

Somerville High School



2016-2017
Student Handbook
Cover designed by Mrs. Jacobson

SOMERVILLE HIGH SCHOOL
222 Davenport Street
Somerville, NJ 08876
(908) 218-4108
FAX: (908) 707-0971
WEBSITE: www.somervillenjk12.org

TABLE OF CONTENTS

Academic Integrity.....	13
After School Policy.....	13-14
Attendance: Policy, Regulations, Appeals.....	14-22
Attendance at School Events.....	22
Bell Schedules.....	23-24
Buses—Transportation.....	24
Cell Phone Use.....	25
Class Officer Eligibility.....	26
Code of Dress.....	27-30
Computer & Internet Use Contract.....	85-86
Credits.....	31
Discipline Procedures.....	32-40
Distribution of Printed Materials.....	41-42
Early Release.....	42
Eighteen Year-Old Regulations.....	43-44
Eligibility.....	44-46
Emergency Drills.....	47
Equal Education Opportunity.....	46
Field Trips.....	47
Grading.....	47-52
Guidance Services.....	52

Health Services & Medication.....	55
Homeroom.....	55-56
Honor Awards/Ceremony.....	65
Identification Cards (photo).....	56
Illness	57
Lockdown Procedures.....	57-58
Lockers.....	58-59
Lost and Found.....	59
Lunch Periods.....	59-60
Media Center.....	60-63
National Honor Society.....	64
Requirements for Graduation.....	65-68
Restricted Areas to Students.....	68
Schedule Changes.....	52-54
Scholastic Achievement.....	69
School Calendar.....	70
School Closing.....	71
Self-Medication.....	71
Section 504.....	72
Sexual Harassment, Harassment, Intimidation and Bullying.....	73-76
Smoking.....	76
Snow Make-up Days.....	76
Staff Contact Information.....	5-12
Student Automobiles.....	76-78
Student Council.....	78
Study Hall.....	78-79
Student Hazing.....	79-80
Student Records/ Release of.....	80
Substance Abuse.....	81-83

Summer School.....	83
Surveillance.....	83
Teacher Detention.....	83
Terroristic Threats/Threats of Violence.....	83
Test Days.....	84
Visitors.....	84
Voter Registration.....	84
Weapons Awareness Agreement.....	87-88

****All content is subject to change.**

Check www.somervillenk12.org for updates.**

Principal

Mr. Gerard Foley (908)-243-1541
Email: gfoley@somervilleschools.org

Mrs. Geraldine Barrows, Secretary (908)-243-1541
Email: gbarrows@somervilleschools.org

Assistant Principal

Mr. Scott Hade (908)-243-1543
Email: shade@somervilleschools.org

Mrs. Patty Teeling, Secretary (908)-243-1543
Email: pteeling@somervilleschools.org

Director of Guidance

Mr. Christopher Mulligan (908)-243-1549
Email: cmulligan@somervilleschools.org

Mrs. Michelle Cross, Secretary (908)-243-1549
Email: mcross@somervilleschools.org

Mrs. Kerri Ireland, Secretary (908)-243-1550
Email: kireland@somervilleschools.org

Supervisor of Student Affairs and Instruction

Mrs. Jennifer Riggi (908)-243-1562
Email: jriggi@somervilleschools.org

Mrs. Dorian Gagliardi, Secretary (908)-243-1562
Email: dgagliardi@somervilleschools.org

Athletic Director

Mr. Kyle Franey (908)-243-1560
Email: kfraney@somervilleschools.org

Mrs. Deborah Fedor, Athletic Secretary (908)-243-1560
Email: dfedor@somervilleschools.org

Ms. Ami Opalski, Trainer (908)-243-1545
Email: aopalski@somervilleschools.org

Director of Curriculum and Instruction

Mrs. Joanne Sung (908)-218-4118
Email: jsung@somervilleschools.org

Director of 21st Century Education

Ms. Melissa McEntee (908)-243-1579
Email: mmcentee@somervilleschools.org

Attendance Officer and Reporting Student Absences

(908)-243-1547

If your child is going to be absent from school,
please call the attendance officer:

Thomas O'Donnell todonnell@somervilleschools.org

Department Phone and E-mail Listings

Art Department

Mrs. Lynn Bielicky	lbilicky@somervilleschools.org
Mrs. Lisa Conklin	lconklin@somervilleschools.org
Mrs. Susan Shelton	sshelton@somervilleschools.org

Business Department

Ms. Diane Bolger	dbolger@somervilleschools.org
Mr. Christopher Gucker	cgucker@somervilleschools.org
Mr. Michael Schmeltz	mschmeltz@somervilleschools.org
Mrs. Mary Anne Robinson	mrobinson@somervilleschools.org

English Department

Mrs. Rebecca Bell	rbell@somervilleschools.org
Mr. Michael Bernardi	mbernardi@somervilleschools.org
Ms. Rebecca Drake	rdrake@somervilleschools.org
Ms. Lisa Engel	lengel@somervilleschools.org
Mr. Jeffrey Evans	jevans@somervilleschools.org
Mrs. Sharon Gornick	sgornick@somervilleschools.org
Mrs. Maylin Harter	mharter@somervilleschools.org
Ms. Dayna Iannuzzi	diannuzzi@somervilleschools.org
Ms. Heather Kennedy	hkennedy@somervilleschools.org
Mr. David Lerner	dlerner@somervilleschools.org
Ms. Laura Manziano	lmanziano@somervilleschools.org
Ms. Barbara Reeves	breeves@somervilleschools.org
Dr. Shawn Temple	stemple@somervilleschools.org

