to meet their child in the main office at the time indicated in their note. The student must present his/her approved exclusion slip from the nurse to the main office staff and **must sign-out in the main office.** Students returning to school after signing out earlier in the day must re-enter via the main office and sign back in. If someone other than the parent or guardian is to meet the student, a note is required indicating the person has parent/guardian permission to pick up that particular child.

If a student becomes ill during his/her lunch period, **HE/SHE MUST REPORT TO THE SCHOOL NURSE**, who will decide if parents should be called and if the student is to be released from school. The penalty for cutting class (15 points) and leaving school grounds without permission (15 points) will be imposed on the student if he or she doesn't return from an open lunch period. Closed lunch status may be instituted for the student, as well. In extreme cases, a telephone call from the parent to an administrator, indicating that the child is too ill to return to school, may be acceptable.

### **EIGHTEEN YEAR OLD ADULT STATUS**

THE FOLLOWING APPLIES TO 18-YEAR-OLD STUDENTS. HOWEVER, EIGHTEEN-YEAR OLDS WHO STILL LIVE WITH THEIR PARENTS/GUARDIANS AND/OR ARE STILL DEPENDENT UPON THEM FOR FINANCIAL SUPPORT CANNOT CLAIM EIGHTEEN YEAR OLD STATUS.

- 1- An 18 year old student may not sign himself out of school during the school day, BUT may sign himself/herself out of school permanently. SHS will inform parents of this decision.
- 2- Domicile in the Somerville School District must meet all Board of Education requirements before admission or re-admission to SHS.
- 3- The 18 year old student will be held accountable for attending school as prescribed by the attendance policy.
- 4- The 18 year old student may sign his own permission slip for athletic teams and field trips.
- 5- Unless a written change request is made by the 18 year old student after reaching his 18<sup>th</sup> birthday, SHS will continue to send school notices to parents regarding absences, discipline, interim progress reports and grades.

### **ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES**

The eligibility of students in grades 9-12 for participation in co-curricular activities will be determined according to the following rules:

- 1- To be eligible for the following semester, a student must have earned a Grade Point Average (GPA) of 70 or higher the previous semester and must have passed at least 12.5 percent of the state requirements for graduation (25 percent annually). This means a minimum of 13  $\frac{3}{4}$  credits in any one semester. This shall not apply to ninth grade students during their first semester in high school. If a student is eligible at the beginning date of a co-curricular activity, that student will remain eligible until the conclusion of that activity, except under the conditions listed below.
- 2- Students are **ineligible** to participate in any co-curricular activity during a period of out-of-school suspension from his/her regular program of studies. During a suspension period that extends through the weekend and/or school vacations, the student is not eligible to participate in any school activities scheduled during the day, after school, in the evening or on weekends.

**Three or more out-of-school suspensions in one school year will result in the loss of eligibility for the remainder of the school year. The student will be ineligible for all co-curricular activities, including participation in the athletic program. In addition, the student will be on probation for the next school year. One out-of-school suspension while on probation will return the student to the ineligible list for the remainder of the school year.**

**Note:** Students on OSS are forbidden to enter any Somerville Board of Education property while on suspension; this includes attendance at any athletic activities, dances, plays, clubs, etc., as either a spectator or participant. Students who enter without authority will be charged with trespassing according to **NJSA 2c:18-3**.

- If a student's out-of-school suspension ends on a Friday or the day before an extended weekend or vacation, the student is eligible to participate in a school sponsored sport or activity the next calendar day.
- If a student is still on out-of-school suspension status, he/she may not participate in any game, event, competition, or practice regardless of the calendar.
- If a student is assigned a four (4), six (6) or eight (8) day Central Detention (30 points, 45 points and 60 points respectively), he/she is ineligible to participate in a school sponsored sport or activity until the last day of detention is served. He/she will become eligible immediately upon completion of the last day of detention.
- Students serving two Central Detentions (15 points) remain eligible to participate in school-sponsored sports or activities provided they are positively fulfilling their responsibilities as established by the rules of Central Detention. If they skip a day of detention, however, they become ineligible until compliance is met. Students may not skip detention to attend athletic events or other after-school co-curricular activities.

- Any student in any co-curricular activity must maintain a record of academic proficiency consistent with his/her past academic performance, or the high school principal, after consultation with appropriate staff members and the student, may declare that student ineligible for a specific period. It is the intent of the Board that participation in co-curricular activities will not interfere with the instructional program of any student.
- Any student in a co-curricular activity must attend school on a regular basis in accordance with Board Policy and must be present in school on the day of the scheduled event of that activity.
- A student who fails to display good citizenship or observe school rules for conduct may forfeit his/her eligibility for participation in a co-curricular activity.

#### **EQUAL EDUCATIONAL OPPORTUNITY**

State and federal statutes and regulations prohibit school districts from discriminatory practices in employment or educational opportunity against any person by reason of race, color, creed, religion, sex, ancestry, national origin, age, English proficiency, sexual preference, marital status, or veteran status. Further, state and federal protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, or family status and other applicable laws. Somerville Public Schools will continue to support its affirmative action resolution and to implement the district's equal educational opportunity policy in accordance with law and regulation.

## **EXAMS AND FINAL GRADES**

- 1- Mid-term and final exams will be given in all courses.
- 2- Seniors who have a 90% average at exemption time will only be exempt from the final exam if they also had at least a 90% or above as a grade for each of the four (4) marking periods final grade and the mid-term examination, with no grade lower than a 90%. **No students, including seniors, are exempt from mid-term examinations.** All students in AP courses who have taken the AP exams are exempt from the final exam for the course.
- 3- Refusal to take the final exam will result in automatic failure for the course.
- 4- The grade of 0 will be given to any student who:
  - a- Failed to take, or refused to take, a test or quiz.
  - b- Failed or refused to do any graded item.
  - c- Has cheated (including plagiarism on any graded material).
- 5- Absence from any final examination without approval will result in a 0 and will preclude the student from attending summer school. No student will be allowed to take a makeup mid-term or final exam without written approval from an administrator.

