

CLIFTON HIGH SCHOOL

“Home of the Mustangs”
333 COLFAX AVENUE
CLIFTON, NEW JERSEY 07013
973-470-2310
www.clifton.k12.nj.us

STUDENT HANDBOOK 2011 – 2012 **Excellence in Education**

Richard Tardalo, Superintendent
Mark Tietjen, Asst. Superintendent
Michael McGinley, Principal
Steven P. Anderson, Vice Principal
Peter J. Cumba, Vice Principal
Patricia DeLotto, Vice Principal
Michael Doktor, Vice Principal (Intern)
Luginda Walker, Vice Principal

This agenda provides our students and parents general information about Clifton High School and its many programs and policies. Please review all rules, regulations, policies and guidelines contained in this booklet. They are designed to provide for a safe and secure environment at Clifton High School where “education is our first priority.” It is our expectation that all students adhere to the code of conduct or they will be subject to the consequences indicated.

CLIFTON BOARD OF EDUCATION

James Daley, President
Gary Passenti, Vice-President
Arlene Agresti
Judith A. Bassford
Lucy Danny
Wayne Demikoff
Mary Kowal
Michael Paitchell
Joseph R. Yeamans

ADMINISTRATION

Richard Tardalo 973-470-2260
Superintendent of Schools

Mark Tietjen 973-470-2436
Assistant Superintendent of Schools

Karen L. Perkins 973-470-2288
Business Administrator/Board Secretary

Thomas Kryger 973-470-2275
Assistant Business Administrator/Asst. Board Secretary

MESSAGE FROM THE SUPERINTENDENT OF SCHOOLS

The Board of Education and I welcome you as we start the 2011-2012 school year. We have discovered that a successful student is a product of a supportive educational community. We need the parents and guardians to continue to be our partners in assuring the best educational opportunities for all of our students.

Please read through this handbook with your child, be they a senior, junior, sophomore or freshman. The educational programs at Clifton High School are second to none. Each course is designed to meet the interests and needs of all of our students. The high school handbook contains the basic essentials for a positive academic experience: our philosophy, key dates, rules/regulations, grading criteria, transportation, athletics, extracurricular activities, guidance-tips, advanced standing opportunities and more. Begin to plan specific goals with your child prior to the start of the 2011-2012 school year. We expect each student to abide by all of the guidelines specified in this handbook.

We will keep you informed as to your child's progress through report cards, progress reports, and other personal contacts as necessary. **You may check your child's attendance daily utilizing your web access as well as check all progress reports and report cards. We encourage you to make use of this feature.** Do not hesitate to call regarding specific concerns or issues regarding your child. We must work as a team to assure the success of each student. Our ultimate goal is that each graduate will aspire to continue learning, to embrace diversity, to have a love of the arts, to be technologically proficient, and to become a self-supportive productive citizen that will further the democratic ideals of our country.

We look forward to working closely with you as we provide an environment in which your children may strive towards the achievement of their dreams and aspirations.

Sincerely yours,

Richard Tardalo
Superintendent of Schools

MESSAGE FROM THE CLIFTON HIGH SCHOOL ADMINISTRATION

Dear Parents/Guardians and Students,

We extend a warm welcome to all as we begin this new school year at Clifton High School. It is our desire and plan that it will be a challenging, successful, and most of all rewarding year. During our careers in education, we have discovered that a successful student is a product of a supportive educational community. We need parents and guardians to continue to be our partners in assuring the best educational opportunities for all our students.

The first step is to read through this handbook with your child, be they a senior, junior, sophomore, or freshmen. The educational programs at Clifton High School are designed to meet the interests and needs of all our students. It is our intent that this Handbook/Planner, containing details relevant to the organizations, policies, routine procedures and regulations of Clifton High School, serve as a source of reference for you. We believe the answers to any questions you may have can be found here. Our handbook contains the basic information for a positive academic experience: our philosophy, important dates, rules/regulations, grading criteria, transportation, athletics, extracurricular activities, guidance information, advanced standing opportunities and more. The concerned and cooperative efforts of the Clifton Board of Education and the staff of Clifton High School are evident in the information provided in this handbook. Begin to plan specific goals with your child prior to the start of the 2011-2012 school year. We expect each student to abide by all the guidelines specified in this handbook.

The second step is communication. We will keep you informed as to your child's progress through report cards, progress reports, and other personal contacts as necessary. Please utilize your access to Parent Portal through the Clifton Public schools website at www.clifton.K12.nj.us to monitor your child's grades and attendance. In addition, do not hesitate to call regarding specific concerns or issues regarding your child. We must work as a team to assure the success of each student.

Our ultimate goals at Clifton High School are that each graduate aspires to continue learning, to embrace diversity, to have a love of the arts, to be technologically proficient, and to become a self-supportive productive citizen that will further the democratic ideals of our country.

We look forward to working closely with you as we provide an environment in which your children may strive towards the achievement of their dreams and aspirations.

Sincerely yours,

Mr. Michael McGinley, Principal

Mr. Steven Anderson, Vice Principal

Mr. Peter Cumba, Vice Principal

Mrs. Patrica DeLotto, Vice Principal

Mr. Michael Doktor, Vice Principal (Intern)

Mrs. Luginda Walker, Vice Principal

Please note: Changes to the Attendance & Discipline policies have been recommended. If approved, we will update this handbook.

I

CLIFTON HIGH SCHOOL BELL SCHEDULES

Regular Schedule

Period	Time	Minutes
0	7:00 - 7:44	44
1	7:49 - 8:47	58
2	8:52 - 9:36	44
3	9:41 - 10:25	44
4	10:30 - 11:14	44
5	11:19 - 12:03	44
6	12:08 - 12:52	44
7	12:57 - 1:41	44
8	1:46 - 2:30	44

S/C Schedule

Period	Time	Minutes
0	7:00 - 7:44	44
1	7:49 - 8:32	43
2	8:37 - 9:21	44
3	9:26 - 10:10	44
4	10:15 - 10:59	44
5	11:04 - 11:48	44
6	11:53 - 12:37	44
7	12:42 - 1:26	44
8	1:31 - 2:15	44

Half Day Schedule

Period	Time	Minutes
0	7:00 - 7:44	44
1	7:49-8:24	35
2	8:29-8:56	27
3	9:01-9:28	27
4	9:33-10:00	27
5	10:05-10:32	27
6	10:37-11:04	27
7	11:09-11:36	27
8	11:41-12:08	27

Delayed Opening

Period	Time	Minutes
0	None	
1	9:15 - 9:50	35
2	9:55 - 10:30	35
3	10:35 - 11:10	35
4	11:15 - 11:50	35
5	11:55 - 12:30	35
6	12:35 - 1:10	35
7	1:15 - 1:50	35
8	1:55 - 2:30	35

LUNCH WILL NOT BE SERVED

CLIFTON HIGH SCHOOL ANNEX BELL SCHEDULE

Regular Schedule

Period	Time	Minutes
1	7:49 - 8:47	58
2	8:51 - 9:36	45
3	9:40 - 10:25	45
4	10:29 - 11:14	45
5	11:18 - 12:03	45
6	12:07 - 12:52	45
7	12:56 - 1:41	45
8	1:45 - 2:30	45

S/C Schedule

Period	Time	Minutes
1	7:49 - 8:32	43
2	8:36 - 9:20	44
3	9:24 - 10:08	44
4	10:12 - 10:56	44
5	11:00 - 11:44	44
6	11:48 - 12:32	44
7	12:36 - 1:20	44
8	1:24 - 2:08	44

Half Day Schedule

Period	Time	Minutes
1	7:49 - 8:24	35
2	8:28 - 8:56	28
3	9:00 - 9:28	28
4	9:32 - 10:00	28
5	10:04 - 10:32	28
6	10:36 - 11:04	28
7	11:08 - 11:36	28
8	11:40 - 12:08	28

Delayed Opening

Period	Time	Minutes
1	9:15 - 9:50	35
2	9:54 - 10:30	36
3	10:34 - 11:10	36
4	11:14 - 11:50	36
5	11:54 - 12:30	36
6	12:34 - 1:10	36
7	1:14 - 1:50	36
8	1:54 - 2:30	36

LUNCH WILL NOT BE SERVED

DELAYED OPENING PUPIL TIME SCHEDULES

High School 9:15 a.m.

Students come in ninety (90) minutes later. Please note Zero Period CAST is omitted on these days.

Middle Schools 9:50 a.m.

Elementary Schools 10:15 a.m.

Lunch and closing dismissal times remain the same as a regular full-day schedule.

HIGH SCHOOL ADMINISTRATION

Principal

Mr. Michael McGinley 973-470-2311

Vice Principal (Intern) -Central Wing

Mr. Michael Doktor 973-470-2337

Vice Principal-East Wing

Mrs. Patricia DeLotto 973-591-6830

Vice Principal-North Wing

Mrs. Luginda Walker 973-470-2319

Vice Principal-South Wing

Mr. Steven P. Anderson 973-470-2296

Vice Principal – Annex

Mr. Peter J.Cumba 973-470-2060

DEPARTMENT SUPERVISORS

Counseling and Guidance

Florence Calise 973-470-2324

Director of Athletics/

Physical Education and Health

Richard Handchen 973-470-2282

Language Arts

Dr. Christopher de Vinck 973-470-2334

Mathematics

Mary Campbell 973-470-2329

Science

Gary Frankel 973-470-2326

Social Studies

Thomas Kuehn 973-470-2333

Special Education

Heather Rotolo 973-470-2290

Visual and Performing Arts

Peggy Cioce 973-594-4199

Vocational Education/Career Prep.

Richard Manfready 973-470-2335

World Languages

Christine Belli 973-779-52

COUNSELING DEPARTMENT – Main Campus

North Wing Counseling

Rachel Deustch 973-470-2321

Andrew Kessler 973-470-2322

Jacqueline Festa-Salerno
973-470-2323

South Wing Counseling

Maryann Birch 973-470-2306

Attilio Venturelli 973-470-2308

Central Wing Counseling

Kathy Speiser 973-470-2339

Jody Springer 973-470-2341

Samina Salahuddin 973-470-2341

East Wing Counseling

Robin Smith 973-779-5147

Linda Lis 973-779-5187

Student Assistance Counselors

Joel Baker 973-470-2424

Kelly Sutliff 973-779-5164

SCHOOL BASED YOUTH SERVICES

Patricia Kramer

973-458-6074

COUNSELING DEPARTMENT – CHS Annex

9th Grade Counselor

Peter Salzano 973-470-2067

ASPIRE Counseling/Student Assistance Counselor

Natalie Radan 973-470-2068

HIGH SCHOOL ATTENDANCE OFFICE

All student absences are to be reported to the Attendance Office before the start of school on the day of the absence. **973-470-2427**

ANNEX ATTENDANCE OFFICE

All student absences are to be reported to the Annex Attendance Office before the start of school on the day of the absence. **973-470-2066**

HIGH SCHOOL HEALTH OFFICE (CLINIC)

973-470-2294

ANNEX HEALTH OFFICE (CLINIC)

973-470-2062

CHS EMAIL SYSTEM

Parents or guardians who wish to contact any Clifton High School Staff member may do so via email. Simply type the first initial and last name of the staff member followed by @ cliftonschoools.net to send an email directly to that person. For example, Mrs. Carol Mustang would be cmustang@cliftonschoools.net

PHILOSOPHY AND GOALS

The Clifton Board of Education firmly believes that it is the inherent right of every child enrolled in the public schools to receive a sound education rooted in equal opportunity and delivered in an environment, which ensures physical and mental security. In today’s pluralistic technological society, our first and foremost task is to instruct students in the democratic principles found within the ethical framework of the constitutions of the United States and the State of New Jersey.

The Clifton Board of Education recognizes the importance of promoting early literacy as a foundation for academic success. Through its instructional programs and co – and extra curricular experiences, students will become independent thinkers, good decision makers and self-supporting, productive citizens.

The Clifton Board of Education promulgates the following outcome goals:

1. To provide students with the skills essential for obtaining information, thinking critically, solving problems, and communicating effectively
2. To create an atmosphere which encourages students to obtain knowledge and to develop the life skills necessary to enter the work force and/or pursue higher education
3. To furnish students with a basic knowledge of current and changing technologies across the curriculum

4. To encourage the school community to become effective and responsible contributors to the decision-making process
5. To develop an appreciation of the creative process through problem solving and technology
6. To foster an understanding of, sensitivity to, and respect for all cultures
7. To impart knowledge, practices, and perspectives that promote – personal and global health and safety
8. To nurture an appreciation for the fine, applied and performing arts

To attain these goals, the Clifton Board of Education shall provide meaningful instruction, an environment conducive to learning, an opportunity for community input and a professional staff of the highest quality.

SCHOOL CALENDAR FOR 2011-2012 SCHOOL YEAR

September 1 (Thu)	Staff Professional Development Day (Schools closed for pupils)
September 2 (Fri.)	All 10-month supervisory, certificated, and secretarial personnel report for opening duties. (Schools closed for pupils)
September 5 (Mon.)	Labor Day (Schools closed)
September 6 (Tues.)	Schools Reopen for Pupils
September 15 (Thurs.)	Middle Schools Back-to-School Night (Early Dismissal for Pupils)
September 20 (Tues.)	High School Back-to-School Night (Early Dismissal for Pupils)
September 22 (Thurs.)	Elementary Schools Back-to-School Night (Early Dismissal for Pupils)
September 29, 30 (Thurs.-Fri)	Rosh Hashanah (Schools closed)
October 4, 5, 6 (Tues.-Thurs.)	High School HSPA Testing Dates
October 10 (Mon.)	Columbus Day Observance (Staff professional development – Schools closed for pupils)
November 8 (Tues.)	Election Day (Early Dismissal for Pupils, Secretarial & Certificated Staff)
November 10,11 (Thurs.-Fri.)	N.J.E.A. Convention (Schools closed)
November 23 (Wed.)	Early Dismissal for Pupils, Secretarial & Certificated Staff
November 24, 25 (Thurs.-Fri.)	Thanksgiving Recess (Schools closed)
December 23 (Fri.)	Early Dismissal for Pupils, Secretarial & Certificated Staff
December 26-30 (Mon.-Fri)	Holiday Recess for Pupils, Secretarial & Certificated Staff
January 2 (Mon.)	New Year’s Day Observance (Schools closed)
January 16 (Mon.)	M.L.King, Jr. Birthday (Staff Prof. Development Day- Schools Closed for Pupils)
January 17-20 (Tues.-Fri.)	Tentative High School Mid-Term Exams
February 6 (Mon.)	Elementary Schools Parent Evening Conferences
*(Feb. 13 – Alternate Date)	(Early Dismissal for Elementary Pupils)
February 8 (Wed.)	Middle Schools Parent Evening Conferences
*(Feb. 15 – Alternate Date)	(Early Dismissal for Middle School Pupils)
February 9 (Thurs.)	High School Parent Evening Conferences
*(Feb. 16 – Alternate Date)	(Early Dismissal for High School Pupils)
February 20-24 (Mon.-Fri.)	Winter Recess for Pupils, Secretarial & Certificated Staff
March 6-8 (Tues.-Thurs.)	High School HSPA Testing Dates
April 6 (Fri.)	Good Friday (Legal Holiday)
April 9-13 (Mon.-Fri.)	Spring Recess for Pupils, Secretarial & Certificated Staff
April 17 (Tues.)	School Board Election (Early Dismissal for Pupils, Secretarial & Certificated Staff)
April 23-26 (Mon. – Thurs.)	NJASK Grades 7 & 8 Testing Period
April 30, May 1-3 (Mon. – Thurs.)	NJASK Grades 5 & 6 Testing Period

May 7-11 (Mon. – Fri.)	NJASK Grade 4 Testing Period
May 7-10 (Mon. – Thurs.)	NJASK Grade 3 Testing Period
May 28 (Mon.)	Memorial Day Observance (Legal Holiday)
June 5 (Tues.)	Primary Election Day (Early Dismissal for Pupils, Secretarial & Certificated Staff)
June 15-20	Tentative High School Final Exams
June 18-25	Early Dismissal for All Pupils
June 25 (Mon.)	Schools Closed for Summer Vacation
June 25 (Mon.)	High School Graduation
June 26 (Tues.)	10-Month Supervisory staff - earliest date for summer recess
June 29 (Fri.)	Last Day for 10-Month Secretarial Staffs

*Alternate date due to inclement weather

ALL CALENDAR DATES ARE SUBJECT TO CHANGE

All Testing Dates are tentative pending final notification from the New Jersey Department of Education.