Guidance Department

Mr. Greg Arakelian (908)-243-1551
Email: garakelian@somervilleschools.org

Mrs. Carol Cabourg (908)-243-1552
Email: ccabourg@somervilleschools.org

Ms. Kathleen DeLuca (908)-243-1555
Email: kdeluca@somervilleschools.org

Mrs. Deborah Grossmith (908)-243-1553
Email: dgrossmith@somervilleschools.org

Mr. Jeremy Hudson, College and Career Counselor (908)-243-1550
Email: jhudson@somervilleschools.org

Mrs. Christine Thompson (908)-243-1554
Email: cthomspon@somervilleschools.org

Dr. Danielle Zurawiecki, School Psychologist (908)-243-1584
Email: dzurawiecki@somervilleschools.org

Health Office

Ms. Christine Guerriero, Nurse (908)-243-1544
Email: cguerriero@somervilleschools.org

Ms. Christine Brennan, Secretary (908)-243-1558
Email: cbrennan@somervilleschools.org

Mathematics Department

Ms. Nicole Battaglia	nbattaglia@somervilleschools.org
Mr. Peter Coleman	pcoleman@somervilleschools.org
Ms. Jeanine Dilling	jdilling@somervilleschools.org
Mr. Gilman Eaton	geaton@somervilleschools.org
Mr. Bruce Harms	bharms@somervilleschools.org
Mr. John Hoehn	jhoehn@somervilleschools.org
Mr. Michael Kydonieus	mkydonieus@somervilleschools.org
Mr. Samuel Ollio	sollio@somervilleschools.org
Ms. Nicole Pierce	npierce@somervilleschools.org
Mr. Joseph Pugh	jpugh@somervilleschools.org
Mrs. Ruth Ann Scherr	rscherr@somervilleschools.org
Mr. Ryan Ure	rure@somervilleschools.org

Media Center

Mrs. June Ambs	jambs@somervilleschools.org
----------------	--

Music Department

Mrs. Karen Gorzynski	kgorzynski@somervilleschools.org
Mr. Matthew Krempasky	mkrempasky@somervilleschools.org

Physical Education Department

Mr. Steve Bucchignano	sbucchignano@somervilleschools.org
Mr. Joseph D'Alessandro	jdalessandro@somervilleschools.org
Mrs. Dawn Evans	devans@somervilleschools.org
Ms. Kathleen McCabe	kmccabe@somervilleschools.org
Mr. Gary Knoeppel	gknoeppel@somervilleschools.org
Mrs. Carol Mastroianni	cmastroianni@somervilleschools.org
Ms. Toni Ann Salvatore	tsalvatore@somervilleschools.org
Mr. Daniel Spautz	dspautz@somervilleschools.org

Science Department

Ms. Susan DiOrio	sdiorio@somervilleschools.org
Mrs. Alice Fahy-Elwood	aelwood@somervilleschools.org
Ms. Victoria Glanville	vglanville@somervilleschools.org
Ms. Denise Lang	dlang@somervilleschools.org
Ms. Amy Lawless	alawless@somervilleschools.org
Mrs. Ashley Madalon	amadalon@somervilleschools.org
Mr. Charles McInerney	cmcinerney@somervilleschools.org
Mrs. Jessica Pritchard	jpritchard@somervilleschools.org
Mrs. Kelly Rachel	krachel@somervilleschools.org
Mr. Stephen Stilianos	sstilianos@somervilleschools.org
Mr. Stephen Tucker	stucker@somervilleschools.org
Mr. Benjamin Weiland	bweiland@somervilleschools.org
Mr. Eric Weiss	eweiss@somervilleschools.org

Social Studies Department

Mrs. Marybeth Annese	mannese@somervilleschools.org
Mr. David Damaschke	ddamaschke@somervilleschools.org
Mr. Kiernan Dugan	kdugan@somervilleschools.org
Ms. Angela Goff	agoff@somervilleschools.org
Ms. Jessica LaMotta	jamotta@somervilleschools.org
Mrs. Melanie McWilliams	mmcwilliams@somervilleschools.org
Mr. Thomas Reynolds	treynolds@somervilleschools.org
Mr. Michael Skomba	mskomba@somervilleschools.org
Mrs. Shannon Strunk	sstrunk@somervilleschools.org
Mr. Colin Williamson	cwilliamson@somervilleschools.org
Ms. Andrea Wong	awong@somervilleschools.org

Special Education Department

Mr. Christopher Baldino	cbaldino@somervilleschools.org
Mr. Mike Dougherty	mdougherty@somervilleschools.org
Ms. Marisol Espinoza	mespinoza@somervilleschools.org
Mr. Patrick Frain	pfrain@somervilleschools.org
Mrs. Linda Kemper	lkemper@somervilleschools.org
Mrs. Rebecca Rath	rrath@somervilleschools.org
Ms. Patricia Roehrich	proehrich@somervilleschools.org
Ms. Regina Rossi	rrossi@somervilleschools.org
Mrs. Karen Stephenson	kstephenson@somervilleschools.org
Ms. Theresa Trubiano	ttrubiano@somervilleschools.org

Child Study Team

Mrs. Francine Massa-O'Connor	(908)-243-1567
Email: foconnor@somervilleschools.org	
Mrs. Lori Rastelli	(908)-243-1566
Email: lrastelli@somervilleschools.org	
Mrs. Michelle Turnbull	(908)-243-1587
Email: mturnbull@somervilleschools.org	
Mrs. Johanna Pittenger	(908)-243-1588
Email: jpittenger@somervilleschools.org	

World Languages Department

Ms. Jessica Crutchlow	<u>jcrutchlow@somervilleschools.org</u>
Ms. Victoria Kessler	<u>vkessler@somervilleschools.org</u>
Ms. Lindsay Lockwood	<u>llockwood@somervilleschools.org</u>
Mrs. Elizabeth Ramirez	<u>eramirez@somervilleschools.org</u>
Ms. Jennifer Russo	<u>jrusso@somervilleschools.org</u>
Mrs. Susan Taylor	<u>staylor@somervilleschools.org</u>
Mrs. Aida Wahba	<u>awahba@somervilleschools.org</u>

Mission Statement

“Somerville Schools provide the highest quality education through an environment that promotes individual excellence.”