## **FIELD TRIPS**

All school rules and regulations are in full effect for students on a field trip as are any additional rules established by the teacher in charge. Disregarding the rules may prohibit a student from participating in a class trip. Each student must submit a permission form. Students are responsible for completing all assignments and/or make-up work from classes missed while on a school sponsored field trip.

## **FIRE DRILLS**

Fire drills are conducted on a consistent basis. Fire drill procedures will be reviewed by classroom teachers at the beginning of the school year.

## **GRADING** (Board of Education Policy #2624)

### **A. ASSESSMENTS**

1. Performance-Based Assessments including tests and quizzes are designed to document the degree of student mastery of curricula objectives and the NJCCCS. Results of assessments may be used to inform parents and students of progress toward mastery. Teachers should evaluate performance results to guide future instruction and evaluate student progress in reaching course objectives. Utmost care must be used in preparing assessments to ensure unequivocal wording of questions and, especially in essay type questions, that a specific topic or problem is defined. Assessments should be carefully designed to minimize simple recall while encouraging students to apply, analyze, synthesize and evaluate. All assessments should encourage students to take a position and support the position through the use of evidence.
2. To ensure an accurate reflection of student achievement, a minimum of seven differentiated assessments per marking period is required.
3. All assessments require a grading rubric that clearly defines that point value of each item and the total points possible. Assessments must be corrected and returned to pupils as soon as possible. A review of any assessment should be held upon its return to the student.
4. Every teacher must keep a careful record of assessments in order to provide evidence of the legitimacy of each pupil's grades. A sufficient number of samples of pupil work, over time, shall be graded so that validity is assured. Multiple and varied assessments must be incorporated.
5. No pupil is to be assigned any "extra" project, report, etc. near the end of a marking period or at any time for the purpose of improving the marking period grade.
6. Any item of pupil work receiving a grade must show the appropriate numerical grade.
7. Teachers are expected to conduct a review before each major test. However, a maximum of two school days is permitted for midterm and final exam review.

## B. GRADING

1. Grades will be reported numerically for all work assigned during the designated marking period.
2. Grades for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> marking periods and the midterm exam are numerical representations of earned grades with a minimum reported score of 50.
3. The 4<sup>th</sup> marking period grade and the final exam grade are reported as earned.
4. Final grades for year long courses are computed as follows:
  - a. Find the sum of all four marking period grades.
  - b. Multiply the sum of the four marking periods by 2.
  - c. Add the mid-term and final exam grade to the product.
  - d. Divide the sum by 10.
  - e. The quotient is the final grade.
5. Grades for the 1<sup>st</sup> and 2<sup>nd</sup> semesters for semester courses are numerical representations of earned grades with a minimum reported score of 50.
6. The final exam grade for a semester course is reported as earned. (There are no midterm grades in semester courses.)
7. Final grades for semester courses are computed as follows:
  - a. Add the two marking period grades.
  - b. Multiply the sum by two.
  - c. Add the final exam grade to the product.
  - d. Divide the new sum by 5.
  - e. The quotient is the final grade.
8. All teachers of the same subject must develop and use the same grading system for that course.
9. Incomplete grades are authorized under certain circumstances. Under normal circumstances all work should be made up in one week. At the conclusion of a course a grade must be given.
10. The grade of "0" will be given to any pupil who:
  - a. Failed to take or refused to take a test or quiz,
  - b. Failed to do or refused to do any graded item,
  - c. Has cheated (including plagiarism) on any graded material.

### C. COMMUNICATION

1. Course descriptions, including goals and objectives, content, and grading policies, as indicated in Board approved curriculum, are to be distributed to students during the first week of class.
2. Assessment results must be communicated to students in a timely matter.
3. Assessments should be evaluated with both descriptive and prescriptive feedback to guide future progress.
4. Interim reports are sent to all students at the mid-point of the marking period. Parents/Guardians must be notified via telephone/email if a student's performance deteriorates after the interim report has been sent.
5. Teachers' grade books are part of the school record system and as such are filed with the principal at the closing of the school year.

### D. EXAMS

1. Mid-term exams will be given to all students in year-long courses.
2. Final exams will be given at the end of each course. Seniors who have a 90 average with no grade lower than a 90 in all marking periods (and the mid-term exam where applicable) will be exempt from final exams.
3. All students in AP courses who have taken the AP exams are exempt from the final exam for the course.
4. Refusal to take the final exam will result in failure for the course.

### E. WEIGHTED GRADES:

Somerville High School employs a two-tiered weighting system.

1. Honors and Advanced Placement courses will receive a .5 additional weight.
2. Weighting of .5 for Honors and Advanced Placement courses recognizes the difference in rigor between these courses and College Prep and Applied level courses.

#### F. HONOR ROLL:

Honor Roll is calculated each marking period and considers all graded subjects. Independent Study, Senior Options, and other pass/fail situations do not apply.

1. High Honor Roll
  - a. GPA of 90 or above.
  - b. No grade below 85.
2. Honor Roll
  - a. GPA of 82 or above
  - b. No grade below 80.