THIS SCHOOL CALENDAR IS TENTATIVE, DEPENDING ON WEATHER CONDITIONS, AND MAY BE MODIFIED AS REQUIRED TO PROVIDE A MINIMUM OF 180 DAYS. IF ADDITIONAL DAYS ARE REQUIRED, THEY WILL BE TAKEN FROM SPRING RECESS, BEGINNING WITH MONDAY, APRIL 9, 2012.

NUMBER OF SCHOOL DAYS FOR PUPILS

September 2011	17 Days	February 2012	16 Days
October 2011	20 Days	March 2012	22 Days
November 2011	18 Days	April 2012	15 Days
December 2011	17 Days	May 2012	22 Days
January 2012	20 Days	June 2012	17 Days

Total – 184 days

All dates listed in the calendar are inclusive. On the last day of school, schools will promote pupils, issue final report cards, and dismiss pupils at the end of a four-hour session. The remainder of the day will be devoted to teacher records and reports. Teachers may be dismissed at the option of the principal after all final records and reports have been completed and checked. Supervisory personnel are to be available after schools close for the summer vacation pending final school register check and until released.

Monday, June 25, 2012 is scheduled as the last day of school for the 2011-2012 school year. In the event of emergency closing due to storms or other unforeseen circumstances, the calendar will be amended correspondingly to provide at least the minimum days of pupil attendance required by law.

Personnel are to take into consideration the vagaries of the weather and other possible building closing emergencies that would require amendment of the school calendar. Personnel are not to schedule college courses, trips, or other activities which would be in conflict with the school calendar as adopted or should the calendar be amended. The legal opening of schools is September 1 and the closing of the school year is June 30. All 10-month certificated personnel can be required to render service during this period and are in a stand-by status on call if necessary.

Unused snow days will be returned as additional days off as follows:

Four unused snow days – April 16, 2012 will be a school holiday as well as the Friday before and Tuesday after Memorial Day and Primary Election Day, June 5 will be school holidays.

Three unused snow days – April 16, 2012 will be a school holiday as well as the Friday before and Tuesday after Memorial Day will be school holidays.

Two unused snow days – Friday before Memorial Day and the Tuesday after Memorial Day will be school holidays.

One unused snow day—Friday before Memorial Day will be a school holiday.

PROGRESS REPORTS AND REPORT CARD DISTRIBUTION

MARKING PERIOD	1	2	3	4
Progress Reports Distributed	10/14/11	1/03/12	3/13/12	5/22/12
Report Cards Distributed	11/21/11	2/06/12	4/16/12	Mailed Home

Please note that students who owe fines will not receive their report card prior to returning the item or paying for the item in full.

Parent Portal

Clifton High School offers all parents and/or guardians the opportunity to access their child's school-related data such as grades, progress reports, and attendance by using the Internet. In order to access this information you will need an assigned password. If you have not already received this information in the mail, please contact the Administrative Data Center at 973-470-2279.

SCHOOL CLOSING ANNOUNCEMENTS AND DELAYED OPENING

Parents should watch Channels 5 or 12 for notification of school closings or consult the school web site at www.clifton.k12.nj.us. Suggested viewing time is from 6:00am through 7:45am.

EMERGENCY SCHOOL CLOSING

Parents should arrange with neighbors or other responsible individuals to receive and care for their children in the event of an emergency early dismissal. Children are to be instructed by the parents exactly what they are to do if this should occur.

- High School students will be dismissed at 12:08 unless otherwise specified.
- School Bus students will be retained in school until transportation is provided.

*Note: The Board of Education, the Radio Stations or Police Headquarters **must not be called** for information regarding school emergencies. **PLEASE COOPERATE.***

EARLY DISMISSAL – DUE TO INCLEMENT WEATHER

In this situation, we strongly recommend parents wait for the dismissal of their children at the time prescribed by the school. This will allow for the smooth, efficient and safe release of all. **Harsh weather conditions do not suggest early dismissal as acceptable.** Please consult the school web page at www.clifton.k12.nj.us for early dismissal information.

EMERGENCY PICK UP PROCEDURES

In case of emergency, where a parent must pick up their child during the school day, the parent or guardian must complete the appropriate sign out form in the Main Office. Parents are then to wait in the Auditorium until their child is called from class. **No student will be released unless a parent or guardian is present. Please see attendance policy for details.**

STUDENT SCHOOL DRESS CODE

PHILOSOPHY

Parents have the primary responsibility for determining appropriate dress and grooming for their children. While it is not the intent of these regulations to usurp parent or student prerogatives in the selection of clothing styles, which frequently change and reflect personal taste, it is necessary to establish guidelines and limits of what will be permitted within the school environment. Of paramount importance in this dress code are the health and safety of the students and the avoidance of disorder and/or distractions to the educational process. Optimum learning conditions are of utmost importance and are our focus. This dress code reinforces that value.

PURPOSE

The purpose of the school dress code is to establish standards for what is acceptable dress and grooming within the school setting with particular concern for the health and safety of the students. In addition, the code is designed to encourage a mode of dress and grooming that is conducive to establishing a climate of discipline, order, teaching and an effective learning environment.

THE DRESS CODE

Clothing

The following items of clothing shall ***not*** be permitted in schools during school hours:

1. Fashion or materials that exaggerate, emphasize, reveal, or call attention to anatomical details;
2. Torn or cut articles of clothing; whether decorative or from wear;
3. Muscle shirts, tank tops, mesh shirts, or biker shorts; oversized baggy pants, pajama bottoms, pajama tops, fleece pants, or pant legs that hang over the sneakers or shoes;
4. Skirts or shorts should be no shorter than two inches above the knee,
5. Sweatbands, bandanas and similar headgear are not permitted unless used for religious purposes;
6. Pants not worn at the waist or hip;
7. Messages on clothing by picture or word may not be lewd, obscene, drug/alcohol oriented, or profane, and may not infer violence/weapons;
8. Shirts in which the shoulders are not covered from the base of the neck to the edge of the shoulder or that expose the midriff;
9. Any shirt that falls below the extended finger tips must be completely tucked in to the waistband; also all non-collared shirts must be completely tucked into the waistband.
10. Jewelry that poses a safety hazard such as: spike bracelets, necklaces, or heavy chains are not permitted. No jewelry is permitted in physical education classes.
11. Sunglasses.
12. No clothing or jewelry representative of membership or affiliation with a particular group unless pre-approved by the administration, i.e. ROTC

Footwear

For safety, footwear that provides a firm walking surface and good balance must be worn. Therefore; loose, untied laces or straps, flip-flops, slippers, or any footwear that poses a safety hazard are not permitted.

Miscellaneous Dress Code Information

Coats, jackets, hats, headbands and head coverings - Students are required to place coats, jackets, hats and headbands in their lockers during school hours. These articles may not be carried in any way inside the school after the first period class begins.

Hooded sweatshirts or “hoodies” are not considered to be jackets and are therefore permitted to be worn in school; however, hoods are not permitted to cover a student’s head, in place of a hat. Hoods must remain off in school.

In situations in which health and/or safety factors become critical, temporary modifications of the dress code may be necessary and will be established before the activity by the classroom teacher and/or building

administrator (e.g., in lab classes, at special events, in physical education classes, or on field trips).

Clothing worn specifically for religious purposes will be permitted after the religious tenet of faith is shared with the building principal.

Enforcement

Enforcement and disciplining for infractions of this policy will be decided by the grade level administrator. Progressive discipline will be age level appropriate (K-5, 6-8, 9-12).

NOTE: IN ALL INSTANCES, THE BUILDING ADMINISTRATOR SHALL MAKE THE FINAL DECISION IF THE STUDENT'S CLOTHING MEETS THE SCHOOL DRESS CODE.

ID CARDS

Students are required to properly display their student ID card at all times while on school grounds. ID cards must be properly displayed on their grade appropriate lanyards. Any student who fails to comply with school requirements will be disciplined accordingly. **Any student who loses their I.D. card will be required to pay a \$5.00 replacement fee for the card and a \$3.00 replacement fee for their lanyard.** Funds from the sale of the cards will be placed towards the purchase of new supplies.

Any student who does not have an ID or temporary ID after the bell rings to end Period 2 will be subject to a DASH or other discipline at the discretion of the administration.

Penalties for not properly wearing the ID:

First offense	Warning
Second Offense	1 DASH
Third Offense	1 Saturday

After the third offense, discipline is at the discretion of the administration.

FRATERNAL ORGANIZATIONS/GANGS

All fraternities, sororities, secret societies and gangs are declared contrary to the good of the public school system and, therefore, are prohibited by state law. No student attending Clifton High School is to wear any jewelry or article of clothing identified with any such organization. Furthermore, recruitment for any such group on our grounds at any time will not be tolerated.

CODE OF CONDUCT

Both with your arrival here as a freshman and with your departure as a senior, we expect you to act in a civil, courteous manner. In doing so, you will contribute to your own success and that of others. To focus on those desirable characteristics, we have set forth this "Code of Conduct." We expect all students to live up to and live by these ten points. This is a path to success. Make this a personal commitment now and say...**I Will:**

1. Show respect to everyone;
2. Not be violent in speech or action;
3. Not cheat, steal or tolerate those who do;
4. Maintain academics as my primary goal while here at Clifton High School;
5. Be honest in my actions and relationships;
6. Always strive to make my family proud of me;
7. On a daily basis, attend school and classes on time;
8. Accept the consequences if I make a mistake;
9. Always strive to do my personal best;
10. Recognize that I am a unique individual who will strive to apply my talents to make Clifton High School a better place.

SUSPENSION POLICY

The policy of the Clifton Board of Education shall be in compliance with 18A:37-2 of the New Jersey Statutes, which states that any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over the pupil, or the habitual use of profanity or of obscene language, or shall cut, deface, or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Any student who is suspended "Out of School" is not permitted on school grounds **unless** accompanied by a parent.

NOTE: THERE ARE OFFENSES THAT MAY RESULT IN AUTOMATIC SUSPENSION (I.E. NOT PROPERLY WEARING YOUR ID, FIGHTING, SWEARING AT A STAFF MEMBER, LEAVING THE GROUNDS, TRUANCY, WEAPONS POSSESSION AND ALL CATEGORY III OFFENSES)

FURTHER NOTE: ANY OFFENSES/INFRACTIONS ARE SUBJECT TO THE PENALTIES STATED IN THIS HANDBOOK AS PER ADMINISTRATIVE DISCRETION. THUS, A MORE SERIOUS FIRST OFFENSE MAY BE DEALT WITH ADMINISTRATIVELY BY A COMMENSURATELY MORE SERIOUS FIRST PENALTY. IN ADDITION, THE ADMINISTRATION HAS THE RIGHT TO COMBINE VARIOUS SUSPENSIONS AND DETENTIONS TO FIT THE NATURE OF THE OFFENSE.

Conduct that shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to any of the following:

- A. Continued and willful disobedience;
- B. Open defiance of authority of any teacher or person having authority over the pupil;
- C. Conduct of such character as to constitute a danger to the physical well-being of other pupils or to oneself;
- D. Physical assault upon another pupil or upon any teacher or other school employee; if in the process of a violent act or assault you do not respond to a staff member's directive to stop, the degree of severity of the violation is raised. Further, if a staff member is harmed in any way through your involvement in the violence, the degree of severity is raised.
- E. Taking or attempting to take, personal property or money from another pupil by means of force or fear.
- F. Willfully causing, or attempting to cause, substantial damage to school property, or constitute a danger to school property.
- G. Participation in any unauthorized occupancy by any group of students in any part of any school or other building owned by any school district, and failure to leave such school or facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
- H. Incitement which is intended to, and does result in, unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district;
- I. Incitement which is intended to, and does result in, truancy by other pupils;
- J. Knowingly in possession or knowingly consuming alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.
- K. You have no right (at any time) to go to any other school to disrupt their operation or damage/destroy their property. Further, you do not have the right to jeopardize the health, safety or welfare of any student/staff member attending that school.
- L. Repetition of violence by the same individual can result in expulsion from the Clifton School District.

WE HAVE ZERO TOLERANCE FOR DRUGS, ALCOHOL, WEAPONS OR VIOLENCE. EXPECT SERIOUS DISCIPLINARY RESPONSE TO SERIOUS VIOLATIONS OF OUR POLICIES, RULES, REGULATIONS AND STATE LAWS.

WEAPONS AWARENESS CONTRACT

The Board of Education, Administration and Professional Staff of the Clifton 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 a weapon creates.

*In accordance with the Board of Education Policy No. 5800(d) Weapons and Dangerous Instruments, students who are found guilty of possession of a weapon in school, on school grounds, or on school buses will be subject to **expulsion** from the school. To expel means to be removed from the school community **permanently**. In addition, criminal charges will be filed with the Clifton 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, dart guns, shotguns, rifles, or “look-alikes.” Also defined as any device or instrument in the nature of a weapon from which may be fired or ejected any solid project able 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.

Knives:

Pocketknives, hunting knives, switch blades, gravity knives, daggers, stilettos, dirks, box cutters, razor blades and any other instrument or device that could be used for cutting.

Other:

Pipes, tire irons, bats, dubs, blackjacks, brass knuckles, sling-shots, leather bands studded with metal, large straight pins, large safety pins, lighters, or other flame producing devices. This includes mace, pepper spray or like substances.

Note: Students/parents are to sign and return the handbook receipt form attesting to the fact that they have read and are aware of the definition of a weapon. Further, that they are also aware of the penalties that will result from bringing a weapon to school.

DISCIPLINARY CATEGORIES

A. Category I

1. Failure to Comply with School Regulations
2. Tardiness
3. Disruptive Element in Class
4. Unexcused Absence from Class
5. Violation of the Dress Code
6. Failure to report for Detention
7. Use of Obscene and Profane Language
8. Theft
9. Rudeness to Staff
10. Leaving the School Building or Grounds
11. Smoking 1st Offense
12. Other Offenses of Similar Seriousness

13. Violation of ID Guidelines
14. Violation of Cell Phone Policy
15. Unauthorized Parking of a Vehicle
16. Violation of Electronic Device Policy
17. Loitering

B. Category II

1. Repeat: Category I Violations
2. Repeat: Failure to Comply with School Regulations
3. Habitual Rudeness to Staff
4. Habitual Tardiness
5. Habitual Unexcused Absence(s) from Class
6. Disorderly Conduct
7. Repeat: Disruptive Element in Class
8. Violation of the Dress Code
9. Repeat: Leaving School Building or Grounds
10. Truancy
11. School Bus Misconduct
12. Repeat: Failure to Report to Detention
13. Failure to Identify Self Properly
14. Open Defiance of Authority/Continued Willful Disobedience
15. Habitual Use of Obscene or Profane Language
16. Smoking 2nd Offense
17. Repeat: Unauthorized Parking/Unsafe Operation of Vehicle
18. Substantial Theft
19. Fighting
20. Forgery
21. Defacing School Property
22. Violation of DASH or Saturday Detention
23. Other Offenses Similar in Seriousness
24. Striking another Student
25. Habitual Violation of ID Guidelines
26. Bullying/Harassment

C. Category III

1. Repeat: Category II Violations
2. Continued or Excessive Theft
3. False Fire Alarm, Bomb Scare, Terrorist Action
4. Violations of Alcohol & Drug Abuse Policy
5. Possession of a Weapon/Intentional Use of Instrument for Harm
6. Arson
7. Extortion
8. Defacing School Property: Substantial Damage
9. Assault on a Teacher or other Board of Ed. Employee
10. Fighting/ Assaulting Another Student or Person
11. Possession of Automatic Paging-Device (beeper)
12. Possession and/or Use of any Explosive Device
13. Smoking 3rd Offense
14. Verbal or Physical Menacing of a Staff Member
15. Extreme Rudeness to Staff

16. Bullying/Harassment/Stalking
17. Gambling
18. Vandalism
19. Willfully Causing or Attempting to Cause Substantial Damage to Property
20. Participation in an Unauthorized Occupancy
21. Incitement Which is Intended to & Does Result in Truancy of Other Students
22. Incitement of Unauthorized Occupation
23. Other Offenses of Similar Seriousness
24. Repeat Category III Violations

PROCEDURES FOR IMPLEMENTING DISCIPLINE

1. Category I Offenses

Following an administrative review of an infraction, the appropriate discipline shall be invoked and may include:

- A. Teacher Detention – management procedure to be used by teachers for infractions of classroom rules
- B. Teacher Conference
- C. Parent Conference
- D. Central Detention – management procedure used by the administration for infrequent or minor violation of school rules or habitual violation of classroom rules.
- E. Placement in DASH – discipline policy used by the administration after procedural due process for violating school rules listed in Category I
- F. Saturday School Detention – a disciplinary action to bring about the necessary behavior modification that is needed by some members of the student population
- G. Out of School suspension-There are offenses that may result in **automatic suspension** (i.e. not properly wearing your id, fighting, swearing at a staff member, leaving the grounds, weapons possession and all category iii offenses)

2. Category II Offenses

Following an administrative review of an infraction, the appropriate discipline program shall be invoked and may include:

- A. Referral to DASH
- B. Teacher Conference
- C. Parent Conference
- D. Placement in DASH – discipline policy used by the administration after procedural due process for violating school rules listed in Categories I and II
- E. Saturday School Detention – a disciplinary action to bring about the necessary behavior modification that is needed by some members of the student population
- F. Out-Of- School Suspension – a suspension policy up to ten days used by the administration after procedural due process for pupils violating school rules.