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 (SBOE Policy 5701) 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. In the event that a student provides his/her work to another student, regardless of intent, and that work is subsequently copied, both students will be held equally responsible. Students who share their Google passwords and account information with others may also be held responsible in the event that their work is used by other students.

AFTER SCHOOL POLICY

Somerville High School is proud of our students and their willingness to participate in our after school and extracurricular activities. We encourage students to get involved and take advantage of our numerous clubs, tutoring center, athletic teams, and activities. However, some students remain after school solely to socialize with friends. While we have staff (i.e. coaches, advisors, tutors) who monitor our students we do not have the resources to monitor students nor are we responsible for students who remain after school without an assigned purpose. Therefore, no student may remain after school without having a

planned activity or legitimate reason. Students who are found in the building without a reason and not under direct supervision of staff will forfeit their right to remain after school and will be disciplined appropriately. In addition, students should not be waiting an inordinate length of time for a parent to pick them up. Please be prompt when you pick your child up after school or after an activity. Your child's safety and health is our utmost concern. The procedures for students who remain after school for extracurricular activities are as follows:

- Report to designated room where students will be supervised.
- Remain until picked up or late bus arrives.
- If walking or driving leave building immediately and proceed home.
- Not allowed to leave and return later.

ATTENDANCE POLICY

****This policy is currently under review and subject to change after the date of this publication. Adequate notice of policy changes will be communicated to all students and parents via the school website.**

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. 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 cannot 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 (NJS) 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 ten (10) “unexcused” absences in a full year course. Exceptions to this rule may be made for students who have demonstrated thorough completion of assignments and assessments and that they have mastered the proficiencies established for the course and have participated in a credit completion session to regain the denied credit. Course completion sessions may be provided if the student has not exceeded fifteen (15) unexcused absences in a full year 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.

CREDIT RECOVERY FOR ATTENDANCE AND FAILED COURSES

Students who have exceeded the established limits of the district adopted attendance policy and/or have failed core or elective courses will be able to recover these credits through the Apex digital learning platform. This process will commence immediately after mid-year identification of those affected students. Students will be awarded course credit (2.5) after the first semester of each year for full year courses. Those who exceed the high school attendance guidelines (8 per semester) or have an average of a 64 or below at the mid-point of the school year must complete the online credit recovery session for that course while remaining enrolled in the class to earn the pending 2.5 credits for the second semester of the year.

Online coursework may not comprise more than 30 credits of the prescribed courses that the State of New Jersey requires all students to complete prior to graduation. Additionally, a maximum of 15 elective credits may be earned as part of the 120-credit requirement.

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 the attendance officer, Mr. O'Donnell, 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, fewer 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 withdraw 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 & RESPONSIVE

ACTION PLAN(S)

1. When a student has 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 seven (7) “unexcused” absences in a full year course the parent/guardian will receive a notification letter indicating the number of absences. 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 Department of Child Protection and Permanency 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 ten (10) "unexcused" absences in a full year course the parent/guardian will receive a notification 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 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 in which unforeseen factors have created hardships. Being late to first period will rarely be accepted as a hardship.

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) or in-school suspension (ISS) 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:18-3.21.

BELL SCHEDULES

Full Session Day

Homeroom	7:35-7:44	Period 5	10:44-11:24
Period 1	7:48-8:28	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

Homeroom	7:35-7:40
Period 1	7:43-8:23
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 – BRANCHBURG

Arrival 7:25 a.m.

Dismissal 2:20 p.m.

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 PHONES, ELECTRONIC DEVICES, & EMAIL

USE BY STUDENTS

The use of two-way communication devices such as cell phones, Smartphones, iPADS, iPODs and laptops is prohibited during instructional/class time, central detention, and in-school suspension. They may, however, be used in vibrate mode for silent activities such as texting during the times listed below:

- Before/After School
- During changing of classes
- During Lunch
- Field Trip (with staff member's approval)

MUSIC AND HEADPHONES

All electronic devices that play music such as iPODs and MP3 players are prohibited at all times. Headphones are prohibited when school is in session. This includes before and after school. Additionally, students are not permitted to wear headphones even if they are not being used to listen to music.

PHOTOS AND VIDEOS

The use of electronic devices for the purpose of taking photos or videos is strictly prohibited at all times, including passing time. This includes self-photos or photos/videos taken of other students or staff with or without their consent.

VIOLATIONS OF POLICY

Any misuse of district email as outlined in the Internet Policy (p.86) will result in a minimum one-day in-school suspension. If misuse of district email incites a disturbance or causes a disruption to the educational environment, it will result in a 2-10 day out of school suspension (p.39). Violations involving the possession of an activated cell phone will result in a 2-hour detention. Violations involving photos or videos taken of other students without their consent may carry additional consequences to be determined by the administration. Any photo or video disseminated via text, email, social media, etc... will result in a minimum two-day in-school suspension and may result in additional consequences as determined by the administration. Any photo or video taken of a staff member will result in a minimum two-day in-school suspension. Any disseminated photo or video that promotes or incites a disturbance to the school environment will result in a minimum two-day out of school suspension and may result in additional consequences as determined by the administration.

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. 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.

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.
- Shorts- the length of shorts must be mid-thigh length or lower. Biking (spandex) shorts must be worn underneath a garment that conforms to the mid-thigh length stipulation.
- Pajama Pants- the wearing of pajama pants inside of the school building is prohibited.