#### **GUIDANCE SERVICES**

The Guidance Office is located on the first floor, across from the main office. Each student is assigned to a counselor, alphabetically by last name. Periodically, each student will be scheduled for a conference, but, in addition, the student is free to request a conference when necessary. Counselors will provide direction and assistance with the following areas: academic progress, career planning, college planning, personal adjustment, programming (course selection), record maintenance, testing assessment, the GEPA and the HSPA and SATs. The educational experience includes decision-making, and it is understood that personal problems and difficulties are likely to require the help and suggestions of experienced guidance personnel. The Guidance Department also contains the Career Center. The Career Center provides students with a developmental sequence of resources and experiences. By identifying career-related interests, aptitudes, personality preferences and values, students are better prepared to select a college major and/or develop a career plan.

## **HEALTH SERVICES & MEDICATION**

The emergency form that is filled out and submitted at the beginning of the school year will be used if the school needs to contact a parent, guardian or emergency contact during the day in the event of illness, accident, or other emergency.

If a student requires medication during the school day, NJ State Law requires a written statement from the family doctor that spells out the type, dosage, and purpose of the medication. A written statement from the parent giving permission for the nurse to administer the medication is also required. **STUDENTS MAY NOT SELF-MEDICATE. STUDENTS MAY NOT HAVE ANY PRESCRIPTION OR OVER-THE-COUNTER MEDICATION IN THEIR POSSESSION WHILE IN SCHOOL.** A certified school nurse staffs the Health Office. The following services are provided:

1. Annual vision testing.
2. Audiometric screening for all seniors and sophomores.
3. Scoliosis screening for all students.
4. Tuberculosis screen for transfer students.
5. A student who becomes ill while in school is sent to the Health Office. If a student is unable to remain in school, his/her parent is contacted.

## **HOMEROOM**

Homeroom will be held for nine (9) minutes between periods one (1) and (2). The purpose for homeroom is as follows:

- Attendance
- Salute to the Flag: Pledge of Allegiance – New Jersey law requires students to show respect for the flag of the United States of America. If a student is conscientiously opposed to the pledge or salute, he/she may abstain from these ceremonies; however, all students are required to be respectful and quiet if not saluting the pledge of allegiance.
- Listen to announcements over the public address system.
- Listen to announcements made by the homeroom teacher from the daily printed list.
- Distribution of certain materials by the administration, guidance and/or other approved pertinent materials.
- Students are required to complete a pink slip in homeroom upon returning to school after an absence.

- Students arriving late to homeroom from his/her period one (1) class will receive **five (5) disciplinary points** starting with his/her first instance of tardiness.
- Students can NOT leave during homeroom for any reason.

### **IDENTIFICATION CARD**

Students ***must be in possession of*** their Somerville High School photo identification card at all times during the school day and at school sponsored functions. Students are required to present their photo identification card on request of any staff member. Failure to do so is considered insubordination and subsequent disciplinary measures will be enforced. Student identification cards are required for the following:

- Signing into school late at the tardy office.
- Signing out of school in the main office.
- Reporting to the health office for any reason.
- Admittance to the school library/media center.
- Attending any athletic or school sponsored activities.
- Identifying oneself as requested by teachers or staff members.

In the event a student loses or misplaces his/her Somerville High School photo identification card, a new one will be issued at a cost of \$5.00. If a student should transfer to another school, the photo identification card must be submitted to school officials as part of the official sign out procedure.

### **ILLNESS**

If a student is ill before coming to school, he/she should remain at home. If a student feels ill after arriving at school, he/she should secure permission to go to the Health Office. A student must obtain permission from the nurse or the high school office before being allowed to go home. A student returning to school after an illness of three or more days must report to the school nurse before reporting to any class.

## **LOCKDOWN PROCEDURES**

If a situation occurs that requires a lockdown, the following procedure will be followed.

### **ADMINISTRATION RESPONSE**

1. Announce "**THIS IS A LOCKDOWN.**"
2. Secure all areas that could contain potential weapons (*i.e.*, fencing equipment, chemicals.)
3. Notify law enforcement (911 or 908-725-0331) and the Superintendent of Schools.
4. Assess removal of students from dangerous areas.
5. Establish a communication center.
6. Follow the instructions of the Incident Commander (*i.e.*, Police, Fire Chief) until the "all clear" announcement is made.
7. Hold event critique with staff following the lockdown.

### **TEACHERS, SUBSTITUTES, AND STAFF RESPONSE**

1. Students and staff move to the nearest room, lock the door, and move out of sight from windows and door(s). Classroom doors should always be locked.
2. Pull any stray students into the classroom from the hallway.
3. Do not reopen the door.
4. Turn off lights and pull down window shades to reduce visibility.
5. Students and staff on the grounds should meet at the on-campus evacuation site. If the threat appears to be external to the building, students and staff should enter the closest classroom, gymnasium, or auditorium.
6. Do not use classroom telephones, intercoms, or cell phones.
7. Post the total number of persons in the classroom on the outside of a classroom window and make a list of students present, absent, and missing from your class.
8. Remain in the classroom until an administrator and/or a police officer unlocks the door. (The principal may announce, "This is the end of a lockdown drill." Teachers and students, however, are to remain in the classroom until the door is unlocked.)

**NOTE:** In the event that the fire alarm sounds during the lockdown, all personnel and students are to remain in a lockdown situation. Students are to stay with their teachers until directed otherwise by law enforcement and/or fire officials.

## **LOCKERS**

Lockers will be assigned to each student. **Students are not permitted to share lockers.** Students using an unauthorized locker will receive five (5) disciplinary points. Nothing is to be affixed on the outside or inside the locker. All lockers are and shall remain the property of the Somerville Board of Education. No student may use a locker as a depository for substances or objects prohibited by law or Board Policy, or which constitutes a threat to the health, safety, and welfare of any or all of the occupants of the building. Please be on notice that school officials do regularly inspect lockers, as allowed under **NJ State Law**, and **Board Policy No. 5770**, with or without student knowledge. If any issues arise with the lockers, students are required to report it to the Office of Student Affairs.