3. Category III Offenses

Following an administrative review of an infraction, the appropriate discipline program shall be invoked and shall include:

- A. Parent and Staff Conference
- B. Student Assistance Counselor
- C. Referral to I.R.S.(Intervention and Referral Services)
- D. Youth Services – the School Resource Officer will be involved, as the law dictates
- E. Mandatory Out-of- School Suspension not to exceed the number of days past the second regular meeting of the Board of Education, after consultation with Central Administration.

- F. Elimination of all student activities including athletic and non-athletic programs for one calendar year (from first date of suspension).

SUSPENSION PROCEDURE/ PROCESS

- A. All suspensions should be subject to a preliminary hearing held by the administration and shall consist of:

1. Statement of charges
2. Evidence presented
3. Statement by student
4. Decision rendered
5. Right of Appeal

- B. Decision rendered may be appealed in writing **within 2 school days** by a parent/adult student (18 years old/older) to the next higher administrative authority (Policy Reference File #5500)

1. No action shall be taken until the appeal process is exhausted. (Exception – please see I)

2. GUIDELINES ON APPEALS

- a. The nature of the appeal must address the act, which is alleged to have violated the rules, policies, and/or law.
- b. The inherent restrictions on extracurricular activities, social events, graduation, and sports team involvement that may limit, restrict or ban the student's inclusion based on the offense are set by the Board of Education.
- c. Consider the strength of evidence prior to appeal.
- d. Be prepared to present a case that defends the student with fact, not emotion.

- C. Any student suspended from the regular school program for a period in excess of ten school days may be placed on home instruction provided that no danger shall result to school personnel, or, upon recommendation of a Child Study Team, be placed in an educational program that best meets the individual's needs.

- D. A suspension administered on a Friday takes effect immediately and impacts on an individual's ability to participate in any event/game during the weekend following the Friday suspension.

- E. If stipulated by the administration, prior to returning to school, students on suspension assigned to either DASH (Detention After School Hours), Saturday Detention, or Out-of-School Suspension, must have the parent conference in person. Parents are allowed to sign back students when they pick them up at the end of DASH and Saturday Detention (with the teachers on duty). **Telephone conferences are not acceptable unless stipulated prior to the re-admit.** There are no temporary re-admits. **A student shall remain in their Guidance Office until a parent or guardian arrives to re-admit him/her.**

- F. Depending on the circumstances, any infraction is subject to the evaluation of the offense by the administration, whereupon other disciplinary measures may be invoked by school authorities. Serious or habitual offenders shall be punished by immediate suspension for up to the second meeting of the Board of Education. Where there is reasonable cause to believe that a student will present a danger to him/herself, to others, or to school property, that suspension will be continued administratively and the student shall be recommended to the Board of Education for a long-term suspension or expulsion. In severe or unusual circumstances, administrative discretion shall prevail.

G. One can expect an **administrative recommendation of expulsion** from school for the following serious offenses:

1.Assault

2.False fire alarm/bomb scare

3.Violation of drug and alcohol abuse policy

4.Weapons possession/"look-alike" weapons

5.Arson/possession of any explosive device

6.Extortion

7.Any other infraction deemed by the administration to warrant expulsion.

H. Re: Expulsion

If you are recommended for expulsion by the administration, the following will occur:

1.You will be placed on alternative instruction by the tenth day of your suspension.

2.Any extension of your suspension will be by Board of Education decision.

3.You will be notified by the Board Attorney of the charges against you (per suspension notice): who will testify; the date; and place of hearing.

4.At the hearing (in front of the Board of Education) you have the right to:

a.Have an attorney represent you;

b.Cross examination of all witnesses;

c.Make statements on your own behalf.

5.The Board of Education will excuse you, discuss all evidence presented, and render a decision.

6.If the Board of Education votes in your favor, you will be immediately returned to school/classes the next school day.

7.If the Board of Education votes to expel you, you will be immediately dropped from the rolls of the Clifton School District. All educational services will be ended and your career as a student in the public schools of New Jersey is over.

DISCIPLINE PROGRAMS

1. **Teacher Detention** – A management procedure to be used by the teacher for an infraction of classroom rules. Teacher will provide 24 hours notice from which student **must** attend the assigned detention. Speak with your teacher to resolve misunderstanding and improve your standing in the class.
2. **Central Detention** – A management procedure used by the administration for infrequent or minor violation of rules or habitual classroom rules. (1/2 hour)
3. **Detention After School Hours (DASH)** – A discipline procedure used by the administration after procedural due process for violating school rules listed in Categories I and II. The privilege of the DASH program will not be used for habitual offenders. (2 hours)
4. **Saturday Detention** – an option, designed to foster academic pursuits and modify inappropriate behavior, offered by the administration in lieu of Out-of-School Suspension. (4 hours)
5. **Out-of-School Suspension**- A policy used by the administration after procedural due process for pupils violating rules listed in Categories II and III and some offenses in Category I.
6. **Expulsion** – The removal of a pupil from the Clifton Public Schools shall be vested in the Board of Education (18A:37-5)

DASH (DETENTION AFTER SCHOOL HOURS) PROGRAM

Students will be assigned to serve a two-hour block of time after school in lieu of an out-of-school suspension. Transportation home must be provided by the family. Meaningful school work is to be brought by the student to DASH, enough to occupy the two-hour block of time.

A. GUIDELINES FOR DASH

1. Days: Tuesday through Friday.
2. Times: 2:45 – 3:45 p.m.
3. Location: K-3 (Students on the Main Campus) Room 114 (Students in the Annex)
4. Assignment duration: at the discretion of a school administrator.

B. STUDENT OBLIGATIONS TO DASH

1. Transportation: family must pick-up assigned student no later than 20 minutes after dismissal.
2. Absence: assignment to DASH must be made up. It is the student's responsibility to reschedule a DASH if they are absent.
3. Tardiness: Students will not be admitted if they are late to DASH.
4. Disruptive student: the school administrator will be notified of disruptive behavior and additional consequences will be imposed.
5. Work: students are expected to complete teacher provided assignments, homework, or educationally productive tasks.
6. IDs: students are to have their ID properly displayed at all times during DASH.

SATURDAY DETENTION

Parental Responsibilities

- A. The parent shall have the option of accepting/rejecting the Saturday Detention as opposed to Out-of-School Suspension, when offered.
- B. The parent assumes total responsibility for the transportation of the student to and from Saturday Detention.
- C. The parent is responsible for the student's prompt arrival on the assigned date.

Student Responsibilities

- A. The student is responsible for bringing **all materials (assignment sheet, books, pens, pencils, paper, etc.)** necessary to complete his/her assignments.
- B. The student is expected to report to **Central Wing Guidance office** at 9:30 a.m. and is expected to work for the length of the Saturday School day (9:30 a.m. to 11:30 noon).
- C. Students who (1) fail to appear on the assigned Saturday; or (2) appear late on Saturday; or (3) are disruptive or refuse to do school work, etc., cannot return to school unless accompanied by a parent or guardian. (At that time, the parent or guardian and the Vice Principal will have a conference to determine what disciplinary action will be taken.) **Failure to appear for an assigned Saturday Detention will result in maximum of three (3) day out-of-school suspension.**
- D. Students are to have their ID properly displayed at all times while in Saturday Detention. Students will not be admitted into Saturday without their ID and lanyard.

Miscellaneous

- A. No student shall be excused from Saturday Detention once the parent has accepted the alternative unless extenuating circumstances are approved by the Principal.
- B. Saturday Detention will not be held during vacation periods or on legal holidays, which occur on a Saturday or Sunday. The student will be assigned to the first available Saturday.
- C. Excused absences from the Saturday School shall be made up on an alternate Saturday. Excused absences require medical and/or legal documentation. Parental notes are not acceptable.
- D. Community Service Project - with parental consent a student may be assigned to a specific community service in lieu of suspension or Saturday Detention.

ATTENDANCE, TARDINESS AND EXCUSES

The Board of Education acknowledges the importance of regular attendance in an effective instructional program. To this end, it will observe and enforce the laws requiring the attendance of all children between the ages of six and sixteen and establish its own rules for the attendance of all students.

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session unless it is shown to the satisfaction of the building Principal that an acceptable cause exists to justify the student's absence. In accordance with statute, the Board shall **require** from the parent of each child who has been absent from school a written statement of the reason for such absence. **The Board reserves the right to verify such statements and to investigate the cause of each absence or tardiness.**

Absences should be phoned into the **High School's Attendance Office (470-2427)** in S105 by the parent before the start of school on that date. Parents who fail to report the absence ahead of time will receive a phone call from the district that evening. It is imperative that parents keep all contact information up to date to facilitate this process.

Further, a note of absence must be submitted to the period one teacher within five (5) days of returning to school. It is then the student's responsibility to show verification of that note to ALL other teachers. If no note is provided within 5 school days, the students are charged with an unexcused absence. After 3 unexcused absences, the student is denied credit.

Attendance Policy

Attendance enforcement procedures (File No. 5102) must be carefully adhered to.

SPECIAL NOTE: parents/ guardians and students must sign and return the issued Contract/Statement of Understanding about this policy. Signing does not mean agreement but rather does mean that both parties have read and are familiar with this policy.

ABSENCES

1. All students will be allowed to accumulate 16 absences per school year without academic penalty. **These days are to include:**
 - Parent Notes
 - Medical notes of less than 5 consecutive days.
 - Death in family days
 - **College visits grades 9-11**
All college visits must be pre-approved by counselor and student must return with certification from college/university that student attended on specified day.
 - Visits to all government agencies including but not limited to: *immigration, social security, child welfare etc.*
 - Driver's Test
 - Unexcused absences
 - Truancy
 - Medical procedures performed outside the United States – Unless approved by the Attendance Committee and the Health Office

Days to be excluded:

- **College visits for current 12th graders**– maximum 4 days
No college visits to be taken during midterm or final exams.
All college visits must be pre-approved by counselor and Attendance VP. Student must return with certification from college/university that student attended on specified day and time of visit. .
- Certified Hospital Stays-Documentation must be provided from the hospital or physician
- Mandated Court Appearances – Documentation must be provided by the court and validated that the student appeared on that date.

- School Sanctioned Field Trips
 - Religious Holidays as stipulated by the State Board of Education
 - Suspensions - Out of School
2. Letters notifying the parents of the student attendance will be sent home on the 5-10-16 absences. The 16th day letter will be sent informing the parent of the denial of credit at which time, the family must make contact with the Attendance Committee to review the case. Failure to respond by the parent within 5 days of mailer will result in final denial of credit with no opportunity for appeal.
 3. Any student who has been absent for an extended period of time (more than 5 consecutive school days), must have that medical note, cleared through the Attendance Committee and CHS Health Office before days can be excused.
 4. If student exceeds the 16th absence, denial of credit to **all classes** is imposed and that child must appeal to the attendance committee.
 - **All attendance appeals must be submitted within the academic year of the denial. This will be an ongoing process, as the cases happen.**
 - **No denials for previous years will be heard after the start of the next school year.**

UNEXCUSED ABSENCES/CUT

Unexcused Absence/Cut to a class is defined as the following – absence from any class that is not approved by the assigned teacher, administrator, counselor or clinic.

1. Students who accumulate 3 or more unexcused absences/cuts to any full year class will be denied credit to that class for the year.
2. Health students will be denied credit to that class after 1 unexcused absence/cut.
3. Physical Education students will be denied credit after 2 unexcused absences/cuts for the 3 marking periods of that subject.

Unexcused Absence from “All Classes” occurs when the child fails to provide the school with the appropriate documentation of the absence within 5 school days of their return to school. Three unexcused absences to ‘All Classes’ will result in denial of credit to all classes for the year.

TARDINESS

A tardy is defined as any time in which a student does not arrive to a class at the time of the bell stipulated by the school bell schedule.

1. All students are to arrive to school on time, properly prepared with their required assignments, ID card on, and personal belongings in their locker.
2. All Period 1 classes, including Physical Education and Health classes begin at the same time. Their attendance period is considered part of the instructional time and is duly noted in the student’s attendance.
3. Any student arriving more than 22 minutes late to any class will be issued a tardy cut and penalized as a cut.
4. In each class a student will be denied credit upon the accumulation of the 10th tardy.
5. Students will receive a Central Detention on the 3rd tardy, be assigned a DASH on the 7th tardy and receive a Saturday Detention for the 10th tardy. They will receive an additional Saturday Detention for each subsequent 5 tardies.
6. In the case of single marking period classes (Health), students will be allowed 3 tardies; on the 4th they will be denied credit.
7. In the case of Physical Education, (3 marking periods) the student will be denied credit on the 7th tardy.
8. Students arriving late to school will be excused **only** with a note from a physician clearly noting their attendance at the appointment. This also applies to court appearances. Chronic medical conditions that may contribute to tardiness must be approved by the Health Office and the Intervention & Referral Services Team.

ATTENDANCE AND TARDY CONTRACTS

Students will be eligible for an Attendance or Tardy Contract for unexcused Absences or excessive tardiness only in the following situations:

- Student has not had an attendance infraction of any kind within 6 weeks of the infraction that denied them credit and the student must be academically passing the class they which to have credit reinstated in.
- All contracts are given with the recommendation of the teacher and the Attendance Committee.
- All contracts are subject to review of the Attendance Committee.
- A contract is a privilege not a given right to a student who is denied credit.
- Any student who is denied credit to a class must still attend each and every class on a daily basis or be subject to the discipline policies of the school.

EARLY EXCUSES

When a parent wishes to have their child dismissed early, the parent must provide the student with a note that is given to the attendance office by 7:45 am the morning of the excuse. The parent must then call to confirm the note with that office (**973-470-2427**). Early excuses are limited to: doctor's appointments, dentist appointments, court appearances, road test for the student's driver's license. In all cases, students must return with valid documentation of their presence at the appointment.

In case of family emergency a parent may sign their child out of the Main Office. In this circumstance, the **student is limited to two "early excuses" per year. All others after will be deemed, unexcused.**

CREDIT DENIAL APPEALS

- a. The membership of the Appeal Committee will include: voting Members - Principal, or his designee, and one or two other professional staff members who do not have the student in a class. Non-voting members may include- Guidance Counselor(s) representing the student, and Student Assistance Counselor (if available).
- b. The determination of the Appeal Committee will be forwarded to the student and parents/guardians by the principal or his designee.
- c. **If, in the process of reviewing an appeal, a falsified document is revealed (forged, fabricated, or otherwise falsified notes), the appeal shall be immediately denied and all discussion on the specific case will be terminated.**
- d. Students only have **one** opportunity for appeal within their academic years at Clifton High School.