- Skirts- the length of skirts and dresses must meet the Dress-Up Guideline that requires the garment to be no more than 3 inches above the knee.
- Tank tops- tank tops and sleeveless t-shirts/jerseys are prohibited. Dresses must have shoulder straps thick enough to cover the straps of any camisoles or undergarments. Halter tops and spaghetti straps are prohibited.
- Leggings- leggings are permissible when worn underneath shorts or skirts that meet the aforementioned requirements.
- Mid-drift shirts/blouses- length of shirts and blouses must extend to the waistline so that no skin is exposed.
- Low cut shirts/blouses- any shirt or blouse should not promote indecent exposure.
- Hats- the wearing of hats inside of the school building is prohibited.
- 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.
- 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 from 7:35am until 2:20pm. These items are not allowed in classrooms or hallways during the 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 inches 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

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 English Language Arts and Mathematics as per the NJDOE list of approved Standardized Test Scores, and meet attendance requirements to fully gain the educational and social benefits of group situations. Assignment to grade/class level is based upon credits:

9 th Grade	0-29.75 Credits
10 th Grade	30-59.75 Credits
11 th Grade	60-89.75 Credits
12 th Grade	90+ Credits

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

CREDITS: COURSE COMPLETION SESSIONS FOR EXCESSIVE ABSENCE

Students who accumulate nine (9) through fifteen (15) “unexcused” absences in any semester of a course with the approval of the administrator in charge of attendance, may participate in a course completion session to make up the excessive absences. These sessions will be offered based on a timeline determined by the administration.

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. The high school administration reserves the right to address any behaviors that occur outside of school or on the internet that negatively impact the educational environment. Please familiarize yourself with the following list of negative behaviors and their consequences.

INFRACTION

- Class Disruption
- Insubordination
- Disrespectful Behavior
- Failure to Serve a Teacher Detention
- Excessive/Chronic Tardiness
- Possession Food/Drink Outside Cafeteria
- Abuse of a Pass
- Leaving Class Without Permission
- Cut Class
- Use of cell phone/earbuds
- Profanity (written, verbal, or gestures) student to student

- Violation of Internet Contract (see contract for additional penalties)
- Forgery/Lying
- Gambling
- Graffiti
- Misconduct on School Bus
- Truancy
- Any unlisted offense to be determined by an administrator

Consequences associated with the aforementioned infractions may include central detention (1 or 2 hours), in school suspension, out of school suspension, or any other consequence deemed appropriate by the high school administration. Multiple days may be assigned for each consequence.

**** 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.**

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.

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.

CLOSED LUNCH POLICY

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) will lose their open lunch privilege. The administration reserves the right to utilize the senior lunch and study hall periods 8 and 9 for senior information sessions, class meetings, and other assemblies during the school year. Attendance at these sessions is mandatory unless prior approval for an excused absence is granted by the high school administration. Students will be excused from their period 5, 6, or 7 class to eat, but are expected to return to the high school on time.

LUNCH PERIOD EVACUATION PROCEDURES

Below are the additional requirements for staff and students in the event of an emergency evacuation during a lunch period.

- All students who are out of the building during lunch will report to the open field near the faculty parking lot upon their return. Attendance will be taken by designated staff. Upon return to the building, these students will report to and remain in the auditorium until the adjusted bell schedule allows them to return to class.

- All other students will remain with their current teacher and report back to their last class upon returning to the building. An announcement will be made regarding the adjusted schedule.
- If return to the building is prior to the end of a lunch period, all students are to report to the auditorium until the end of the adjusted lunch period.
- Any loss of class time during a lunch period will result in an adjusted bell schedule for the remainder of the day to ensure a full forty minute lunch. If it is determined that students will not return to the building before dismissal, students will evacuate to the alternate evacuation site. Lunch accommodations will be made and emergency procedures will be followed.

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 a first time offense of a nuisance item will be one 2-hour central detention. Subsequent offenses will carry consequences to be determined by the administration.

CENTRAL DETENTION

Central Detention will be held Tuesday and Thursday from 2:30pm to 4:30pm. 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 who are absent on the day of their assigned detention are expected to serve it on the day they return to school.
- Students who fail to serve a Central Detention will receive an extra day for each day not served. Failure to serve two times will result in in-school suspension. Original Central Detentions must be served upon the return to school.

Once central detention dates have been established, students must honor those dates. Failure to do so will result in additional days of central detention or possibly suspension. It is understood at times circumstances may arise in which dates must be changed due to family or personal matters. If this is the case, dates may be changed only through parental notification; students may not request a change in dates.

IN-SCHOOL SUSPENSION

In-School Suspension will be facilitated in room 109. Students will be required to complete assignments provided by their teachers in order to receive credit for serving an assigned ISS. Students that are serving an ISS will remain in the room during passing time and their normal lunch period. Students may bring their own lunch or be escorted to the cafeteria to purchase lunch at the beginning of 5th period and subsequently return to room 109. Any student who is assigned an In-School Suspension will NOT be eligible to participate in any extracurricular activities on the day of that suspension.

The following infractions will result in In-School Suspension:

- Chronic failure to serve central detention. A student who fails to serve two or more central detentions will be assigned ISS. Scheduled central detentions must be served after completion of the assigned ISS.
- Excessive Tardies – see “Tardy to School Policy” below.
- Racial Slurs, Sexually Explicit Language, or Other Derogatory Terms.
Use of such language will result in a minimum 2 day in-school suspension.
- Any unlisted offense to be decided by the high school administration.

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:** 1st offense: 4-day OSS.
2nd offense: 6-10 days OSS and referral to School Psychologist 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. This includes using another student’s MySchoolBucks pin number. 4-days OSS and restitution.