Lock up valuables in any school building at all times. Students are responsible for safeguarding their own possessions. It is highly suggested students purchase a lock for their gym lockers. All valuables must be locked up at all times.

## **LOST AND FOUND**

When students are given textbooks, they must put their names, date, and teachers' names on the label provided for that purpose in the front of the book. If a book belonging to someone else is found, it must be turned in to the Main Office and placed in the *Lost and Found*.

## **LUNCH PERIODS**

Freshmen must spend their lunch periods in the cafeteria and sign in with the monitors. Students in grades 10, 11, 12 who chose to remain in the cafeteria are required to sign in and remain in the cafeteria for the duration of the lunch period. Students in grades 10, 11 and 12 have open lunch privilege and may leave school grounds during their lunch periods. However, with this privilege comes responsibility. Students must exit the building promptly and return to school in time to report to their next class by the beginning of the period. Students who abuse the open lunch privilege by arriving late to their next class or by engaging in inappropriate behavior during lunch (i.e. fighting, littering, trespassing on private property, playing loud music in the neighborhood, or arriving late to the cafeteria) risk being placed on closed lunch status. Administrators or parents/guardians reserve the right to suspend open lunch.

## **MEDIA CENTER**

The Media Center is located on the second floor across from the main staircase. The media center is open from 7:30 a.m. to 3:30 p.m. Monday to Thursday, and Fridays until 2:30 p.m. unless otherwise posted or announced. Our library offers multimedia services such as on line computer searching, video, film and slide presentations, microfilm viewing, and CD-ROM access, web subscription like SIRS, newspapers and magazine database, and Gale database for literary criticism. Vocational and career guidance, college information, and material about authors are examples of some of the data available through our CD-ROMS. Word Processing can be done for research papers or class projects. Also available is an interlibrary loan system, which allows us to borrow materials from other libraries. These materials are delivered to our school free of charge. Additionally, we offer modem access to the card catalog of both the Raritan Valley Community College and Somerset County Libraries. The fiction collection is arranged in alphabetical order by the author's last name and the biographies arranged by the subject's last name. The Dewey Decimal System of Classification arranges the non-fiction and reference books. The card catalog is the index to the books and other materials that are available and both computer and print versions are in our library. The number in the left hand corner gives the shelf location of the item. Current newspapers and magazines are available, as well as a file containing articles and pamphlets on a variety of topics. Please feel free to ask the Librarian or her assistant for information about what is available.

## **MEDIA CENTER RULES**

1. The school library is a part of the instructional program of Somerville High school. It is primarily for research and study, and partly for recreational reading.
2. All students must sign into the library upon arrival. They may not sign anyone else in. Once signed in, the student should not leave the library to go to his/her locker or any other location.
3. Students must place their backpacks by the door as they enter.
4. Fines must be paid in full before new items can be checked-out.
5. Students must show their photo identification cards to check out materials. At times, the ID may be kept at the circulation desk when certain periodicals are requested. When the periodical is returned, the ID will be returned to the student.

6. Students making up quizzes or tests during a library visit from study hall must:
  - Present a pass from the teacher administering the quiz or test.
  - Mark the time he/she leaves the library to take the test or quiz next to his/her name.
  - Mark the time he/she returns to the library next to his/her name.
7. Any student may come to the library after eating lunch, however, he/she must sign in at the appropriate spot and show the time he/she came into the library. Once signed in, the student must stay in the media center.
8. Any disruptive behavior will result in revocation of library privileges. Those using the library for social conversation will be sent back to their study hall.
9. No food, drink, radios, walkmen, etc. are allowed in the library. The furniture may not be moved except with advance permission of the librarian.
10. Students may use the library on their own before and after school for reading and study. Students coming into the library after school and during lunch periods must sign in at the desk. After school, students who leave before 3:25 p.m. must also sign out.
11. Since the library is part of the school, all other school rules apply.
12. Circulation: All materials, except reference and periodicals, check out for two (2) weeks with a valid Somerville High School identification (ID) card and are renewable unless someone else is waiting for the items.

## **STUDENT RECOGNITION PROGRAMS**

### **NATIONAL HONOR SOCIETY**

National Honor Society (NHS) is a national organization whose objectives are to create enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership and encourage the development of character in the nation's high school students.

Selection Procedures: Juniors and Seniors who have been in the school district for at least one semester and who have maintained a cumulative unweighted GPA of 91% (not rounded) or better are eligible to apply to the NHS. A list of eligible students is posted early in the school year in homerooms. Students are responsible for checking the list and bringing any possible discrepancies to the attention of the NHS Advisor in a timely manner. The list of candidates will also include information about candidate meeting(s) at which application materials and information will be distributed. At the meeting, candidates will be informed of the required materials and deadlines for submission. Missing a deadline will result in the automatic non-selection of the candidate. Selected faculty members will examine the materials submitted by the candidate and evaluate their Character, Service, and Leadership. A total point score of 48 is required for seniors and 52 for juniors. The final results will be submitted to the faculty council, consisting of 5 teachers, for review and approval. There is no appeal process for non-selection. Junior candidates who are not selected are encouraged to review their credentials with the NHS advisor to better prepare them for the following year.