ATTENDANCE APPEAL PROCEDURE

a. **Appeal Level I:**

An appeal for reconsideration of the loss of credit to the Appeal Committee shall be made in writing to the Vice Principal for Attendance within five school days of notification.

b. **Appeal Level II:**

An appeal for the reconsideration of the Level I decision shall be made in writing of notification by the Principal.

c. **Appeal Level III:**

An appeal for the reconsideration of the Level II decision shall be made in writing to the Board of Education or a committee thereof within five days of notification of the Superintendent's decision. A hearing by the Board or its committee shall take place as soon as practical.

Penalties

- a. Students who exceed the maximum number of allowable absences will remain in scheduled classes in order to earn grades, but will be denied graduation credit for their course work. Graduation/promotion credits may be earned by retaking the course the following year or attending Summer School.

- b. Continued absences or failure to participate actively in classes in a positive manner may result in the student's reassignment of classes.
- c. Whenever a pupil has attained the chronological age of 16 years or older and the attendance enforcement procedures have not produced satisfactory school attendance, the Supervisor of Counseling and Student Services shall recommend to the building Principal that the student be removed from the school rolls. A record of this action will be forwarded to the parent and to the Board of Education with proper notification of the student's right to appeal this decision as well as notification of the student's right to return to school at a later date.
- d. Double Period Subjects: A student who cuts both periods of a double period shall be charged with two (2) cuts.
- e. A zero will be given for missed class work as defined under **Class Cuts**. The Vice Principal, Parent and Teacher will be notified of the cut to class and the subsequent zero for a grade.

If a student accumulates a **2nd cut**, a written notice will be sent to the parent, stating that **“No Credit Status” will exist if a third cut occurs**. Vice Principal, student, guidance counselor and parent are contacted.

On the **3rd cut** to a class, notification of **“No Credit”** is sent to the parent/ guardian, teacher and the Guidance Counselor.

RELIGIOUS HOLIDAYS

The following Board of Education policy is presented with regard to religious holiday absenteeism. Pertinent extracts from N.J.S.A. 18:36-16, are as follows:

1. No pupil who is absent from school because of a religious holiday may be deprived of any award or eligibility or opportunity to compete for any award because of such absence.
 2. A pupil who misses a test or examination because of a religious holiday has the right to make up all work missed.
 3. To be entitled to the privileges set forth above, the pupil must present a written excuse signed by a parent or person standing in place of a parent.
 4. Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence.
 5. Such absence must NOT be recorded on any transcript, application, employment form, or any similar form.
- A list of religious holidays for the current school can be provided upon request from the Attendance Office.

Overview

Denials of credit shall be issued at these three (3) levels of the Attendance Policy:

Ten (10)	Tardies to any one class;
Three (3)	Cuts from any class;
Seventeen (17)	Absences from school

POLICY CONCERNING DRUGS, ALCOHOL, TOBACCO AND CONTROLLED DANGEROUS SUBSTANCES

POLICY STATEMENT

The Board of Education, acting upon the community's expectation that their public schools will provide the most conducive learning environment, recognizes that unless schools and their students are free of alcohol and other drugs, optimum conditions for learning do not exist.

The following are excerpts from the Board of Education’s policy and procedure on alcohol, tobacco, and other drug abuse. This is an informational overview and is not intended as full text.

For interpretation of the full policy and procedures, contact:
District Substance Awareness Coordinator
Supervisor of Counseling and Student Services
973-470-5697

Students are prohibited from possessing, consuming, or distributing drugs or alcohol in any form while at school, in co-curricular and extra-curricular programs, on school grounds, attending a school-related function on or off campus, and when coming to and going from school. Students are further prohibited from smoking cigarettes or using tobacco products in any form in school buildings.

In accordance with NJSA 18A:40A Article 2 and NJAC 6:29-6.1-6.5, students suspected of being “under the influence” shall be subject to medical examination, suspension, and other disciplinary measures as established by this policy. In order to insure that all students receive the required physical examination and lab testing, the Board of Education shall designate annually a physician or medical group to provide these services as part of the Districts budget expenses. Students and their parent(s)/guardian(s) are advised that **New Jersey laws may require additional penalties beyond school sanctions for drug-related offenses on and off school grounds in accordance with Drug Free School Zones statute.**

The Board of Education intends to use the disciplinary sanctions of this policy as a means of helping students recover from the debilitating effects of substance abuse. It is in this spirit that the development and enforcement of this Policy is intended.

STUDENTS VOLUNTARILY SEEKING HELP

Students are encouraged to seek help for problems with or related to drug and/or alcohol use. Specific staff members and services are provided for direct assistance or confidential referral for students seeking help with an alcohol, drug or other problem related to their substance use or use by someone in a close relationship with them.

1. The Student Assistance Counselor will provide full disclosure, orally and in writing, of the confidentiality Regulations CFR-42 Part 2.
2. Voluntarily seeking help does not prevent the school staff from charging a student with suspicion of being under the influence at another time.
3. The Student Assistance Counselor will be allowed to maintain confidentiality of conversations with students meeting the following criteria:
 - a. student’s health is not in imminent danger;
 - b. information does not make the staff member an accessory to an illegal action;
 - c. the information does not indicate that the health or safety of the student or individual is threatened.
4. The individual Student Assistance Counselor may continue to work with a student voluntarily seeking help for a reasonable period of time. The Student Assistance Counselor and student will design a plan, which may include time frames, parent/guardian role, and possible treatment assessment referral.

STUDENTS SUSPECTED OF BEING UNDER THE INFLUENCE OF SUBSTANCES

In conformance with NJAC 6:29-6.1-6.5, staff members must immediately report any student exhibiting behavior, or a pattern of behavior, or whose physical condition is consistent with the signs and symptoms of being under the influence of alcohol or other drugs.

1. When a student is suspected of being under the influence of drugs or alcohol, the steps below will be followed:
 - a. The staff member who expresses concern shall contact either the building principal or his/her designee, and subsequently complete the confidential Behavioral Health Assessment.
 - b. The nurse, appropriate administrator, and/or a representative of the Pupil Assistance Committee will meet with the student as soon as possible.

- c. When a student is in need of immediate medical attention, the building administrator shall take appropriate action to ensure that emergency medical services or the Clifton Police transport the student to the nearest hospital emergency room.
- d. Immediate contact with the parent/guardian shall be initiated, except in cases where a student is 18 years old and has not waived his/her rights.
- e. The parent/guardian shall be directed to take the student for an immediate examination by either the Board of Education's physician or a physician of their own choosing, which shall then be at the family's expense.
- f. A written report of that examination shall be furnished within 24 hours by the examining physician to the parent or guardian of the student and to the Student Assistance Counselor/Substance Awareness Coordinator or the principal's designee.
- g. If the board's designated physician is chosen, the following procedures shall be followed:
 1. the physician shall be notified by telephone that the student is being sent for an examination;
 2. the parent/guardian is informed that they must go directly to the physician's office without making any stops and must not allow the student to eat or drink anything
 3. upon checking in at the physician's office, the student will be required to submit a urine sample immediately while waiting for the examination;
 4. the physician will complete a physician's examination form and will telephone ahead, fax, or have the returning student present the results to the building administrator or Student Assistance Counselor.
- h. The student shall receive an immediate medical dismissal for the remainder of the school day and be picked up at school as soon as possible.
 If no parent/guardian is available to transport the student to a physician, the school's physician shall be contacted in order to arrange an examination of the student at the school as soon as possible.
- i. A urine sample shall be collected. The parent/guardian shall complete a signed Release of Information.
 Failure to comply with the requirement to complete an immediate physical examination and/or failure to submit a written report of the examination within 24 hours will be considered a positive diagnosis resulting in an immediate suspension.

READMISSION CRITERIA

1. Return to school is prohibited until the student can present:
 - a. The Physician's Assessment form and a Re-entry Note (pending the results of any lab work from the examining physician stating that the student is medically able to return to school.
 - b. Meeting the above criteria, the student will be readmitted without suspension, pending the results of the lab reports.
2. A positive diagnosis will cause the student to be suspended immediately for a duration of not more than 21 days with return prohibited until:
3. Parents/guardians complete a signed Release of Confidential Information from a New Jersey Department of Health approved program.
4. Results of a Chemical Dependency Assessment from a program approved by the Local Committee on Alcoholism and Drug Abuse (LACADA) received within 5 school days.
5. Meeting the criteria may lessen the length of suspension.
6. The Board of Education will be presented with a new suspension and alternative instruction request prior to the second monthly meeting of the Board of Education each time the student has not met the criteria.
7. When an assessment suggests that a student is "experimenting" but not chemically dependent, the Pupil Assistance Committee will develop in concert with the student, the parent/guardian, and an administrator, a program to assist the student in resolving their "experimentation" difficulties.
8. Students enrolled in an approved outpatient treatment program may continue to attend school only as long as participation can be documented.

9. Parents who fail to comply with the assessing program's recommendation will result in the school's filing a report of alleged child neglect with the Division of Youth and Family Services, as well as the option of filing a formal complaint in municipal court.
10. Students not enrolled in a program, or leaving a program against the recommendations of that program, will be placed on Alternative Instruction at the Administration Building.

Second Offense - Being under the influence of alcohol and/or other drugs:

1. Medical confirmation of being under the influence will require the student to complete, at the parent/guardian's expense, a minimum 21-day residential treatment program or, if acceptable to the Pupil Assistance Committee, participation in an out-patient alcohol or drug treatment program.
2. Failure to comply with these requirements may result in immediate suspension or expulsion at the recommendation of the Pupil Assistance Committee.

Third Offense - Being under the influence of alcohol and/or other drugs:

The Administration, in conjunction with the Pupil Assistance Committee and District Substance Awareness Coordinator, retains the option to recommend expulsion to the Board of Education for any chronic violator of this Policy. Third offenders will automatically be presented to the Board of Education for an expulsion hearing as a danger to him/herself, and to others. If the student is not expelled, an individual program shall be developed for him/her.

Students suspected of, or admitting to the use of steroids will be subject to the same procedures outlined for other alcohol or drug violations, with the following exceptions:

A positive diagnosis requires that the student be referred for follow-up with the building's Pupil Assistance Committee, which shall then determine if a referral to an appropriate assessment or treatment facility is warranted.

STUDENTS RETURNING FROM TREATMENT: VOLUNTARY AND POLICY-ORDERED

Students voluntarily (non-school ordered) attending a treatment program causing an extended absence will be readmitted only upon receipt of a written recommendation from the treatment program. The absences will be considered in the same manner as other "chronically ill" students.

SEARCH AND SEIZURE

NOTE: "Lockers are school property and, therefore, subject to search by school administration at any time."

1. Searches conducted of students' possessions, lockers or vehicles must be warranted by "reasonable suspicion" in compliance with standards established in *U.S. vs. TLO*.
2. These searches shall include the following guidelines:
 - a. "Reasonable Suspicion" shall mean suspicion based on statements of concern by staff or students, and physical condition and behavior of a suspicious nature, which indicates possible substance use or possession, and/or weapons possession or contraband.
 - b. Searches of a "cursory" nature may be conducted, including a visual inspection and request that students empty pockets, purses and other belongings.

Students refusing to cooperate in "searches" will have their parent/guardian contacted immediately to inform them of the student's refusal to cooperate, stressing possible police involvement in the incident.

POSSESSION OR DISTRIBUTION OF ALCOHOL AND/OR OTHER DRUGS

When a student is found to be in possession of any quantity of illegal substances (drugs or alcohol), on school grounds or at a school activity, a Resource Officer or the City Police Youth Services Bureau, subject to availability, will be called in to investigate.

1. When illegal substances are found, it shall be the responsibility of the Police to complete their normal reporting procedures, and any other legal actions, such as complaints, depending on the quantity of substances.

2. Students found in possession of any quantity of illegal substances (drugs and alcohol), on school grounds or at a school activity will follow the same procedures for suspected of being under the influence as outlined in Part II A of the district policy as described above.
3. The Board of Education maintains the right to conduct an expulsion hearing on any student found selling, possessing or distributing illegal substances.
4. Students charged with distribution or intent to distribute drugs, or when a student is neither treatment-appropriate or tests positive on a urine screen, will receive the following additional disciplinary measures:
 - a. Out-of-School Suspension for a minimum of 21 days;
 - b. Appear at an automatic expulsion hearing;
 - c. Failure to comply with established guidelines, or a determination that the student is a risk to the school community, will result in *Alternative Instruction at the Administration Building*.

Upon the second, and any subsequent offenses, or those involving action by the Court due to the quantity of substances involved, an automatic Expulsion Hearing by the Board of Education shall be held.

Students arrested for non-school related drug or alcohol violations shall be permitted to attend school unless it is demonstrated that the student is a danger to him/herself, or to other students in the school. Based on reports from local police, if the school building Principal determines that the student's continued attendance presents a danger to the health and safety of other students in the building, the offending student shall:

1. Be suspended immediately;
2. Have Alternative Instruction ordered immediately;
3. Have written recommendations or a program designed by the Pupil Assistance Committee and District Substance Awareness Coordinator.

Return to school will be conditioned upon meeting criteria established by the Pupil Assistance Committee and/or building Principal.

The Child Study Team shall not accept referrals of new cases where the cause for evaluation indicates possible use of alcohol or other drugs until the Pupil Assistance Committee and/or District Substance Awareness Coordinator have been consulted.

STUDENT WEEKEND USE, OR SUSPECTED USE, OF SUBSTANCES

The school has an obligation to identify and assist students whose drug or alcohol use or other behavior is of concern, **regardless of when or where it occurs**.

1. Any expression of concern about parties or substance-related incidents involving students will be handled in the following manner:
 - a. Any information deemed reliable will be passed on to the affected parent/guardian;
 - b. The Pupil Assistance Committee may call a student in to express concern about "use."
2. A Behavioral Health Assessment of the student may be conducted.

CHILDREN OF ALCOHOLICS AND FROM CHEMICALLY-DEPENDENT FAMILIES

Children who are identified as having parents, guardians or family members with active alcoholism, substance abuse, or chemical dependency, or a history of such difficulties, shall receive support services in the form of individual or group counseling, referral to community services and "self-help" programs available within the school district and community.

Parents or guardians who have been informed of detrimental effects of a family member's chemical use, and who fail to take appropriate action, shall cause a referral to DYFS to be made.

TOBACCO USE

- A. Students are not permitted to smoke at any time in school buildings, or anywhere within school boundaries, or on school buses, or when on a school-sponsored trip or during off-site school sponsored activities.
- B. Students are not to carry cigarettes or other tobacco related products, such as chewing tobacco, pipes or cigarette rolling papers while on school property.

- C. The building administrator shall notify the students and their parents/guardians regarding these procedures in the following manner:
- Letter sent to the home;
 - Assembly with the students;
 - Statements over public address system;
 - Signs at entrances prohibiting smoking in the building and on school grounds at all times;
- D. The use or possession of tobacco products anywhere in school buildings or on school grounds will result in disciplinary action, at the discretion of a building administrator, resulting in a minimum 3 day out of school suspension. Repeat offenses, which escalate in stature to Category 2 and Category 3, may involve additional days out of school and/or a Municipal Court Complaint pursuant to NJSA 2A:4-23 charging the offender with a violation of that act.

STEROID PREVENTION PROGRAM

As a requirement for participation in interscholastic sports, all parents/guardians are required to give permission for the school physician or medical practitioner of their choosing to perform an examination and possible testing for steroid use.