- **Smoking/Tobacco Use:** Any student found smoking cigarettes (including imitation devices such as e-cigarettes or personal vaporizers) or using chewing tobacco on school property will serve a 2-day OSS.
- **Assault or Violence/Threat of Violence:** up to 10 days OSS with possible psychiatric evaluation.
- **Profanity Directed Toward a Staff Member:** 2-day OSS
- **Select Photo/Video Violations** (see page 22)
- **Possession of a Weapon or Explosive Device:** 10-day OSS and possible psychiatric evaluation.
- **Breaking/Entering a School Building or Trespassing on School Property:** 10-day OSS.
- **Inciting a Riot or Disturbance or Encouraging Others to Disrupt School:** 2-10 days OSS.
- **Substance Abuse - Under the Influence/Possession/Sale/Transfer (SBOE Policy #5530):** 4-10 days OSS and possible expulsion hearing before the Board of Education. 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. A second positive drug test result will result in a 6-day out-of-school suspension. A third positive drug test will result in a 10-day out-of-school suspension.
- 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.

Any incident of violence will result in the revocation of open lunch for a period of time to be determined by the administrative team.

For extended absences or suspensions of 5 days or more home instruction will be provided beginning on the 5th 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 10:30 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:

- 3rd and 6th Tardies - One 2-hour central detention
- 10th and every 4th Subsequent Tardy - 1 day ISS

In addition to these consequences, students who demonstrate a consistent pattern of this behavior may be required to make up seat time through the APEX online learning platform.

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.

**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:

- Illness that manifested itself after the student reported to school.
- Verified appointment with a physician/dentist.
- Required court appearance.
- Death in the family.
- Religious holidays on the list approved by the NJ State Board. Of Education
- 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 attendance office staff and must sign out in the attendance 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 who no longer live with their parents/guardians and/or no longer are dependent upon parents/guardians for financial support.

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 18th 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 15 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.
- Students serving two Central Detentions 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 regulations.

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.

EMERGENCY DRILLS

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

GRADING SYSTEM/HIGH SCHOOL

(Board of Education Policy #2624)

A. ASSESSMENTS

1. Assessments are designed to document the degree of student mastery of curricula objectives, the New Jersey Core Curriculum Content Standards, and the Common Core State Standards. Results of assessments will be used to inform parents and students of progress toward mastery. Teachers will 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. Assessment questions will be written clearly and tied to current curriculum standards and progress indicators and should be carefully designed to minimize simple recall while encouraging students to apply, analyze, evaluate, and create. All assessments will require students to take a

position and support that position through the process of citing evidence.

2. To ensure an accurate reflection of student achievement, a minimum of (6) six differentiated summative and formative assessments per marking period are required. To further ensure an accurate assessment, a minimum of (3) three formative and/or summative assessments must be completed and entered into the student information system by the mid-point of each of the (4) four marking periods. A formative assessment is defined as a measure to inform the teacher of the students' progress, such as a quiz or question and answer session. A summative assessment is defined as a summary, or culmination of student development over a period of time, such as a final exam or project. Every effort should be made to appropriately distribute the weight of each assessment.

3. Assessments require grading rubrics that clearly define the point value of each item and the total points possible. Assessment results must be corrected, posted on the student information system, 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 performance, authentic, and computer-based assessments must be incorporated, a minimum of one a marking period.

5. Homework may be counted as an assessment only if it is collected and feedback is provided with a numerical value. Students must be notified in advance if a homework assignment will be graded as an assessment.

6. No student is to be assigned any extra project, report, etc. at any time for the purpose of improving the marking period grade.
7. Any artifact of pupil work receiving a grade must show the appropriate numerical grade.
8. Teachers are expected to conduct a review before each summative assessment. However, a maximum of two school days is permitted for final exam review.
9. Students will not receive grades for participation as it is ambiguous and assumed on a daily basis.

B. GRADING

1. Grades will be reported numerically for all work assigned during the designated marking period.
2. Homework will not comprise more than 10% of each marking period grade. This percentage will not include any homework assignments that are collected and graded as assessments.
3. Grades for the 1st, 2nd, and 3rd marking periods are numerical representations of earned grades with a minimum reported score of 50.
4. The 4th marking period grade and the final exam grade are reported as earned with a minimum score of (0) zero.
5. Final grades for year-long courses are computed as follows:
 - Find the sum of all four marking period grades.
 - Multiply the sum of the four marking periods by (2) two.
 - Add the final exam grade to the product.
 - Divide the sum by (9) nine.
 - The quotient is the final grade.
6. Incomplete grades are authorized under certain circumstances. Under normal circumstances all work should be made up within one week's time. At the conclusion of a course, a grade must be given.

7. The grade of (0) zero will be given to any pupil who:

- Demonstrates no effort to take or refuses to take, or makeup, a graded assessment.
- Demonstrates no effort to complete, or refuses to complete, any graded item
- 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 as well as posted on the staff member's school webpage.

2. Assessment results must be communicated to students in a timely manner with both descriptive and prescriptive feedback to guide future learning progress.

3. Interim status reports will be available to all students at the mid-point of each marking period via the student information system, however; parents/guardians must be notified if the student's performance deteriorates after the interim report.

4. Teachers will utilize an electronic venue to record students' grades. This venue will be assessable to administration at all times.

D. EXAMS

1. Mid-term exams are not administered at Somerville High School. However, it is expected that during the 1st and 2nd marking periods, summative assessments that are administered during class will accurately assess student mastery of a wide range of course content and require students to draw connections between various concepts. These assessments will be included in the marking period grade.