### **RENAISSANCE PROGRAM**

The Renaissance Program celebrates students' academic achievements by honoring those who earn a place on the honor role or who make significant improvements in their academic performance during each marking period. Qualifying students are honored for their hard work and receive a "Renaissance Card", which allows them to receive discounted goods at participating area businesses

### **HONOR AWARDS CEREMONY**

Students who achieve Honor Roll or High Honor status in three (3) out of four (4) marking periods in one school year will be recognized annually for their achievements. Those students who qualify during the fourth (4<sup>th</sup>) marking period will be honored during the following year.

### **REQUIREMENTS FOR GRADUATION**

The Somerville Board of Education has established a minimum graduation requirement of 120 credits. Specific course requirements follow the graduation requirements as established by the State of New Jersey. The State of New Jersey is currently revising the graduation requirements for the Classes of 2012 and 2013. Graduation requirements are available for review on the district website [www.somervillenjk12.org](http://www.somervillenjk12.org). Please review the Program of Studies located under high school guidance department on the website. In addition, graduation requirements are included in the summer mailing to all students and in the district calendar distributed to students at the beginning of the school year.

### **RESTRICTED AREAS TO STUDENTS:**

- Students are not allowed in the offices of any secretary, administrator, or counselor, or behind/beyond any of their desks, nor in the faculty cafeteria or workrooms unless given permission.
- Students may not use the telephones in any of the offices unless given permission.
- Students are not allowed to stand in doorways or loiter in the hallways in such a way that they block the flow of traffic.
- Students are only allowed in the gym locker room **during their own gym class or other authorized activity or with special permission from a faculty member.**
- Students may not go to the student parking lot during the school day without permission from an administrator (except for lunch). They must sign out in the main office after obtaining permission and sign back in upon their return. Seniors exercising senior privilege in the last marking period **MAY NOT** loiter/linger in the student parking lot.

## **SCHEDULE CHANGES**

The process of selecting an academic program requires the collaborative efforts of parents, students, faculty, and counselors. The master schedule for the school, including the number of sections of each course, and ultimately, the number of teachers in each department, is set in accordance with the subject requests made by students. Therefore, we do not encourage schedule changes once course selections have been made. The need for a program change is recognized only under **specific extenuating circumstances**. These circumstances include, but are not limited to: misplacement in a level, a scheduled course that was completed in summer school, or computer error. Schedule change requests for teacher changes, lunch adjustments, and other similar types of program customizations **will not** be honored at Somerville High School.

All requests for a change in schedule must be requested in writing and signed by the student's parent/guardian. Students **must** begin this process by completing the "Request for Schedule Change" form located in the Guidance Office. Once this form has been completed and signed by the student and parent/guardian, it must be submitted to his/her counselor.

If the parent, counselor, and the high school administration approve the schedule change, "Drop/Add" forms **must** be completed and signed by the appropriate teacher and guidance counselor. Students are to return the completed form to their counselor and pick up their new schedule. New schedules will only be provided to students who have submitted this form. Failure to return the "Drop/Add" form will result in a delay of the schedule change.

**Schedule Adjustment Procedures  
Changing levels and/or Adding a course  
Somerville High School Regulation**

- Schedule adjustment ends September 24, 2009 or last day of February for second semester courses.
- Criteria *after* cutoff date:
  - Teacher input
  - Student:
    - participated in extra help session
    - completed homework
    - managed time for study and other activities
    - demonstrated personal effort
    - committed to independent work
    - proven history of student achievement as applicable

**Transcript Notation**

1. There will be no transcript notation for students who withdraw during the approved schedule adjustment period.
2. Students who withdraw after the schedule adjustment period (last school day of September) will receive either:
  - WP = withdraw passing or
  - WF = withdraw failing, reflected on final transcript

**SCHOLASTIC ACHIEVEMENT**

Scholastic Achievement Awards are given to those students who attain HONOR ROLL and/or HIGH HONOR ROLL status for three of the four marking periods in a school year. An awards presentation ceremony for these students and their parents is held in the spring. Awards will be given to those students who have already been on the HIGH HONOR ROLL or HONOR ROLL for three marking periods. The additional winners will be determined after the fourth marking period, and these underclass award winners will be included in the following year's ceremony.

## **SCHOOL CALENDAR**

The first day of school for the 2009-2010 school year is Wednesday, September 9, 2009. The last day of school is Friday, June 18, 2010.

The following half and full day recesses are scheduled:

<b>September</b>	<b>28</b>	<b>full day- Yom Kippur</b>
<b>November</b>	<b>5-6</b>	<b>full day- NJEA Convention</b>
	<b>25</b>	<b>one-session day</b>
	<b>26-27</b>	<b>full day- Thanksgiving</b>
<b>December</b>	<b>23</b>	<b>one-session day</b>
	<b>24-31</b>	<b>full days- winter recess</b>
<b>January</b>	<b>1</b>	<b>full day- winter recess</b>
	<b>18</b>	<b>full day- Martin Luther King</b>
	<b>25-29</b>	<b>Midterm Exams</b>
<b>February</b>	<b>12</b>	<b>one session day- staff development</b>
	<b>15</b>	<b>full day- Presidents Day</b>
<b>March</b>	<b>26</b>	<b>one session day Spring Break</b>
	<b>29-31</b>	<b>full days Spring Break</b>
<b>April</b>	<b>1-2</b>	<b>full days Spring Break</b>
<b>May</b>	<b>28</b>	<b>one session day</b>
	<b>31-</b>	<b>full day Memorial Day</b>
<b>June</b>	<b>11-17</b>	<b>one-session day- final exams</b>
	<b>18</b>	<b>one-session day- last day of school</b>

If there is a need to make up unexpected closings due to inclement weather or other reasons, they will be made up on the following days that are listed as days off for students: March 29, March 30, and March 31. If additional days are needed, the following days will be utilized: June 21, and June 22 in this order.