Steroid identification and testing during the individual sport season will follow these steps:

1. Coaching and medical staff shall closely observe student athletes while participating in the individual sport or during medical examinations. Coaches will identify players who display physical manifestations or behavior consistent with symptoms of steroid use and report candidates for possible testing to the Supervisor of Athletics and/or District Substance Awareness Coordinator.
2. Urine samples will be collected from entire teams or squads when there is suspected steroid use. Failure to submit a sample will result in the student being declared ineligible to participate until a sample is submitted.
3. Students testing positive will be treated under the same procedure in this policy with the following sanctions:
 - a. First offense: inability to participate in interscholastic sports for one calendar year from the date of the offense.
 - b. Second offense: shall declare the student ineligible for the student's remaining career in the Clifton Public Schools.

STUDENT TRAVEL

MORNING ARRIVAL AT CLIFTON HIGH SCHOOL.

Parents are advised to pay close attention to the authorized traffic patterns on campus. It is critical for the health safety and welfare of all students on campus that traffic directives are followed by everyone.

Students will be permitted to enter the building at 6:45am, please do not drop your child off prior to 6:45am, they can not remain on school grounds unsupervised.

Upon entry into the building, students are to report to one of the following locations:

**K-3 Breakfast Program
Media Center
Auditorium**

All students will be dismissed from these locations at **7:35 am** at which time they can visit their locker and report to period one.

WITHIN CLIFTON HIGH SCHOOL-

Students are expected to pass quickly and quietly from one class to another. Teachers are in charge of supervising the halls. Ample time is allowed for passing so that each student should be able to reach his next class on time.

Sweeps - It is the discretion of the administration to conduct hall “sweeps” at which time any students who are in the hallways after the bell has rung without a valid pass, will be subject to disciplinary actions.

Running in the halls is a danger to students and staff and is therefore prohibited.

Since every teacher is held accountable for every student assigned to them in a given class period, a student is not allowed to leave, or be absent from their assigned class without that teachers permission. **NO STUDENTS MAY BE PERMITTED TO LEAVE ANY ASSIGNED AREA WITHOUT AN OFFICIAL PASS.** Official school passes are the following: Destination Pass, Hall Pass, and Special Pass. Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a school pass.

Visits to Bathroom: Students are not permitted into bathrooms during passing time. Passes must be secured from a teacher in order to use the bathrooms during regular class time. **Bathroom passes will not be issued the 1st ten minutes of the period and the last 10 minutes of the period.**

Monitors in the bathrooms are present to ensure a smoke-free environment. They are also present to avoid loitering and other negative behaviors. They will check for passes and ID cards and ensure a quick and safe return to class.

Passing: Students will be required to stay to the right as they travel from class to class between periods.

OUTSIDE CLIFTON HIGH SCHOOL

BUSES

Each year several hundred students travel to school by bus. The cost of transportation is paid according to state regulations. A bus ticket will be issued to each student who is eligible. The student must not lose his ticket. In the event you lose your bus ticket, you must purchase a new one in the North Wing office for \$2. All tickets are numbered and serve as identification to the bus driver. Students must be sure to read the rules and regulations, which accompanied their bus ticket. **Tickets must be shown to the driver daily and must be surrendered in cases of misconduct.** Before a ticket can be returned, parents will be asked to call the school to hear the charge against the student. Smoking is forbidden on school buses.

Tickets are not transferable. Students must not lend tickets to other students.

Acceptance of a school bus ticket implies that the student agrees to comply with all bus regulations as well as school rules and regulations. Failure to comply may result in disciplinary action, transportation privileges suspended or revoked.

Safety regulations for emergency procedures are posted in each bus. In case of any emergency, students are directed to follow these regulations and to obey the instructions of the driver.

RAILROAD TRACKS

Walking on the tracks is both illegal and highly dangerous. Walking, “taking a shortcut” or playing on the tracks is not a smart decision. An electric train is quiet and you may not hear it as it approaches. The railroad tracks are private property; therefore, the transit police can arrest you for trespassing. Be safe; do not walk on or near the railroad tracks.

STUDENT BEHAVIOR WHEN TRAVELING TO AND FROM SCHOOL

The Clifton Police Department in conjunction with the Clifton Board of Education ask your support in maintaining good relations with our neighbors as you travel to and from school.

Please remember to:

- Respect the private property of others
- Use the sidewalks and crosswalks as required by New Jersey Law.
- Turn down the volume on radios

- Do not use obscene language
- Respect that homeowners and business owners have asked to remind you of appropriate behavior walking to or from school and waiting for a bus.

Students are reminded that if their behaviors while traveling to and from school violates the school discipline code of conduct, they may be subject to the school discipline policy. The police will issue summonses to students who walk in the road, do not use crosswalks or violate any other New Jersey law or Clifton City Ordinance.

PARKING GENERAL

It should be understood that the school parking lots have been provided for the convenience of:

- A. The public - so that visitors may have easy access to the Main Entrance of the building.
- B. The teachers - so that they may have easy access to their appropriate wings and experience no difficulty in on-time arrival to assume their professional duties.
- C. The senior students - so that they may have a safe and convenient place to park their cars during school hours. **This is an earned privilege extended to SENIORS ONLY.**

<h3>SENIOR PARKING PRIVILEGE GUIDELINES AND CRITERIA</h3>

<p>Students and parents please read this carefully!</p>
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There are limited student parking spaces. **Student parking at either of the three authorized lots is a PRIVILEGE AFFORDED ONLY TO SENIORS** who meet the parking privilege criteria and agree to abide by school parking guidelines.

Guidelines and consequences:

- To qualify for a **Senior Lot** parking sticker, a student must be on the honor roll with an 85-89 average and agree to car pool to school with at least one other honor roll student. This average must be maintained throughout the school year or the parking privilege will be revoked. This parking sticker is only valid for parking at the Katherine Street Lot on a reserved basis.
- Only **seniors on the Distinguished Honor Roll (90+)** qualify for a **Municipal Parking Lot** privilege. Distinguished Honor Roll status must be maintained throughout the school year for continuation of this special parking privilege. After submission of the appropriate and timely submitted paperwork, qualified students are selected for the municipal parking area by lottery.
- The student parking privilege at the auto shop is permitted only by adhering to the *Student Parking Privilege Guidelines for Auto Shop*. This document has been prepared and provided for auto shop students by the East Wing Vice Principal. It is additionally posted within the auto shop. **Chronic violation of auto shop parking guidelines will result in revocation of the auto shop parking privilege and removal from the class.**
- Vehicles without a valid, properly displayed, parking sticker are not permitted on campus, and are subject to police and school administration consequences **for failure to comply with school and traffic regulations**. Parking stickers are obtained by filing the appropriate paperwork through the East Wing Vice Principal’s office. The parking sticker fee is \$5.00 (cash) per vehicle. Lost or missing stickers must be replaced for an additional fee of \$5.00.
- Students assigned to the Katherine Street Lot must park at their assigned space. **Students who do not abide by the Katherine Lot guidelines will have their senior parking privilege revoked.**
- Students, who repeatedly defy our “School Rules” for any offense, can have their parking permission revoked at the discretion of the Vice Principal in charge of parking.
- Any student charged with a category II offense on more than one occasion, or any Category III offense will lose their senior parking privilege.

- Students must produce a valid school identification card, their driver's license, insurance card, and vehicle registration at all times when driving on campus. Students must be prepared to produce this material to staff at anytime upon request. If this guideline is not followed, the senior driving privilege will be revoked.
- If a student parks in a staff or visitor parking space, their student parking privilege will be revoked.
- If a student lends their parking sticker to another student, the parking privilege will be revoked.
- **All** student vehicles on campus and the municipal parking lot are subject to visual and physical inspection (search).
- **Rude behavior and/or unsafe driving on school property will provide cause for revocation of the senior driving privilege and possible further disciplinary consequences.**

GENERAL STUDENT INFORMATION

SECURITY VIDEO SURVEILLANCE

During your days here at Clifton High School, *expect to be under video security surveillance once you enter school grounds*. Cameras circumnavigate the entire building/grounds and are at key positions inside the building itself. Cameras are also placed on many of the school buses. Not only are you on camera often during the day, but you are also recorded for playback as the need arises. **If necessary, in an extreme case, be aware we could use this film as evidence in a court of law.** Our objective is simply to run a safe school in a safe environment. Anything other than peace, tranquility, and the pursuit of academic success is not acceptable at Clifton High School.

PHOTOGRAPHS/VIDEO TAPE – PUBLIC RELATIONS

There may be occasions when your child may be photographed or videotaped participating in school functions. If you **DO NOT WISH TO HAVE YOUR CHILD PHOTORAPHED OR VIDEO TAPED**, please notify the school principal in writing.

ELECTRONIC DEVICES

The use of radios or any electronic devices such as hand held video games, MP3 players, IPODS and CD players etc. are not permitted during school hours. Not only do they disturb the instructional process, but they may be lost or stolen. Any student found in possession of any electronic device during school hours will have it confiscated and turned over to their respective Vice Principal. **Only parents or guardians may pick up the item from the office** and disciplinary action will be imposed at the discretion of the administration.

AUDIO VIDEO RECORDING DEVICES

The use of audio and video recording devices of any type is prohibited, and will result in severe disciplinary consequences. The first offense will be at minimum, a Category II, out-of-school suspension.

CELL PHONES

Students are not permitted to use cell phones on campus during the school day. Cell phones or any electronic devices cannot be used or displayed in the building during school hours. They must be powered off and out of sight. This includes all accessories for such devices. All cell phones confiscated will be returned **only to the parent or guardian** and disciplinary action will be imposed by the administration.

LASER POINTING DEVICES

These devices project a powerful, intense and potentially damaging point of light. They are not permitted on school

property at any time. Any student found to be in possession of a laser pointing device will have the device immediately confiscated. The student will be subject to out-of-school suspension.

LOITERING

Students are prohibited from congregating or loitering anywhere in the school, but particularly in the main hallway joining the wings. Repeat offenders are subject to out-of-school suspension.

VISITORS

Once the school day begins, the only way to enter our facility is through the main entrance doors by the flagpole. A visitor to the building must first obtain a visitor's pass from the main office. For security reasons and before the visitor is released from the main office, *the availability of the staff person to be seen must be confirmed*. No visitor is authorized to be anywhere in the building without a pass. Students are not to open any door for strangers, but should direct them to use the main entrance and report to the main office.

Former students of Clifton High School, and those not enrolled here, are not to visit during the school day. "Looking around" and "visiting" is not acceptable when school is in session.

Trespassers on school property or within the school building will be charged under the law. Suspended students are not allowed on school grounds without expressed permission of their Vice Principal or accompanied by a parent.

LOCKERS

Each student is assigned a locker, which must be kept clean, orderly, and locked at all times. Students will receive locker numbers from eighth period teachers. The serial numbers and combinations are on file with the eighth period teacher and in the office of the Vice Principal. Students are cautioned not to give out locker combinations to anyone since the locker is to be used only by the individual to whom it is assigned. *Please note:*

- A. **A maximum of two students are assigned to a locker.**
- B. Students must utilize the assigned lockers only.
- C. Lockers must be closed and **must not be left on pre-set.**
- D. **Combinations must not be given to other students.**
- E. Malfunctioning lockers must be reported to the wing level Vice-Principal immediately.
- F. Allowing others into your locker not only is a violation of the above school regulations but, more seriously, **sacrifices your own security**. Protect your valuables!
- G. We strongly recommend that valuables frequently left in lockers (i.e. coats, jackets, calculators, back packs, etc.) be marked in an inconspicuous place so that identification (if need be) is swift and undeniably accurate. Indelible ink is best suited for this purpose (not sewn/ironed on labels!).
- H. Carrying large amounts of money to school is not necessary or recommended. Talking about it or "flashing" bills is both foolish and irresponsible.

LOCKERS ARE SUPPLIED AS A CONVENIENCE TO STUDENTS. SCHOOL OFFICIALS, HOWEVER, RESERVE THE RIGHT TO INSPECT STUDENT LOCKERS FOR CONTRABAND. STUDENTS SHOULD EXPECT THAT THEIR LOCKERS MAY BE OPENED FOR INSPECTION.

LOCKER ROOM LOCKERS

Please be sure to secure your belongings when using the lockers in the girls/boys locker room during your gym class. Locks can be purchased at the school store. Be sure to remove your belongings and locks at the end of your gym period. **Locks left on lockers at the close of school will be cut off.**

FIRE DRILLS

Fire drill instructions are posted in every classroom. The student is to become familiar with these instructions concerning the procedure from every location during the school day. Students are to move quickly and quietly as soon as the fire alarm sounds. Class leaders will be selected and instructed by the teacher. Because the teacher is at all times responsible for the safety of the group, **it is required that each class remains together during the fire**

drill. It is equally important that silence be maintained and that the drill proceeds in an orderly fashion. Be sure to comply with all school rules while out on a fire drill. The use of electronic devices is not permitted during drills (i.e. cell phones, ipods, etc.) Return to the school building and to class will be at the direction of an Administrator. Again, it is imperative that each student follow the instructions of his/her teacher.

CAFETERIA

Clifton High School has three dining rooms for student use. As scheduling permits, students will be assigned to one of three cafeterias: K3, K5, K6. **Students are required to remain in the cafeteria to which they are assigned.** Attendance will be taken. Students will be required to be in the cafeteria for lunch by the time the late bell rings. Students who fail to report to their assigned cafeteria will be considered to have cut a class period. Use of the cafeteria is considered a privilege and, therefore, each pupil is responsible for keeping his/her place clean and neat. **Students are NOT permitted to order food from outside vendors or leave school grounds for lunch. Seating in cafeterias is by assigned tables. Attendance is taken daily by faculty.** Any student who is found off school grounds during their lunch period will be suspended from school for a minimum of 3 days.

STUDENT STORE

The school store located outside the Lower Gym and is run by the Marketing Education/DECA Program of Clifton High School.

The store offers school spirit merchandise and school supplies. Snacks are available for sale when the cafeterias are closed.

The store is also used as a job training site for Co-op Marketing Education students and a practice area for visual merchandise.

MEDIA CENTER

Hours: 7:00 A.M.- 5:15 P.M. *Tuesday – Thursday* 7:00 A.M - 2:45 P.M. *Friday*

In accordance with the educational standards prescribed by the Middle States Association of the Secondary Schools and Colleges as well as the New Jersey Department of Education, a complete Media Center collection of books and audiovisual materials, on-line data bases, and CD-ROM generated material is provided for student use. All materials are easily indexed in the electronic card catalog. Media Center Resource Guides for Multi Media materials are available by subject area. Preview areas for non-print sources may be used by faculty and students. Additional material may be accessed on the District Web Site at <http://clifton.k12.nj.us/hs/mediacenter/index.html>.

INTERNET ACCESS/COMPUTER ACCESS

The Board of Education recognizes that as telecommunications and other technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases, libraries, Internet sites, bulletin boards, etc. while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources but reserves the right to limit in school use to materials appropriate to educational purposes .

The Board also recognizes that telecommunications will allow pupils access to information sources that have not been pre-screened by educators using Board-approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action.

The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use.

STANDARDS FOR USE OF COMPUTER NETWORKS

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network(s)/computers to forge documents, print illegal copies, violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;
 - 2. Degrades or disrupts equipment or system performance;
 - 3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
 - 4. Steals data or other intellectual property;
 - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
 - 6. Gains or seeks unauthorized access to resources or entities;
 - 7. Forges electronic mail messages or uses an account owned by others;
 - 8. Invades privacy of others;
 - 9. Posts anonymous messages;
 - 10. Possesses any data which is a violation of this policy; and/or
 - 11. Circumvents district content filtering and/or security systems (including, but not limited to the use of proxy servers, anonymizers, circumventors).
 - 12. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

INTERNET SAFETY/PROTECTION

The school district is in compliance with the Children’s Internet Protection Act and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries that block and/or filter visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The school district will certify on an annual basis that the schools, including media centers/libraries, in the district are in compliance with the Children’s Internet Protection Act and the school district enforces the requirements of this policy.

This policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children’s Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including “hacking” and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors’ access to materials harmful to minors.