2. A final exam will be administered at the conclusion of the school year in each course and will address key concepts from the 3rd and 4th marking periods.
3. Final exams will be administered through the modified building-wide testing schedule during the last week of the school year.
4. Seniors are not required to take the final exam in a particular course if the average of their (4) four marking periods in that course is 90 or above. Such sustained performance demonstrates proficiency that is equivalent to passing a final exam. Weighted grades are not used for this calculation.
5. Final exams are not required for Advanced Placement students who have completed the Advanced Placement exam in that course, as it is equivalent to an end-of-course assessment.
6. Refusal to take, or makeup, the final exam will result in failure for the course.

E. WEIGHTED GRADES

1. Somerville High School employs a two-tiered weighting system.
 - Honors and Advanced Placement courses will receive an additional weight of 5 points to be calculated in the marking period grade point average and the end of year grade point average.
 - The weighting of 5 points for Honors and Advanced Placement courses acknowledges the level of rigor in these courses.

F. HONOR ROLL

1. Honor Roll is calculated each marking period and considers all graded subjects. Independent Study, Senior Options, and other pass/fail situations do not apply. Honor Roll will be determined using students' weighted grade point average.

- High Honor Roll - GPA of 95 or above
- Honor Roll - GPA of 90 or above

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. 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. In addition to providing direction and assistance in the areas of academic progress, personal adjustment, course selection and testing assessment; counselors will provide career and college planning guidance through individual counseling sessions and the use of the Discover software program. By identifying career-related interest, aptitudes, personality preferences and values, students are better prepared to select a college major and/or develop plan.

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 is set in accordance with the course requests made by students and is designed to maximize teaching resources while minimizing class size. Therefore, schedule changes are

considered only under specific extenuating circumstances. These circumstances include, but are not limited to: misplacement in level of a specific course, a scheduled course that conflicts with another specialized course/program, or computer error. Requests for a schedule change due to teacher preference, lunch adjustments, or other similar types of program customizations will NOT be honored at Somerville High School.

SCHEDULE CHANGE PROCEDURES

Once the school year begins, all requests for a change in schedule must be requested in writing and signed by the student's parent/guardian.

The full procedure is as follows:

- Student picks up "Request for Schedule Change" form in the Guidance Office.
- Form is completed and signed by student and parent/guardian.
- Signed form is submitted to student's counselor.
- Once approved, counselor will provide student with a "Drop/Add" form which must be signed by the appropriate teachers, who will note the student's marking period grades to date. Student returns the completed form to his/her counselor and picks up his/her new schedule.

NOTE: Schedules will not be changed until the completed "Drop/Add" form is returned.

SCHEDULE CHANGE DEADLINES AND TRANSCRIPT

NOTATION

Schedule changes that occur within the first ten (10) days of the school year will not be noted on a student's final transcript. For 2016-2017, this ten-day window ends on September 21, 2016.

Beyond this date, schedule changes will only be honored at the conclusion of a marking period. In the case of a level change, all final marking period grades will be carried over to the new course and included in the year-end grade calculation. In the case of a withdrawal (dropped course), a "W" will appear on the student's final transcript denoting this action.

It is expected that prior to any level changes or withdrawal from a course, the following steps were taken:

- Conference with student, parent, teacher and guidance counselor.
- Student attended extra-help sessions or visited the tutoring center.
- A peer-tutor was sought through the National Honor Society.

Communication with prospective four-year college/university to discuss impact of a "W" on the student's transcript.

Schedule changes prior to the end of a marking period will be considered under extenuating circumstances and require administrative approval.

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:

- Annual vision testing.
- Audiometric screening for all seniors and sophomores.
- Scoliosis screening for all students.
- Tuberculosis screen for transfer students.
- 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 at the beginning of the day. The purpose for homeroom is as follows:

- Attendance
- Listen to announcements via Pioneer Studios.
- Listen to announcements made by the homeroom teacher from the daily bulletin- the daily bulletin can also be found on the parent portal.

- 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.
- 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 can NOT leave during homeroom for any reason.

IDENTIFICATION CARD

Students must have their Somerville High School photo identification card in their possession 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 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. 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 fifteen (15) 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. Somerville High School is NOT RESPONSIBLE for any lost or stolen items.

As stated in Article 9 Section 7 of the Memorandum of Agreement, the district shall employ the usage of drug-detection canines.

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 Student Affairs Office and placed in the Lost and Found.

LUNCH PERIODS

Freshmen and Sophomores must spend their lunch periods in the cafeteria and sign in with the monitors. Students in grades 11 and 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 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.

Seniors with lunch period 8 and study hall period 9 are permitted to leave the building after period 7.

MEDIA CENTER

The Somerville High School Media Center is located on the second floor across from the main staircase, and is open weekdays from 7:00am to 3:30pm Monday through Thursday and Fridays until 2:30pm unless otherwise posted or announced.

The media center has a diverse collection of over 9,000 books, videotapes, and DVDs. There are also twenty-four (24) desktop computers and forty (40) wireless laptops that provide access to the internet, online card catalogs, and online subscription databases. Students may use computers to access search engines and websites for homework or research needs, as well as for PowerPoint creation. Our media center also offers current magazines for leisure reading and printer access as needed. We have a photocopy machine available that students may use for \$.10 per page.

Our online web subscriptions include Discovery Education Streaming, Ebsco, Facts on File, Gale Contemporary Literary Criticism, Opposing Viewpoints Resource Center, Pop Culture Universe, Sirs Knowledge Source, Twaynes' Author Series, and UMI's research collection of newspapers, magazines and scholarly journals.

Our online card catalog system called Destiny may be accessed from school and home at the following web address:

<http://destiny.somervillenjk12.org>.

In addition to Destiny, Somerville High School is a member of a statewide library consortium and has access to the holdings of all libraries in the state of New Jersey. Students may access the New Jersey Library by visiting the media center. Additionally, we offer modern access to the card catalog of the Raritan Valley Community College Library, the Somerset County Library, and the Somerville Public Library.