### **EARLY DISMISSAL FROM SCHOOL AND EMERGENCY SCHOOL CLOSINGS**

In the event school must close or have a delayed opening due to severe weather or unusual circumstances, announcements will be made over the following radio stations between 6:30 and 8:30 a.m.: WCTC (1450 AM); WMGQ (98.3 FM); New Jersey Radio (101.5 FM); WHWH (13.50 FM); WPST (94.5 FM); and WTTM (1680 AM). School closing information is also posted on the following websites

[www.wor710.com](http://www.wor710.com)

[www.nj1015.com](http://www.nj1015.com)

[www.somervillenjk12.org](http://www.somervillenjk12.org)

Please refrain from calling the school to inquire about closings; telephones must remain free for emergency arrangements/procedures.

### **SELF-HARM POLICY(Policy #5350)**

Incidence of self-harm including but not limited to cutting will be treated as attempting to harm one's life; as per district policy regarding suicide.

### **SELF-MEDICATION**

Students may not self-medicate or administer medication to other students. Students may not be in possession of such items as Tylenol, Advil, aspirin, etc. The only recognized needs for medication might be an inhaler or epinephrine for severe allergic reaction; however, the student must seek approval to have any of these items in his/her possession. CONSULT WITH THE NURSE REGARDING ANY PRESCRIPTION AND/OR OVER-THE-COUNTER MEDICINES.

## **SECTION 504**

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the Somerville Public School District has the duty to provide FAPE to each qualified student with a disability and to prohibit discrimination on the basis of disability in its programs and activities. Further, the Somerville Public School District provides you, as the parent or guardian, with the following procedural safeguards in relation to your child.

1. You have the right to receive a copy of this notice upon the district's identification, evaluation, refusal to provide an evaluation, educational placement, denial of educational placement, and any significant change in said placement of your child.
2. You have the right to an evaluation of your child if the district has reason to believe that your child has a mental or physical impairment that substantially limits learning or some other major life activity...
  - before the initial placement.
  - before any subsequent significant change in placement.
3. You have the right to an opportunity to examine all relevant records for your child.
4. You have the right to an impartial hearing, with participation by you and representation by counsel, concerning the identification, evaluation, or educational placement of your child.
5. You have the right to appeal the final decision of the impartial hearing officer to a court of competent jurisdiction.

Affirmative Action Officer  
(908) 218-4118

Dr. Carolyn Rosenberg  
[crosenberg@somervillenjk12.org](mailto:crosenberg@somervillenjk12.org)

Title IX Officer  
(908) 218-4118

Dr. Carolyn Rosenberg  
[crosenberg@somervillenjk12.org](mailto:crosenberg@somervillenjk12.org)

504 Officer K-12  
(908) 218-4188

Mrs. Katherine Neary  
[kneary@somervillenjk12.org](mailto:kneary@somervillenjk12.org)

## **HARASSMENT, INTIMIDATION AND BULLYING**

Sexual harassment of pupils is prohibited by the Board of Education. The following is an excerpt from the school district's policy.

### **Definitions:**

1. Quid Pro Quo Harassment- When a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcome sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature.
2. Hostile Environment Sexual Harassment- Sexually harassing conduct (that may include unwelcome sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.
3. Gender-based Harassment- Gender-based harassment that includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender, but not involving conduct of a sexual nature, may be a form of sex discrimination, if it is sufficiently severe, persistent, or pervasive and directed at individuals because of his/her gender.
4. The district prohibits all forms of harassment, intimidation and bullying, including but not limited to cyber-bullying.
5. The district harassment, intimidation and bullying policy can be found on the district website at:  
[www.somervillenjk12.org](http://www.somervillenjk12.org).

**Procedure and Penalties:**

1. Report of sexual harassment.
2. Investigation by the school administration.
3. Notification to be made to the school district's Affirmative Action Officer.
4. Notification to be made to the parents/legal guardian of any harasser(s) and victim(s) by the Affirmative Action officer or the school administrator.
5. Interviews and investigation to be conducted by the Affirmative Action Officer.
6. The Affirmative Action Officer shall make a determination whether sexual harassment conduct was present. If the Affirmative Action Officer determines that sexual harassment has occurred, the administration shall take reasonable, age-appropriate, and effective corrective action, including steps tailored to the specific situation. Appropriate steps will be taken to end the harassment such as, but not limited to:  
\*{Suspension from school (OSS) for a period of up to ten (10) days, counseling, police and prosecutor's office notification.}

**SMOKING**

Smoking anywhere on school grounds, which includes all areas of the faculty and student parking lots, and/or smoking in front of private homes in the immediate area of the school is prohibited and will result in fifteen (15) points.

**SNOW MAKE-UP DAYS**

See school calendar, page 56.

## **STUDENT AUTOMOBILES**

Parking on the Somerville High School campus is a privilege reserved for seniors. Certain conditions are attached to that privilege. Students who fail to uphold these conditions will be subject to disciplinary points and/or loss of parking privileges. Applications for permission to use the school's senior student parking lot may be secured from the main office. All driving regulations must be carefully followed, and students disobeying regulations will be subject to disciplinary actions, and a ticket by the Somerville Police Department. Students are expected to drive on campus in a safe, orderly manner and follow a 10-MPH speed limit. Students are to stay on the pavement and are not allowed to drive on the grass any time. Permit stickers must be displayed on the side window behind the driver; these will be issued only to seniors on a RESERVED BASIS.