VIOLATIONS

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which includes but are not limited to:

- | | |
|--|---|
| 1. Use of the network only under direct supervision; | 5. Revocation of computer privileges; |
| 2. Suspension of network privileges; | 6. Suspension from school; |
| 3. Revocation of network privileges; | 7. Expulsion from school; and/or |
| 4. Suspension of computer privileges; | 8. Legal action and prosecution by the authorities. |

**N.J.S.A. 2A:38A-3 Federal Communications Commission:
Children's Internet Protection Act.**

Clifton Public Schools

Department of Technology and Media Services

Acceptable Computer Use Consent Form

Consent Requirement

No pupil shall be allowed to use the computer network and the Internet unless they have submitted to the building administration a consent form signed by the student **and** his/her parent(s) or guardian(s).

STUDENT ACCESS AGREEMENT

I understand that when I am using the Internet or any school computer network resources and equipment, I must adhere to all rules of conduct and the laws regarding access and copying of information as prescribed by Federal, State, or Local law, Internet Service Provider and the Clifton Public School District. My signature below, **and** that of my parent(s) or guardian(s), means that I agree to follow the standards as outlined in this policy for the use of computer networks/computers and computer resources of the Clifton Public Schools.

_____	_____	_____
Student Name (Print)	Student Signature	Date
_____	_____	_____
Student ID #	Grade Level	Graduation Year

Middle School Attended (check one):
Christopher Columbus Middle School
Woodrow Wilson Middle School
Other: _____

PARENT or GUARDIAN: a parent or guardian must also read and sign this agreement.
We ask you to review this policy with your child and to sign the consent form. Your child's teacher has already discussed the policy with your son or daughter.

As the parent or guardian of this student, I have been afforded the opportunity to read, in the student handbook, the Clifton Public Schools' Acceptable Computer Use Policy and have discussed it with my child.

_____	_____	_____
Parent/Guardian Name (Print)	Parent/Guardian Signature	Date

This form is to be signed by the parent/guardian and the student, and returned as follows:

High School – English Teacher / Computer Teacher / Media Center

STUDENT HEALTH RELATED POLICIES AND PROCEDURES

PHYSICAL EXAMINATIONS

The Clifton Board of Education in compliance with New Jersey Administrative Code has determined that each student shall present with a copy of a physical exam upon entry into the school district. This physical examination must state what, if any, modifications are required for full participation in the school program. This medical examination must be completed at the students' medical home. It is very important for the student to receive a physical exam at least once during each developmental stage. The stages are as follows:

- Early Childhood: (pre-school through Grade 3)
- Pre-adolescence: (grades 4-6)
- Adolescence: (grades 7-12)

HEALTH PASS FOR ILLNESS

1. In case of illness during the school day, request a health pass from the classroom teacher.
2. **No student is allowed in the health office without a pass.** Students must sign in upon arrival. In an extreme emergency, a student should report to the office.
3. Under no circumstances should a student leave the building unless excused by the office or the nurse and signed out by a parent/guardian.
4. Any accident occurring in the classroom or building must be immediately reported to the nearest teacher, to the nurse, and the administration.

PRESCRIPTION MEDICATION

There will be times when a student will be required to take medication during school hours, which has been prescribed by a physician. If this is necessary, this medication will be administered under the supervision of the school nurse and kept by the school authorities. All medication will be in the original containers as dispensed by a registered pharmacist. A request from the student's doctor and parents will be required in such cases. The school nurse cannot and will not administer medication without written physician's orders. The school nurse can only supervise at the time the medication is taken with permission from the school doctor. A permission form for parents to sign is available from the school nurse.

IMMUNIZATION REQUIREMENTS

Effective in September 2004, any student enrolled in Clifton Schools must have the **Hepatitis B** vaccination series or they will be prohibited from starting school. All student records must be updated in the Health Office to reflect proper immunization.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

NONDISCRIMINATION

It is the policy of the Clifton Board of Education not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status in its educational programs or activities and employment policies as required by Title IX of the Education Amendments of 1972 and N.J.A.C. 6:4-1.1 et seq. Inquiries regarding compliance may be directed to the school district's Affirmative Action Officer, 973-470-2300.

BULLYING, HARASSMENT AND INTIMIDATION POLICY

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

Definition:

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

The policy will impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this policy

complies with the provisions of N.J.A.C.6A:16-7.6. Conduct Away from School Grounds, and the district's pupil code of student conduct, pursuant to N.J.A.C.6A:16-7.1. In all instances of harassment, intimidation or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the offending pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.A.S.A 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., School computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C.6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

Expected Behavior

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment consistent with the code of pupil conduct.

Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils and staff members who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of pupil conduct.

The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), and consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the code of pupil conduct.

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);

5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C.6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district's code of pupil conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, and bullying. The consequences and remedial measures may include, but are not limited to: Admonishment; Temporary removal from the classroom; Deprivation of privileges; Classroom or administrative detention; Referral to disciplinarian; In-school suspension during the school week (where available) or the weekend; After-school programs; Out-of-school suspension; (short-term or long term); Legal action; and Expulsion.

See Clifton Board of Education Policy 5512 and 5512.01 for full text of policy

AFFIRMATIVE ACTION PROGRAM

In keeping with federal and state legislation, the Clifton Board of Education believes that students have a right to learn and work in an environment that is free from sexual harassment and/or discrimination.

It shall be a violation of this policy for any student of the Clifton Public Schools to engage in any form of harassment or discrimination that occurs student to student, staff to student, or student to staff.

Any student who alleges sexual harassment and/or discrimination by any staff member or student in the school district may choose to report alleged acts to a professional staff member and/or the building principal. The Affirmative Action Officer for the Clifton School can be reached at (973) 470-2260.

RIGHTS AND RESPONSIBILITIES OF STUDENTS (TITLE IX)

What is Title IX?

Title IX is a federal law, which prohibits schools from discriminating on the basis of sex. It means that your school cannot treat young men and women differently just because of their sex.

What are my rights and responsibilities?

Your responsibility as a student in the school community is to assist school officials who are committed to providing equal educational programs for students.

Title IX is broken down into five areas. These five areas affect you as a student and are identified as follows:

1. THE RIGHT TO TAKE ANY CLASS YOU WISH
2. THE RIGHT TO CO-EDUCATION CLASSES
3. THE RIGHT TO EQUAL COUNSELING AND PLACEMENT SERVICES
4. THE RIGHT TO BE TREATED EQUALLY
5. THE RIGHT TO PARTICIPATE FULLY IN ATHLETICS, INTRAMURAL PROGRAMS AND CLUB ACTIVITIES.

SECTION 504 - REHABILITATION ACT OF 1973

In accordance with Section 504 of the Rehabilitation Act of 1973, students who meet eligibility requirements and are not receiving special educational services will be provided services. Section 504 services are provided for students who have a physical or mental impairment that limits one or more major life activities. Parents, students, and teachers are advised to report concerns to the Assistant Superintendent, in the Administration Building, who also serves as the coordinator for implementation of Section 504.

STUDENT ACTIVITIES

Clifton High School offers an extensive range of clubs and activities. Our goal is to enrich the Clifton High School experience for each of our students. The current list of clubs and activities is maintained in the Central Wing Vice Principal's office. Participate and explore!

SCHOOL SPIRIT

Purpose: To instill spirit in the school and create an atmosphere of esprit de corps and good fellowship.

Methods: Pep rallies and posters. School spirit activities are open to all students.

STUDENT COUNCIL ASSOCIATION (SCA)

The Student Council Association is the governing unit of all student organizations. Five officers are elected school-wide to lead the Student Council Association. Each of the four classes elects five officers to govern student councils on a division level. These twenty officers from the Senior, Junior, Sophomore, and Freshman Division Student Councils, together with the school-wide officers, will form the Student Council Association.

CLASS ELECTIONS

During late April and May, class elections for seniors, juniors and sophomores will be held. Students wishing to run for President, Vice President, Treasurer, Corresponding Secretary or Recording Secretary for their respective classes are required to be in academic good standing. They will not be permitted to such office with failing grades, attendance denials, or extensive discipline issues.

PUBLICATIONS

THE HUB - THE SCHOOL NEWSPAPER

PHOENIX - LITERARY AND ART MAGAZINE

ROTUNDA - THE SCHOOL YEARBOOK

PARENT-TEACHER-STUDENT ASSOCIATION (PTSA)

This organization, which invites membership of parents, teachers and students, schedules meetings the first Monday of every month in the Media Center with planned programs. Announcements pertaining to PTSA activities are made in school throughout the year and are posted on the School Website. PTSA is instrumental in producing the Prom Fashion Show held each February and Project Graduation, the Drug/Alcohol free celebration for our graduates held each June along with lending financial support to many of the activities and programs that Clifton High School offers. Membership information is available at Back to School Night in September or on the School Website, www.clifton.k12.nj.us. All parents are encouraged to join as this is an excellent opportunity for you to become involved in your child's education.

ASSEMBLIES

Assemblies are periodically scheduled throughout the school year. Students are instructed prior to the event in which manner they are to report to the Auditorium. Students are expected to report to assigned seats quickly and quietly. **Attendance will be taken** and unauthorized absences considered a cut. **Proper behavior is expected at all times.**

ACTIVITIES

The following pages contain only a small sampling of the clubs and activities open to all students. A complete list of student activities is maintained on file in the Central Wing Vice Principal's office.

Remember, participation in extracurricular functions helps enrich your overall Clifton High School experience.

Club/Organization Name

Academic Decathlon

Athletic Training

Art Gallery

Botany Club

Asian Cultures Club

CAST

Cheerleading
Chemistry Lab Assistants
Computer Club
Conservation Club
Dance Club
DECA
Drama Club
ERASE
Fall Play (Drama)
FBLA
Fine Art Competitions
French Honor Society
Games/Chess
HUB
Interact Club
Italian Club (Amici Club)
JETS
Key Club
Knights of Pythagoras

Madrigal Singers
Majorettes
Math League
Model Congress
Muslim Student Association
Mustang Band
Mustang Institute
National Art Honor Society
National Honor Society
Outdoor Adventure Club
Phoenix Literary/Art Magazine
Rotunda (Yearbook)
SCA
Science League
Spanish Honor Society
Spring Musical
Stagecraft Club
Strings Club
Sunshine Club

ATHLETIC PROGRAM

The athletic program at Clifton High School is a constantly expanding one, not only as to the number of sports programs, but also as to the number of teams within a given sport. These extensions are desirable to accommodate athletically gifted students during their high school careers.

Clifton High School is a member of the Big North. Scheduled athletic programs and activities that are available to students for participation during the school year are as follows:

Fall Sports Program

VARSITY football, cross country, boys soccer, girls soccer, girls tennis, girls gymnastics and girls volleyball

JUNIOR VARSITY boys soccer, girls soccer, and football

SOPHOMORE football

FRESHMAN football, boys soccer, and girls volleyball

Winter Sports Program

VARSITY basketball, swimming, bowling, wrestling, indoor track, and ice hockey

JUNIOR VARSITY ice hockey, boys basketball, and girls basketball

FRESHMAN boys basketball and girls basketball

Spring Sports Program

VARSITY baseball, golf, lacrosse, outdoor track, softball, tennis, and volleyball

JUNIOR VARSITY baseball, softball, and boys volleyball

FRESHMAN baseball, softball, and boys volleyball

Student Qualifications to Participate

In order to qualify for membership in any sports program, a student must meet the New Jersey State Interscholastic

Athletic League's eligibility rules, have written parental permission, and successfully pass a school medical inspector's physical examination. All players will be covered by a Board of Education insurance policy.

HOW THE GRADE IN PHYSICAL EDUCATION IS EVALUATED

Every student begins the Marking Period with the grade of 100. The grade will be divided into three areas:

Gym uniform **40%**

Participation **40%**

Written Test **20%**

POINT DEDUCTIONS

Eight Points will be deducted from your uniform grade for:

1. Not changing for class

Two points will be deducted from your uniform grade for:

1. Wearing improper gym shirt

2. Wearing improper gym pants

3. Wearing improper socks (cotton socks must be worn)

Eight points will be deducted from your participation grade for:

1. Failure to participate

2. Unsportsmanlike behavior

3. Unexcused absence from class

4. Any two absences from class without valid verification

Three points will be deducted from your participation grade for:

1. Being tardy

2. Lack of effort

A student can earn one to five extra credit points for:

1. Showing extra effort

2. Assisting the teacher

3. Being a class leader

4. Performing well on physical fitness tests

5. Performing a predetermined goal or outcome such as a task or routine.

Your final written test will be 20% of your final grade.

PHYSICAL EDUCATION POLICIES AND PROCEDURES

UNIFORMS

- All students will dress in gym shorts or sweatpants, T-shirt or sweatshirt, athletic socks and sneakers.
- Gym clothes will be hemmed, have no inappropriate words or pictures, and cover a student well.
- No school clothes, jackets, sweaters, lycra shorts, or thermal underwear will be allowed.
- Only gym clothes that represent education well will be allowed.
- Non-marking sneakers with laces are required i.e. no slip on sneakers
- No dangling or potentially dangerous jewelry shall be worn.

CLASS PARTICIPATION

Everyone is expected to participate in P.E. every day.

Parental excuse notes can be written for a maximum of three days.

A doctor's note is needed for any period longer than three days.

EXCUSES AND CLASSWORK REQUIREMENT

Long Term-

The following information is to standardize Physical Education and Health Work for Students with Long Term Medical Notes and Home Instruction:

- All students for physical education will read and summarize 10 sports articles from any national sports' magazine and relate the article to physical fitness and personal wellness. Articles must be handed into the student's teacher one per week on Friday Morning throughout the Marking Period.
- All Health Reports must be a minimum of eight double spaced pages with a Bibliography. All reports are due one week before the end of the Marking Period.
- Ninth Grade Health – Write a report on one of the systems of the body; Explain what the system does for the individual; where it is located; what happens to the body if the system has a breakdown; what are the most common diseases that attack the system and how they are cured; if Cancer is found in the system, how long is it treated, what is the survival rate, and how long does it take the body to recover.
- Tenth Grade Health – Student must outline the New Jersey State Department of Motor Vehicle's Drivers' Manual.
- Eleventh Grade Health – Write a report on the responsibilities of being an EMT. Make sure the individual highlights training, education courses, tests, personal safety and precautions, and the rewards of being an EMT.
- Twelfth Grade Health – Write a report on the growing problems related to the effects of Drugs, Alcohol, and Nicotine on the unborn child. Include in the report should be the effects on the mother and child of each of the three mentioned above. The second part of the report should explain what treatments are available and what organizations have been set up to help aid individuals in their rehabilitation.
- Medical excuses will not be accepted retroactive after the 2nd week of the following Marking Period.

Short Term

The following information is to standardize Physical Education and Health Work for Students with Short Term Medical Notes and Suspended students:

Students, who are medically excused from Physical Education for a short term, not more than 2 weeks, must complete the following assignments in the stipulated manner. Students are to submit one article for each day they are not physically partaking in class, i.e. miss 4 classes, and submit 4 articles. These articles are to pertain to health, physical education and/or physical fitness or may be the teachers specified selection. They are to be submitted on a daily basis; preferably typed

Religious Exemptions

Any student excused from Physical Education due to religious reasons must present the following:

- Letter from the respective religious leader with the students' name listed in the communication.
- The letter **must** state the reason why the student cannot participate.
- The letter must state what activities the student is allowed to participate in as well as specify which activities they may not participate in.
- If the student cannot engage in physical activity, they will be assigned written work (see medically excused directions)

REMEDIAL

Students unprepared for class must bring a parental note within one day to be allowed to make-up that class.

Students will not be admitted to remedial without a pass from their physical education teacher.

Students who are unprepared with a personal note have two weeks to make-up that class.

Double lab students must make-up one PE class per week. Triple lab students must make-up two PE classes per week. Four- day lab students must make-up three PE classes per week.

Remedial students must be in the proper gym uniform in ready to for activity by 2:35

Two remedial sessions will eliminate one unprepared grade.