During the beginning of each school year, many college representatives visit the media center to meet with students. Students obtain passes to the visits through our Guidance Department. We also have college brochures and paper applications available to students.

Teachers are available for tutoring in the media center from 7:00am to 7:30am and from 2:30pm to 3:30pm. Monday through Thursday and Fridays until 2:30pm. For a schedule of specific content areas available during the listed times, students should stop by the media center.

MEDIA CENTER CIRCULATION

All materials, except reference and periodicals, may be checked out for a period of two (2) weeks with a valid Somerville High School identification card (ID). Materials may be renewed once, if no other patron has requested them. If at the time of request for renewal, the book is already overdue, the request may be denied. Limits may be placed on the number of items a patron may take out on the same topic.

Students will be responsible for returning media center material on time. Late books will be charged an overdue fine of \$.05 per school-day per book. Overdue notices will be sent to students who keep material past the due date. At the end of the school year, report cards may be withheld for students owing materials to the media center. Students will be responsible for the replacement cost of any lost or damaged media center materials.

MEDIA CENTER POLICIES AND PROCEDURES

1. The media center is part of the instructional program of Somerville High School and is to be used for research, study, and partly for recreational reading.
2. Study hall students wishing to use the Media Center must sign into the Media Center upon arrival and remain there for the remainder of the period. They may not sign in other students at that time.
3. Once signed in, students will not be given passes to go back to study hall, to the cafeteria, to their locker or any other location in the building.
4. The number of students admitted to the Media Center will depend upon the number of scheduled classes in the Media Center during the period.
5. Students making up quizzes or tests from another class must:
 - Present a pass from the teacher administering the quiz or test.
 - Mark the time he/she leaves the Media Center to take the test or quiz to his/her name.
 - Mark the time he/she returns to the Media Center next to his/her name.
6. Students must place their backpacks by the door as they enter the Media Center.

7. Students may utilize the Media Center during their lunch period by signing in at the circulation desk when they arrive. Students must eat lunch prior to signing into the Media Center, because passes will not be issued to the lunchroom.
8. Any disruptive behavior will result in revocation of media center privileges. Those using the Media Center for social conversation will be sent back to their study hall.
9. Students may use the Media Center before school and after school by signing in with the assigned tutoring teacher at that time. Students must also sign out when they leave the Media Center.
10. Food, drinks, and gum are not permitted in the Media Center.
11. Portable electronic devices (i.e. cell phones, IPODs, etc.) are not allowed in the Media Center at any time.
12. All students are assigned a user name and password for the computers. When logging on, students must use their own user name and password.
13. All Somerville High School students have been provided with a school email account for school-related homework and projects. They may access their email at the following web address:
<http://www.k12usa.com/>. Any student that forgets his/her username or password should visit the Media Center for assistance. Personal email accounts are not to be used in the Media Center.
14. Computers are to be used for school-related work only. No games or personal communication sites are allowed. Students found in violation of this policy will be given a warning, and further violations may result in loss of privileges.
15. Since the Media Center is part of the school, all other school rules apply.

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 standard 50 point requirement is required for all candidates. 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.

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 (4th) marking period will be honored during the following year.

REQUIREMENTS FOR GRADUATION

The New Jersey Department of Education (NJDOE) recognizes and acknowledges that all students will not achieve Core Curriculum Content Standards (CCCS) in the same manner and/or with the same level of success. To this end, Somerville High School is permitted to allow students with individualized learning opportunities outside of the traditional classroom that are stimulating and challenging and that enable students to meet or exceed the Core Curriculum Content Standards. This is commonly referred to as, "Option II." Option II allows for the design and implementation of programs to meet the needs of all students. Students are permitted to earn credit toward graduation through Option II learning experiences. These experiences include, but are not limited to: independent study, early college credit, distance learning, and on-line learning. In addition, Option II allows for group programs based upon specific instructional objects that meet or exceed Core Curriculum Content Standards. Participation in Option II is predicated on the application process through which students seek approval. The process for application, evaluation and assessment is detailed below. Attainment of credit toward graduation is based on the successful completion of assessments that verify student achievement in meeting or exceeding the Core Curriculum Content Standards at the high school level.

Students of Somerville High School, as indicated in Board of Education Policy 5460, will receive a high school diploma based on the following graduation requirements:

1. Fulfillment of the following 120 credit program requirements (Option I)
2. Option II – in whole or in part with the 120 credit program listed above;
3. Demonstration of proficiency in English Language Arts and Mathematics as per the NJDOE list of approved Standardized Test Scores (refer to Guidance Webpage for most recent NJDOE memo); and
4. Attainment of Board of Education attendance requirements; and
5. All other requirements as established in Board of Education Policy 5460, Graduation Requirements.

OPTION I CREDIT ATTAINMENT

Content Area	Entering 2013 – Class of 2017
English Language Literacy	At least 20 credits
Social Studies	At least 15 credits including two years of U.S. History
Science	At least 15 credits including content equivalent to Biology, Chemistry or Environmental or Physics, and one other science
Mathematics	At least 15 credits including Algebra I & Geometry
World Language	At least 5 credits or student demonstration of proficiency
Visual & Performing Arts	At least 5 credits
Career Education and Consumer, Family, and Life Skills	At least 5 credits
Financial Literacy	At least 2.5 credits
Physical Education, Health and Safety	A minimum of 3.75 credits per year for each year of enrollment
Technological Literacy	Integrated throughout the curriculum
Electives	At least 15 credits

OPTION II CREDIT ATTAINMENT

Students planning to pursue course work for credit external to the traditional offerings of SHS curriculum are required to submit a completed application to the guidance office. Each student's application will be reviewed on its own merit, as well as to ensure the student is on track to fulfill graduation requirements.

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.

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 2016-2017 school year is Thursday, September 8, 2016. The last day of school is Thursday, June 22, 2017.