- Seniors should refer to the parking rules and regulations contract for specific details regarding student parking on campus. **Underclass students are not permitted to park in any school parking lots and risk disciplinary action, a ticket from the Somerville Police Department and a loss of parking privilege during his/her senior year if discovered.**
- In the event a student is using another family member's car on a particular day, he/she must report to the student affairs office prior to 7:35 a.m. and fill out a form with the following information: **name, parking space#, make, model, color of car & license plate.**

**The following violations will be cause for immediate loss of parking privilege:**

- A. Violation of the school district's Substance Abuse Policy.
- B. Any out-of-school suspension.
- C. Careless and/or reckless driving as determined by the administration.
- D. Use of vehicle during the school day that violates school rules, such as cutting class and/or leaving school grounds without permission.
- E. Travel through or parking in driveways or parking areas restricted to authorized school vehicles and/or staff parking areas. **(This includes the staff parking lot and side parking lot by the ramp before or after school.)**
- F. Any parking violation in student or staff lots.

- G. Revocation of your driver's license by the court system and/or Division of Motor Vehicles.
- H. Allowing anyone to park in your designated space.
- I. Failure to report to the main office in the event you are driving another car on a particular day.

**Students are not to park in front of the school at any time. This area is reserved for visitors.**

### **STUDENT COUNCIL**

Student Council is an organization that welcomes members from all grades. One of the primary focuses of Student Council is to promote school spirit and student unity. Throughout the year, the Student Council Executive Board and homeroom, comprised of senators from each grade, sponsors events such as Spirit Week, the Fall Homecoming Dance, the Pep Rally and Bonfire, Student-Teacher Basketball, Hall and Door Decorating, and Pioneer Pride Days. All students are welcome to join and meetings are scheduled every week throughout the year. Email [mannese@somervillenjk12.org](mailto:mannese@somervillenjk12.org) or [akeller@somervillenjk12.org](mailto:akeller@somervillenjk12.org) for further information.

### **STUDY HALL GUIDELINES**

During scheduled study halls, students may choose two options:

1. Library—**quiet all period**, to be used for research or recreational reading. Students must sign-in at the main desk in the Library/Media Center. Failure to sign in and/or remain in the library for the entire period will be interpreted as a class cut.
2. Study Hall Room—**quiet all period**.
  - a.) A pass must be presented to the study hall teacher from a teacher, guidance counselor or administrator for a student to be released from a study hall. Upon presenting the pass to the study hall teacher, the student must sign-out on the blue study hall sign-out sheet.
  - b.) Gym make-ups: Students must secure a pass from his/her physical education teacher prior to the scheduled study hall. The physical education teacher reserves the right to decline a student a gym make-up during study hall if the regularly scheduled period class is too large and cannot accommodate additional students in a particular activity.

### **STUDENT HAZING OF OTHER STUDENTS**

Hazing is defined as a "willful act occurring on or off school property, directed against a member or prospective member of a school sponsored team or organization that endangers their mental or physical health or safety for the purpose of initiation, admission into, or continued membership on any such team or activity."

Hazing is a form of harassment and will not be tolerated. It is the right of every student in the district to be free from the humiliation and danger of school-affiliated hazing. Students who participate in the district's co-curricular activities must not plan, encourage, or engage in hazing. This policy applies to the behavior of students at any school-sanctioned activity, whether on or off school property, and during or after school hours.

Consequences for hazing violations may range from individual suspension from the activity or program to the cancellation of an athletic schedule or activity, depending on the magnitude of the incident and number of students involved. Consequences for hazing violations brought to the attention of the administration after the season may be applied to subsequent participation, athletic letter awards, or athletic probation. The athletic director and principal will determine consequences. **Apparent permission or consent by a student being hazed does not lessen these prohibitions or sanctions.**

### **STUDENT RECORDS/RELEASE OF**

Parents have the right to prohibit the release of pupil directory information (pupil's name, address, telephone number, grade level, date and place of birth, dates of enrollment, participation in officially recognized activities and sports, awards received, previous school districts attended, the height and weight of members of district athletic teams and other similarly non-intrusive specific information). Parents also have the right to prohibit the release of photographs of their children for any purpose. To prohibit the release of student records or photographs, the parent must notify the building principal in writing. Parents also have rights concerning the maintenance, access to, destruction, review, transfer and preservation of pupil records. Copies of applicable federal and state laws, Board policy and administrative regulations will be made available on request.

## **SUBSTANCE ABUSE**

(Shown below is a portion of Board Policy #5530) Refer to the district's website: <http://www.somervillenjk12.org> for a complete text of this policy. Please note that amendments to district's policies are subject to changes required by the state of New Jersey.

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

Board rules prohibit the use, possession and/or distribution of any substance, (alcoholic beverages, substances defined in **NJSA 24:21-2**, steroids, etc.) and the pupil who violates a substance abuse rule will be disciplined accordingly. A five (5) day out-of-school suspension will be issued. Repeated violations are considered more severe offenses and warrant stricter disciplinary measures, and those students will receive a suspension of up to ten (10) days.

Any teaching staff member who suspects a pupil may be under the influence of a substance on school property or at school functions shall report the matter as soon as possible to the school nurse or school medical inspector and the principal (or, in the principal's absence, to a person designated by the principal.) If neither the school nurse or school medical inspector is available, the staff member responsible for the function shall be notified. The principal or his/her designee shall immediately notify the pupil's parent and the Superintendent of Schools.