STUDENT SUPPORT SERVICES COUNSELING AND GUIDANCE DEPARTMENT GOALS AND OBJECTIVES

The Counseling Department functions as an integral part of the total high school program in assisting students to realize and to attain the following goals and objectives:

1. Develop within each student a sense of personal worth and social responsibility
2. Improve the student's ability, self-understanding and self-direction

3. Develop personal, social and realistic vocational and educational plans
4. Achieve maximum academic progress consistent with the student's capability
5. Develop sound decision-making and problem-solving processes
6. Develop a sound foundation of ethical principles and values
7. Foster the transition process to the high school environment

PUPIL RECORDS

Parents/guardians and adult pupils are advised that they have the right to review pupil records in accordance with N.J.S.A. 18A:36-19; New Jersey Administrative Code: Title 6, Education, Sub-Title A, Chapter 3, and the Clifton Board of Education Policy Manual. Such requests must be directed to the building principal for prior approval.

STUDENT SUPPORT SERVICES

All Clifton schools provide services for **identification and early intervention** with students having academic, behavioral or other problems, which may interfere with a successful school experience. In some instances, parents/guardians may know of conditions at home which, while not currently affecting school performance, present a risk factor requiring assistance. Each school has a school resource committee which includes teachers, administrators, and counselors who review and plan strategies to assist students in **"maximizing their potential."** Parents/guardians are encouraged to make use of these services as part of the Child Study Team. Further information about programs available at the school or those offered to parents/guardians in the evening may be obtained by contacting the school's Counseling Office or the Department of Counseling and Student Service (973-470-5697).

In addition to the services offered by the Department of Counseling and Student Services, the Special Education Department provides special services for those students who need additional help. Child Study Team evaluations, related services to education such as counseling, physical therapy, occupational therapy, speech and language therapy, are some examples. Children who are classified as having an education handicap per N.J.A.C. 6:28 are provided **a program in special education, which best fits their needs.** The Special Education Department can provide these services for children ages 3 through 21. For additional information, call 973-470-2285 or 973-470-2286.

FOR CLASSIFIED STUDENTS

Individualized educational placement opportunities are available in Clifton High School as prescribed in a student's IEP and may include:

1. Modification of the regular classroom program
2. Supplementary instruction
3. Resource Room program
4. Speech correction
5. Special self-contained class

SCHOOL BASED YOUTH SERVICES -- (SBYS)

The New Jersey Community Development Corporation (NJCDC), a private, non-profit community development agency based in Paterson, NJ is proud to team with CHS to offer the SBYS program. This program is available to

all CHS students and their families. Participation is free of charge and voluntary, and only requires a Parental/Guardian Consent Form for students less than 18 years of age. Consent forms are available in the **South Wing Rm. G-21A** and in all Guidance offices. The program office can be reached at **973-458-6074**. The SBYS program offers the following **free services**:

Counseling	A Full time Mental Health Clinician specializing in adolescent and family issues is available to offer individual and group counseling for students and/or their families. The Clinician offers flexible lunchtime, after-school and evening appointments.
Homework Assistance/Tutoring	Full time Americorps volunteers are available for students during their lunch period and after school until 5:00 pm to offer assistance in a variety of CHS academic subject areas
Employment Training	Employment training through various workshops and individual consultations to students in order to assess job qualifications and help seek out employment opportunities.
On-Site Community Agencies	Local community collaborators are on site weekly to offer various workshops as well as individual and group counseling sessions. Collaborators include Straight and Narrow (Substance Abuse and Drug Treatment) and the Family Life Institute of Metropolitan New Jersey (Health & Preventative Education).
College Advisement	Extra assistance to students involved in the college selection process, including application preparation, essay writing and financial aid inquiry.
Program of the Day	Offered during lunch periods these workshops revolve around issues relevant to the lives of high school students

PROJECT CHILD FIND

Project CHILD FIND is a free referral service and public awareness campaign to assist in the identification of unserved/underserved youth with a delay or disability **from birth through twenty-one years of age.**

In addition, Project CHILD FIND develops and distributes information to the public about early intervention services and special education programs throughout New Jersey.

Project CHILD FIND'S comprehensive efforts include:

1. Assisting families of infants and toddlers, birth through two, concerned about their child's development by directing all requests regarding early intervention to a family's local Special Child Health Case Management Unit. One can access the number for their Special Child Health Care Management Unit, by calling

Project CHILD FIND

1-800-322-8164

(in service 7 days a week, 24-hours a day) all calls received are confidential

2. Assisting families of preschoolers, three through five, concerned about their child's development by directing requests to their local school district.
3. Helping families access community services through referral
4. Promoting community and public awareness of all children with disabilities by providing information.

5. Assisting local school districts to identify unserved children from age **three through twenty-one** who are in need of special education and related services.

ACADEMIC PROGRAMS

SENIOR YEAR OPTIONS

The academic year of 2010-2011 brings CHS seniors the opportunity to restructure their school day. Whether you want your challenge to be academic rigor, a hands-on career exploration, the ability to earn college credits taught by a college instructor on the campus of CHS, or training which enables you to save lives, there's a program for you.

To qualify for any of the programs, a student MUST:

1. Be a **senior** who has passed **BOTH** parts of the HSPA
2. Have no prior attendance denials or attendance issues
3. Have no major disciplinary infractions the previous school year
4. Meet the specific requirements of the program to which you are applying

STUDENTS AT MONTCLAIR STATE PROGRAM (SAMS)

Students participating in the SAMS program enroll in fewer classes at CHS, leave early, and travel to Montclair State University (MSU) by shuttle bus or private transportation. Students participate fully in college classes, earn college credits and credits that count toward their graduation total at CHS. All classes are weighted like an AP class. Students enroll in liberal arts class work at the introductory level. Students are not permitted to enroll in advanced math or science classes. To qualify, students should be enrolled in at least college preparatory classes (CP) and maintain an academic average over 85.

CLIFTON HIGH INTERNSHIP PROGRAM (CHIP)

Students who seek a career internship wish to explore their career options, but do so without pay. The program can be worth 5, 10 or 15 credits toward graduation, which translates to 5, 10, or 15 hours per week respectively at the location of your placement. Whether you want to be a professional (teaching, medicine, law) or a person of science or whatever you can dream...there is an internship possible. (Credits are awarded, but the grade is Pass/Fail and is not factored into the student's G.P.A.)

EMT TRAINING AT PCCC

Students who wish to enroll in EMT Training seek a career as an EMT, or medicine, or law enforcement or firefighter. Training is offered through Passaic County Community College at the Public Safety Building in Wayne. The program is a mandatory 120-hour program. The class is a combination of strong academic class work with hands-on activities. At the course completion, students take either a state or national certifying examination. The course is offered during the day in the fall semester only and at night in both the fall and spring semesters.

CRIMINAL JUSTICE STUDIES

Students who may be interested in Introduction to Criminal Justice may be interested in a career in law enforcement and/or majoring in criminal justice after high school. Through our affiliation with Passaic County Community College, CHS seniors can enroll in a college class which is taught on the CHS campus two days a week (usually at the beginning of period 8). The class is taught by a PCCC instructor using their curriculum and college textbook.

COOPERATIVE EDUCATION

Please note that you are in a half-day program as a privilege that has attached to it inherent responsibilities. Remember:

1. School is to be the priority before your job.
2. If you are absent from school, you cannot go to work.
3. Cooperative Student ID passes must be kept with you at all times and shown as requested.

4. Students in the Cooperative Education Programs may not loiter on the school grounds after the half-day dismissal or return without prior permission.
5. Taking non-Cooperative Education students off the school grounds in your vehicle is a serious offense, which will result in serious consequences.

ASPIRE

"ASPIRE" an acronym for **All Students** are provided with a **Plan for Independence** and the **Resources to Excel**, is an alternative high school program for students who have failed in a traditional high school setting. Students are eligible if they have more than one year disparity between their age and grade level and have not succeeded in mainstream public education. Candidates are recommended by their guidance counselor. An interview is required before a student is accepted into the program.

REMEDIAL

After school, a period has been scheduled for remedial instruction for those students in need of special help. Teachers will notify parents of deficiencies and recommend remedial instruction. Students participating in extracurricular programs with scheduled after-school practices are provided sufficient time for remedial instruction since practices are scheduled to begin after the conclusion of the remedial period. In addition, pre-school remedial instruction should be sought by those enrolled in Cooperative Education Programs, Zero Period, MSU or Internships. Students must arrange with their teachers a specific time and location for instruction.

SUMMER SCHOOL

The Clifton Board of Education reserves the right to provide summer programming. Decisions as to which programs will be administered will be made on an annual basis. Notification of the programs and schedules will be made in a timely manner each spring by the Passaic County Education Commission.

THE HOMEWORK PROGRAM

DEFINITION

Homework practices are an important part of the educational process and help in the development of good study habits. Study skills are necessary skills to be taught by teachers and reinforced at home. Homework serves to reinforce learning and gives students an additional opportunity to practice skills or to explore related subject matter. It must be an integral part of the curriculum and related to the educational goals of the district.

PURPOSE

1. Provide time for test preparation
2. Provide for essential practice in skills
3. Build work and study skills
4. Provide enrichment of classroom experience
5. Provide make-up for missed school instruction
6. Develop effective independent work habits
7. Extend class work where necessary to implement the course of study
8. Provide time for students to prepare background information for classroom activities
9. Provide instruction and use of out-of-school resources (library, school media centers, etc).
10. Serve as communication links between home and school

AMOUNT OF HOMEWORK

The amount of time that students in the same grade will spend on homework will vary dependent upon individual differences; however, it is believed **that students should be assigned homework on a daily basis,**

including some weekends.

DAILY TIME REQUIREMENTS FOR HOMEWORK

Homework is given daily at the discretion of the teacher and is appropriate to the grade level and instructional level of the student.

Sometimes no written assignment will be given, allowing students time to review, do research, and complete long-term assignments. Class time should not be allocated for the completion of homework assignments. **If a student consistently states that he/she has no homework** or that he/she has completed an assignment in school, parents should contact the teacher or guidance counselor for verification.

GRADING AND EVALUATION OF HOMEWORK

A teacher, in giving a homework assignment, attaches importance to that assignment. Therefore, the teacher attaches similar importance to the grading of that assignment.

1. The teacher checks homework as quickly as possible and affixes a comment and/or assigns appropriate evaluation to written assignments. Thus, homework becomes a part of the report card grade.
2. The student is responsible for submitting each assignment on its due date. **A penalty will be imposed for a late assignment.**
3. The teacher will expect only the highest quality homework that is comparable to regular class work.
4. The teacher will provide discussion time in class to clarify any misconceptions in the assignment.
5. The parent will be notified whenever a student repeatedly fails to do his/her homework.
6. At the high school level, regular assignments in subject areas shall count as a portion of each marking period grade as determined by each department.

HOMEWORK DURING ABSENCES

All class work and homework assignments missed due to absence **are to be made up within a time period specified by the classroom teacher or administrator, not to exceed ten (10) school days** unless there are extenuating circumstances.

1. Homework shall be sent home during periods of absence depending on the medical condition of the pupil(s) and placement on home instruction. Phone the guidance counselor to obtain work from the teachers.
2. Students given out-of-school suspension are entitled to homework. Contact the counselor immediately; a relative or friend may pick up work at the end of the school day.
3. Upon returning to school, the student will be required by the teacher to make up tests for grading.
4. **The student is expected to show initiative** in seeking out a teacher to determine what assignments were missed and when they are due.

HOME INSTRUCTION

Home instruction is available for those students who will be absent from school for an extended period due to a medically related issue. Home instruction will be provided in accordance with the provisions detailed in the New Jersey Administrative Code (N.J.A.C.) 6:28 - 4.5 et. seq. **In order to qualify for home instruction, a student must have a determination signed by the school physician, or a determination signed by a private practitioner that is accepted by the school district, that he/she is in need of confinement at the residence of record for at least a two week period of time.** Once such notification is received and verified, home instruction will begin within seven calendar days. The District will attempt to secure teachers for subjects, however there is no guarantee teachers will be found for all subjects.

HOMEWORK REQUESTS

A student planning to be absent for any projected period may contact the counselor 24 hours prior to the absence for homework assignments.

In order to facilitate securing assignments, prior notice is required. A student absent from school who wishes to receive homework may request the assignments by contacting the counselor 24 hours before homework will be picked up. Be prepared to give the counselor the following information: names of courses, names of teachers, locker number and combination. Arrangements for picking up assignments and books must be made by the parent.

MAKE-UP WORK

A student who has an extended absence for legitimate reasons has the responsibility to complete make-up work within ten (10) school days after returning to school. Upon returning to school, it is advised that the student confer with the classroom teacher to confirm the make-up period.

Students suspended from school are required to contact their teachers for homework and make-up assignments by the first date of return. Phone the guidance counselor for assistance.

TRANSFERS AND WITHDRAWALS

Parents of a student planning to transfer to another institution or withdraw from the school rolls must inform the counselor in writing and advise as to the new school of attendance. In addition, the parent must contact the counselor to confirm the withdrawal and sign the necessary release.

ELIGIBILITY FOR PARTICIPATION IN ATHLETIC AND CO-CURRICULAR ACTIVITIES

To be eligible to participate in Fall and Winter sports, students must have successfully earned 30 credits during the previous school year. This can include credits earned in summer school.

Mid-term exam grades are not used in determining a numeric average. Students must have passing averages in six out of seven subjects at the end of the second marking period in order to participate in a Spring sport.

Students who were ineligible for sports participation during the first semester due to a shortage of credits may become eligible at the start of the second semester, provided the student has passed the equivalent of 30 credits at the conclusion of the first semester.

The academic standards and student eligibility for athletic and co-curricular activities are:

- All pupils are required to abide by the attendance policy adopted by the Clifton Board of Education. You must be in attendance in school on the day of an event, meeting, practice, or game to participate in it later the same day.
- Any student who accumulates three (3) unexcused absences in any one (1) course/subject or a total of ten (10) unexcused absences across all subjects/courses will be immediately ineligible to participate in any interscholastic sport or co-curricular activity for the remainder of the academic year inclusive of any sport or activity in which the student is currently a participant.
- Any student who is suspended from school (in-school, out-of-school, or Saturday suspension) is ineligible to participate in any aspect (practice/game/meeting/event) of an interscholastic sport or co-curricular activity while in a suspended status [suspended status is in effect until the student is signed back into school by the parent(s)]. A suspension administered on a Friday takes effect immediately and influences an individual's ability to participate in any event/game during the weekend following the Friday suspension.
- Athletes must be alcohol and drug free; acquiring, possessing or consuming there of will result in immediate removal from any team, activity and/or competition.

ACADEMIC HONORS

HONOR ROLL

At the end of each marking period, an Honor Roll is compiled and printed and certificates are issued to qualified students.

There are two honor rolls at Clifton High School. The criterion for eligibility is as follows:

DISTINGUISHED HONORS:

90 Average (no academic grade below 85, and no citizenship grade below 3)

HONORS:

85 Average (no academic grade below 80, and no citizenship grade below 3)

NATIONAL HONOR SOCIETY

Membership in the Clifton Chapter of the National Society is based on the following four criteria:

Scholastic Requirement: Candidates must have a cumulative, un-weighted grade point average of

90.0 or higher. There must be no citizenship grades below a 3. There must be no final failures in any subject.

Character and Leadership Requirements: A list of all candidates who have met the scholastic requirements will be sent to all faculty members and the administration for their approval as to the candidate's character and leadership abilities.

Service Requirement: All candidates must provide evidence of a minimum of three years of school or community service, which will be pro-rated according to the activity.

Candidates who have met all four of the requirements for the freshman, sophomore, and junior years will be issued invitations for induction by the Faculty Advisory Council of the National Society.

In order for a student to retain membership in the Clifton Chapter of the National Honor Society, he/she must retain the same Grade Point Average under which he/she was inducted.

DISTINGUISHED ACADEMIC AWARDS

Each spring, Clifton High School honors those students who have achieved a 90 average for 3 of the 4 previous marking periods. Any student is eligible to qualify, regardless of their academic realm. Being qualified and invited to this unique celebration is an honor you have earned for you and your family.

ACADEMICS

CURRICULUM FRAMEWORK

Important decisions concerning the choice of subjects face each student when the school program is planned. The curriculum selected should be based on individual capacities, needs and interests. Please note that a major area of guidance is counselor assistance in subject selection. The assigned counselor has information available which provides insight into the student's strengths and weaknesses. The counselor provides facts on individual ability and performance.