The following half and full day recesses are scheduled:

October	3	No School – Rosh Hashanah
	12	No School – Yom Kippur
November	9	Half Day (Students)
	10-11	No School – NJEA Convention
	24-25	No School – Thanksgiving
December	23	Half Day
	24-30	No School – Winter Break
January	2	No School – Winter Break
	16	No School – Martin Luther King Jr.
February	17	No School – Staff Development
	20	No School – President’s Day
April	10-17	No School – Spring Recess
May	26-29	No School – Memorial Day
June	16	Half Day
	21	Half Day
	22	Half Day – Last Day of School

Three inclement weather days are built into the district calendar; however, 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: May 26, February 17, April 10.

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; www.nj1015.com; www.somervillenjk12.org

Twitter: @SchoolSup or @GFoleySHS

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
Title IX Officer
504 Officer K-12

Mrs. Joanne Sung
Mrs. Joanne Sung
Dr. Tanya McDonald

**SEXUAL HARASSMENT and HARASSMENT, INTIMIDATION
AND BULLYING (HIB)**

HIB

In 2011, New Jersey adopted the Anti-Bullying Bill of Rights. This law standardized practices and procedures for investigating potential acts of harassment, intimidation, or bullying. (HIB). This law defines "Harassment, intimidation or bullying" as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory [handicap]disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function [or], on a school bus, or off school grounds as provided for in section 16 of P.L.2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; [or]
- b. has the effect of insulting or demeaning any student or group of students [in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school]; or
- c. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The Anti-Bullying Specialist is Dr. Danielle Zurawiecki who can be reached at 908-243-1584.

SEXUAL HARASSMENT

Sexual harassment, harassment, intimidation and bullying of pupils is prohibited by the Board of Education. The following is an excerpt from the school district's policy. Please be advised that the current policy is under revision and updates are available on the district website at www.somervillenk12.org.

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.

Procedure and Penalties:

1. Report of sexual harassment, harassment, intimidation or bullying.
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, harassment, intimidation or bullying conduct was present. If the Affirmative Action Officer determines that sexual harassment, harassment, intimidation or bullying has occurred, the administration shall take reasonable, age-appropriate, and effective corrective action, including steps tailored to the specific situation. Corrective actions may range from a verbal warning with counseling to an out-of-school suspension for up to 10 days and police notification.

Consequences for False Accusation:

The Board prohibits any person from falsely accusing another as a means of any form of harassment, intimidation, or bullying.

Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of any form of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, short-term Suspensions, N.J.A.C. 6A:16-7, Long-

term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of any form of harassment, intimidation, or bullying shall be in accordance with district policies, procedures, and agreements. Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of any form of harassment, intimidation, or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, which may include a report to appropriate law enforcement officials.

SMOKING

The use of cigarettes (including imitation devices such as e-cigarettes or personal vaporizers) or using chewing tobacco on school property will result in a 2-day out-of school suspension.

SNOW MAKE-UP DAYS

See “School Calendar” section.

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:

- Violation of the school district's Substance Abuse Policy.
- Any out-of-school suspension.
- Careless and/or reckless driving as determined by the administration.
- Use of vehicle during the school day that violates school rules, such as cutting class and/or leaving school grounds without permission.
- 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.)
- Any parking violation in student or staff lots.

- Revocation of your driver's license by the court system and/or Division of Motor Vehicles.
- Allowing anyone to park in your designated space.
- 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. Students are also not permitted to park on Fair Street.

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., 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.

STUDY HALL GUIDELINES

During scheduled study halls, students may choose three options:

1. **Library**—quiet all period, to be used for research, recreational reading or online coursework. 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. **Virtual Study Hall Room** - quiet all period. To be used for online coursework only. Students must be enrolled in Apex to use this option. Failure to sign in and/or remain in this room for the entire period will be interpreted as a class cut.
3. **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.

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

Please check www.somervillenk12.org for updated summer school information.

SURVEILLANCE

Electronic surveillance may be used in school buildings and on school grounds.

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.

TERRORISTIC THREATS/THREATS OF VIOLENCE

Threats of physical harm to others will not be tolerated during school or after school hours, or at any school-sponsored activity, whether on or off school property. This prohibition includes verbal and written threats of any kind, or physical gestures, signs, or actions.

TEST DAYS

The following test day schedule will be in effect at the end of each marking period. Students will be notified of the specific corresponding calendar dates by their respective teachers.

Day 1 and 6 Mathematics, Social Studies, PE, Health, Music and Art

Day 2 and 7 Business, Science, and World Languages

Day 3 and 8 English, Social Studies, PE, Health, Music and Art

Day 4 and 9 Mathematics and World Languages

Day 5 and 10 English, Business, and Science

VISITORS

All visitors must report to the main office immediately upon entering the building. If the person is granted permission to remain on campus, he/she will be given a visitor's pass. Passes are not issued until 2:20 p.m. except to parents/legal guardians of students at Somerville High School. Somerville High School students may not bring student visitors to school. Individuals not following the regulation regarding visitors may be charged with trespassing in accordance with New Jersey State Statutes.

VOTER REGISTRATION

Voter Registration Packets are available in the High School Guidance Office. For additional information on voter registration please visit: www.co.somerset.nj.us/elections.

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.
2. I do not have the right to copy or distribute district software.
3. I will not add personal software to any school computer.
4. 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.
5. I will not attempt to change the configuration of any computer or software.
6. 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.
7. I will not copy unauthorized software.
8. I will abide by all patent, copyright, or license restrictions that relate to any computing facilities, products, programs, or documentation.
9. I will treat the facilities with respect and will not intentionally damage them.
10. I will not have food or drink near the computers.
11. 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.
7. 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 INFLICTING 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.