The principal or his designee shall arrange for the immediate examination of the pupil by a doctor selected by the parent or, if the parent's doctor is not immediately available, by the school medical inspector or his representative. If neither the parent's doctor nor the school medical inspector or his representative is immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination. The pupil shall be accompanied by the pupil's parent if possible and/or by a member of the school staff appointed by the principal. An examination conducted, at parental request, by a physician other than those

recommended by the school shall not be at district expense. The pupil shall be examined as soon as possible for diagnosing whether he or she is under the influence of a substance other than anabolic steroids. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent, the principal, and to the Superintendent within twenty-four (24) hours.

A pupil found under the influence of a substance shall be returned to his or her home as soon as possible. The pupil shall not be readmitted to school until a written report, signed by an examining physician and certifying that the pupil is physically and mentally able to perform in school, has been submitted to the parent, the principal, and the Superintendent.

Additional evaluations may be required of a pupil once found to have been under the influence of a substance, to determine the extent of the pupil's substance use and its effect on his or her school performance. A pupil's person, effects, or school storage places may be searched for substances according to **Policy # 5770**. Law enforcement officials will be notified if any substance or drug paraphernalia is discovered. The principal or other school officer conducting the search shall confiscate as evidence any substance found in the pupil's possession.

### **SUMMER SCHOOL**

Students may take a maximum of two subjects in summer school with the permission of the guidance counselor and the high school principal. Students must have completed the course and taken the final exam during the regular school year in order to be eligible to make it up in summer school.

### **TEACHER DETENTION**

Twenty-four (24) hours notice will be given before detaining students after school so parents/guardians may arrange transportation. Students who have jobs or after school obligations are not exempt from being detained. If they are assigned to stay after school, they must stay. Students who misbehave choose to misbehave. Students may avoid being required to stay after school by simply following school rules and classroom expectations. Students who fail to serve teacher detention will receive 5 disciplinary points and must make up the original detention.



**SOMERVILLE PUBLIC SCHOOLS  
COMPUTER USE AND INTERNET CONTRACT**

**COMPUTING FACILITIES**

As a user at the computing facilities at Somerville Public Schools, I have read the following rules. My signature below indicates that I agree to abide by them and understand the consequences if I do not.

1. I understand the Somerville Public Schools own the computers and the software. I do not have the right to copy or distribute district software.
2. I will not add personal software to any school computer.
3. I will take responsibility for any computer account that is given to me. I will not give my password to anyone nor will I attempt to bypass the security systems that may be in place.
4. I will not attempt to change the configuration of any computer or software.
5. I will not attempt to alter or change the district's blocking and filtering technology protection that is required by the Children's Internet Protection Act.
6. I will not copy unauthorized software.
7. I will abide by all patent, copyright, or license restrictions that relate to any computing facilities, products, programs, or documentation.
8. I will treat the facilities with respect and will not intentionally damage them.
9. I will not have food or drink near the computers.
10. I will only use a computer when a staff member is present and permission has been obtained.

## **THE INTERNET**

The Internet is an exciting tool that allows us to communicate with people all over the world. It is important that the Internet be used properly so that laws are not broken, others are not offended, and/or school rules are not violated.

1. I will only use the Internet for educational purposes.
2. I will not send or receive information or graphics that contain pornography or racist/sexist/discriminatory material.
3. I will not use copyrighted material from the Internet without permission.
4. I will not knowingly place a virus on any district computer or the Internet.
5. I will not give the names, phone numbers, addresses, or any other personal information I gain on the Internet to anyone. I understand that it is permissible to share Internet addresses.
6. I will not participate in group chat rooms or other forums on the Internet unless the content is appropriate and acceptable in school and is approved in person by a staff member.

I understand that failure to comply with any of these regulations will result in disciplinary action taken by the school administration.

**Any offense will result in revocation of my access to the district's computer facilities and the Internet for the balance of the school year and appropriate disciplinary action. I further understand that I will be responsible for any damage caused to equipment when used by me.**

The Somerville Board of Education has taken all prudent actions to block and/or filter access to the Internet for the protection of students.

**Approved by the Somerville Board of Education on April 8, 2008.**

## **SOMERVILLE PUBLIC SCHOOLS WEAPONS AWARENESS AGREEMENT**

The Board of Education, the Administration, and the total certified and service staff of the Somerville School District stand united in their expression of intolerance for the presence of weapons in our schools. We believe that our schools must be safe and free from the danger that the presence of weapons creates.

In accordance with the Board of Education Policy #8467 (Weapons), students who are found guilty of possessing a weapon in school, on school grounds, on school buses or at school-sponsored activities will be subject to expulsion from the school. To expel means to be removed permanently. In addition, criminal charges will be filed with the Somerville Police Department.

### **A WEAPON IS DEFINED AS ANY INSTRUMENT OF OFFENSE OR DEFENSE, WHICH IS CAPABLE OF INFLECTING INJURY OR DEATH TO SOMEONE.**

Examples of items which would be considered weapons include, **BUT ARE NOT LIMITED TO**, the following:

- **GUNS:**\* (loaded or unloaded): revolvers, BB guns, pellet guns, stun guns, air guns, dart guns, shotguns, rifles  
\* Also defined as any device or instrument in the nature of a weapon from which may be fired or ejected any solid projectile ball, slug, pellet missile, or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of any explosive or the lighting of flammable or explosive substances. This includes mace, pepper spray or like substance and any object brought to school with the intent to commit harm.
- **KNIVES:** pocket knives, hunting knives, switch blades, gravity knives, daggers, stilettos, dirks
- **OTHER:** Examples: pipes, tire irons, billies, blackjacks, brass knuckles, sandclubs, slingshots, leather bands studded with metal, lighters, or other flame producing devices.

### **PLEASE NOTE THE ABOVE LIST IS NOT ALL INCLUSIVE.**

Approved by the Somerville Board of Education on March 22, 2002