Most students should plan to take seven academic subjects and a lunch. Lunch will be assigned to periods 4, 5, 6, or 7.

The master schedule is based on the tally of student requests for subjects after a counselor interview has been scheduled and parental approval has been received. While it is sometimes necessary to make changes in a student's requested schedule because of later subject failure, it is imperative that careful consideration be given to program requests so that a seat will be reserved for the student in the selected class.

REQUESTS FOR CHANGES IN STUDENT SCHEDULES WILL NOT BE GRANTED IN SEPTEMBER. ALL REQUESTS FOR CHANGES MUST BE MADE DURING THE SUMMER

MONTHS.

Please Note:

Parents and students should be aware that dropping a subject will result in a final grade of a “Withdrawn” on a student’s permanent record.

ACADEMIC ACHIEVEMENT GRADE SCALE

A. GRADING SCALE

70 - 100 Passing

0 - 69 Failing

For final grading purposes, Clifton High School has established **five distinct Marking Periods**. These Marking Periods are:

- 1st Marking Period 20% of final grade
- 2nd Marking Period 20% of final grade
- 3rd Marking Period 20% of final grade
- 4th Marking Period 20% of final grade
- 5th Marking Period (with combined average scores of Midterm and Final Examinations)
20% of final grade

B. SCHOOL CITIZENSHIP SCALE

1. Commendable	2. Good	3. Satisfactory	4. Needs Improvement	5. Poor
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C. RANKING PROCEDURE

1. Rationale (Weighted Academic Ranking)

- a. That ranking pupils to assist colleges in the admissions process is in the best interest of students;
- b. That Clifton High School has an obligation to present its pupils to colleges and employers in the best possible light’
- c. That a ranking system includes all courses in order to present a representative picture of pupil achievement;
- d. That courses designated “advanced” require more work than “honors” courses, which require more work than “college preparatory” courses, which require more work than “general” courses and, therefore, that each level above the “basic” level should be given an added weight in the academic ranking system;
- e. That the added weights to the more demanding courses encourage able pupils to stretch their minds to their greatest capacities by taking the appropriate level courses.

2. Description

At Clifton High School for class ranking purposes only, basic courses will be given the actual grade received while all other courses will be given extra points according to the category.

3. Assignment of Weights by Category

ADVANCED Twelve (12) points will be added to a final numerical grade.

HONORS Nine (9) points will be added to a final numerical grade.

COLLEGE PREPARATORY Six (6) points will be added to a final numerical grade..

BASIC No points will be added to a final numerical grade.

4. SUMMER SCHOOL GRADING PROCEDURE

Those students, who have repeated a course in summer school due to failure or loss of credit as an outcome of the attendance policy, shall have the numeric grade received in the class during the academic year averaged with their current earned grade in summer school. This average shall become their final grade for the course. Permanent records will list Summer School grades. The original failing grade is to be retained on the permanent record. This average may result in a grade lower than the one received during the year. If once the two grades have been averaged, the student still has not achieved a 70, but has passed the summer school class, the grade for the course will be a 70.

5. COURSE WEIGHT CATEGORIES LEGEND

AP = Advanced Placement	BAS SK = Basic Skills	CP = College Preparatory
MC = Middle College	H = Honors	LE = Ltd. English
		P/F= Pass/Fail

LANGUAGE ARTS DEPARTMENT

Course	Level
English I	CP
English I	H
English II	CP
English II	H
English Skills III	BAS SK
English III	CP
English III	H
Wilson Reading	LE

Course	Level
English IV	BAS SK
English IV	CP
English IV	H
English IV	AP
Creative Writing	CP
Journalism	CP
English Skills II	BAS SK

VISUAL AND PERFORMING ARTS

Course	Level
Drama I	CP
Drama II	CP
Drama III	CP
Art Workshop	CP
Painting & Drawing	CP
Crafts I	CP
Crafts II	CP
Design Applic.	CP
Studio Art I	H
Studio Art II	AP
Music Appreciation	LE
Concert Choir 9	CP
Concert Choir 10	CP
Concert Choir 11	CP
Concert Choir 12	CP
Madrigals	H
Piano I	CP

Course	Level
Piano II	CP
Piano III	CP
Piano IV	CP
Music Apprec. 9-12	CP
Strings/Orch. 9	CP
Strings/Orch 10	CP
Strings/Orch 11	CP
Strings/Orch 12	CP
Band 9	CP
Band 10	CP
Band 11	CP
Band 12	CP
String Ensemble	CP
Wind Ensemble	CP
Dance I	CP
Dance II	CP
Dance III	CP

Stage Craft	CP
Cartooning	CP

Illustration	CP
Scenic Mural	CP

MEDIA

Course	Level
Cast I	CP
Cast II	CP

Course	Level
Cast III	H

SOCIAL STUDIES

Course	Level
World Hist/Cultures	CP
World Hist/Cultures	H
World Hist/Cultures	LE
American Hist. I	CP
American Hist I	H
American Hist I	AP
American Hist I	LE
American Hist II	CP
American Hist II	H
Amer Hist II	AP

Course	Level
American Hist II	LE
A.P. European Hist	AP
Psychology	CP
Psychology	AP
Sociology	CP
Intro to Philosophy	CP
Anthropology	CP
Social Dynamics	CP

WORLD LANGUAGES DEPARTMENT

Course	Level
Spanish I	CP
Spanish II	CP
Spanish III	CP
Spanish III NS	CP
Spanish IV	AP
Spanish I – NS	CP
Spanish II – NS	CP
French I	CP
French II	CP
French III	CP
French IV	AP

Course	Level
French IV	AP
Italian I	CP
Italian II	CP
Italian III	CP
Italian IV	H
ESL Beg, Int, Adv	CP
ESL Skills B, I, A	C
Comm. I	CP
Comm. II	CP

VOCATIONAL EDUCATION DEPARTMENT – BUSINESS

Course	Level
Administrative Technologies(½)	CP
Multimedia Presentations (1/2)	CP
Financial Accounting (1/2 year)	CP
Corporate Accounting (1/2 year)	CP
College accounting	MC
Business Law	CP
Business Management	CP

Course	Level
Cooperative Business Education	CP
Office Work Experience	P/F
Financial Literacy (1/2 year)	CP
Computer Literacy (1/2 year)	CP
Web Design for Business	CP
Introduction to Health Careers	CP
Cooperative Marketing Education	CP

VOCATIONAL EDUCATION DEPARTMENT – INDUSTRIAL ARTS/TECHNOLOGY

Course	Level
Desktop Publishing I	CP
Digital Photography	CP
Technical Drafting I	CP

Course	Level
Power Mechanics Technology	CP
Automotive Technology	CP

Technical Drafting II	CP
Technical Drafting III	CP

Engineering Graphics	CP

VOCATIONAL EDUCATION DEPARTMENT – HOME ARTS

Course	Level
Foods and Nutrition	CP
Regional Foods USA	CP

Course	Level
Parenting and Teaching Young Children	CP
Clothing and Fashion	CP

PHYSICAL EDUCATION/HEALTH DEPARTMENT

Course	Level
Family Life 9	G
First Aid CPR 11	G
Family Life 12	G
Adaptive Physical Education 9	G
Adaptive Physical Education 10	G
Adaptive Physical Education 11	G
Adaptive Physical Education 12	G
Physical Education 9	G
Physical Education 10	G

Course	Level
Physical Education 11	G
Physical Education 12	G
Physical Education/Dance I 9	G
Physical Education/Dance II 10	G
Physical Education/Dance III 11	G
Physical Education/Dance IV 12	G
Chemical Health 9, 10, 11, 12	G
Driver Safety Education Classroom Instruction	G
Driver Educator – Simulator 9	G

MATHEMATICS DEPARTMENT

Course	Level
Algebra I 9	CP
Alg. I – 10, 11, 12	CP
Algebra II 9	H
Algebra II 11	CP
Algebra II 12	CP
Geometry 10	CP
Geometry ACC	H
Modern Geometry	CP
Pre-Calculus 12	CP
Pre-Calculus	H
Calculus H 12	H
Calculus	AP

Course	Level
Comp Science	CP
Comp. Science II	H
Comp. Science III	AP
Math LE Beginner	BAS SK
Math LE Intermediate	BAS SK
Math Skills 10	BAS SK
Math Skills 11	BAS SK
Math Skills 12	BAS SK
Statistics	AP
Math Connections Level 4	H
Math Connections Level 5	H
Math Connections Level 6	H

SCIENCE DEPARTMENT

Course	Level
Earth Science	CP
Geophysical Science	CP
Biology I	CP
Biology I	H
Adv. Biology	AP
Environ. Science	CP
Forensic Science	CP

Course	Level
Chemistry I	CP
Chemistry I	H
Chemistry II	AP, MC
Physics I	CP
Physics I	H
Physics II	AP, MC

MARINE CORPS JROTC

Course	Level
JROTC I	CP

JROTC II	CP
JROTC III	CP
JROTC IV	CP

6. Frequency of Calculations

- a. Class rank is calculated at the completion of grades 10 and 11, and both the mid-year and the completion of grade 12
- b. Class rank is cumulative from the beginning of grade 9 through the completion of grade 12.
- c. Pupils with the same total quality points are ranked at the same level.
- d. Only students who have been at Clifton High School 4 Semesters are ranked.

7. Selection of Class Valedictorian/Salutatorian

- o The valedictorian is the student ranked number one in the General Class Ranking System at mid-year of grade 12 who has been in attendance at the high school for a minimum of four semesters.
- o The salutatorian will be the second highest ranked student in the General Class Ranking System at mid year of grade 12 who has been in attendance at the high school for a minimum of four semesters.

HIGH SCHOOL GRADUATION AND ADMISSION REQUIREMENTS OF POST SECONDARY EDUCATIONAL INSTITUTIONS

HIGH SCHOOL GRADUATION REQUIREMENTS

■ 130 Credits – 5 credits per course

Student's Year of Entry in Grade 9	September, 2008	September 2009	September 2010	September 2011	September 2012
Language Arts/Literacy	20 credits in language arts literacy	20 credits in language arts literacy aligned to the 9-12 standards			
Mathematics	15 credits including Algebra I or the content equivalent	15 credits including algebra I and geometry or content equivalent			15 credits including algebra I, geometry and a third year of mathematics that builds on the concepts and skills of algebra I and geometry.
Science	15 credits including 5 credits in laboratory/life science or the content		15 credits with an additional laboratory/inquiry based science which shall include chemistry,		15 credits including one more additional laboratory/inquiry based science course

	equivalent		environmental science or physics		
World Language	five credits in world languages or student demonstration of proficiency				
Visual Performing	5 Credits				
Financial Literacy			2.5 Credits		

Social Studies	15 credits including satisfaction of N.J.S.A. 18A:35-1 and 2;	Same as 2008-09 and 5 credits in world history, and the integration of civics, economics, geography and global content in all course offerings	Same as 2009 with the addition of at least 2.5 credits in financial, economic, business, and entrepreneurial literacy.		
Health, Safety and Physical Education	3 ¾ credits in health, safety and physical education during each year of enrollment—150 minutes weekly				

Technology Literacy	Integrated throughout the curriculum-NJCCCS				
Career Education	5 credits in career education and consumer, family, and life skills or career technical education.				
Additional Electives in the NJCCCS areas	15 credits				
Total Credits Required by Clifton	130	130			

Pass the HSPA - Math and Language Arts

(with a minimum score of 200 in each content area)

COLLEGE ADMISSIONS TESTING

SAT I

- Multiple Choice, Writing, English, Mathematics and Equations
- Verbal: Vocabulary, Comprehension, Grammar and Writing
- Mathematics: Algebra I & II, Geometry and Equations

SAT II

- One-hour examinations in specific subjects

THE HIGH SCHOOL PROFICIENCY TEST (HSPA)

The High School Proficiency Assessment Exam (HSPA) is a key element of the State Department of Education’s program to raise educational standards throughout New Jersey.

The HSPA tests basic skills that New Jersey employers and colleges say too many graduates now lack. By adopting this test as a high school graduation requirement, the Department of Education has publicly declared what New Jersey students are expected to achieve: they must learn how to write a coherent essay, interpret reading passages, and solve the sort of multiple-step math problems they will encounter in real life.

Pupils who do not perform to statewide minimum proficiency levels shall be ineligible to receive a state-endorsed diploma at the end of grade twelve. Such pupils shall be provided with a comprehensive individualized assessment (N.J.A.C. 6:8-3.4) to remedy identified deficiencies and will be assigned to the State Compensatory Education (SCE) remediation program until successful performance is exhibited on statewide tests administered in grade eleven.

For each pupil who performs below state standards on any of the tests by the end of grade eleven, continued placement in SCE will be required, along with an additional evaluation during the mid-point of the twelfth year.

Pupils that do not pass the HSPA will be permitted to take the Alternative High School Assessment (AHSA). Successful completion will result in meeting the State requirement for graduation. Students who do not meet the standards will be ineligible to receive a State endorsed diploma.

SAT DATES AT CHS

U.S. Registration Deadlines

2011-12 Test Dates	Test	Regular	Late
October 1, 2011	SAT & Subject Tests	9/9/11	9/21/11
November 5, 2011	SAT & Subject Tests	10/7/11	10/21/11
December 3, 2011	SAT & Subject Tests	11/8/11	11/20/11
January 28, 2012	SAT & Subject Tests	12/30/11	1/13/12
March 10, 2012	SAT Only	2/10/12	2/24/12
May 5, 2012	SAT & Subject Tests	4/6/12	4/20/12
June 2, 2012	SAT & Subject Tests	5/8/12	5/22/12

SAT I Prep Course Dates for Spring 2012

Course 101:

(Saturdays 8am-12 noon)

January 7, 14, 21, 28

February 4, 11, 18, 25

March 3

Course 102:

(Evenings 7pm-9pm)

January 4, 5, 10, 12, 17, 19, 24, 26, 31

February 2, 6, 8, 14, 16, 28

March 1, 5, 7

Course 201:

(Saturdays 8am-12 noon)

February 11, 18, 25

March 3, 10, 17, 24, 31

April 21, 28

Course 202:

(Evenings 7pm-9pm)

February 14, 16, 28

March 1, 5, 7, 13, 15, 20, 22, 27, 29

April 2, 4, 16, 18, 24, 26

May 1, 3

Advanced Placement Testing Dates 2011-2012

May 7-11, 2012 & May 14-18, 2012

COMMENCEMENT REQUIREMENTS

DISCIPLINE

Students assigned to Out-of-School Suspension, Detention After School Hours, and/or Saturday Detention for more than ten days during the current school year will not be permitted to attend the prom or any commencement activity.

The Prom

Please note attendance at the prom is a privilege, not a right. Any student may be eliminated due to extreme issues with discipline or issues of extreme indiscretion that may require disciplinary action.

Seniors may submit for an early excuse for the day of the prom. All seniors will be dismissed at 12:08 on that day, unless their assigned schedule denotes an earlier dismissal. Proper documentation must be provided. All student must attend school for 4 hours (per state law) in order to be considered legally present so they may attend a school activity at night.

Also, while at the prom, proper decorum and discretion in regards to attire and behavior must be observed. The prom is a drug free and alcohol free event. Students who fail to comply will be severely disciplined.

Days Following The Prom

For the week immediately following the prom, seniors and all CHS students attending the prom will be required to document absence with a physician's note that will be confirmed by telephone.

Attendance Agreement

Parents and students will be required to sign a sheet indicating their understanding of the attendance and behavioral requirements for the prom, as well as the penalties for noncompliance.

Pranks

Pranks of any kind are not acceptable. They upset, disrupt, endanger people and interrupt the educational process. Pranks will be dealt with seriously with appropriate discipline and possible arrest.

Penalties for Violation of Attendance Requirement

Seniors absent from school during the week following the prom who are unable to submit an acceptable physician's note will not be permitted to participate in graduation. Established disciplinary action on attendance violations will be taken for seniors and underclassmen. **“SENIOR CUT DAYS” ARE NOT ACCEPTABLE.** Do not get involved. Be in school every day and avoid the type of behavior which has inherent penalties attached that you may very much regret. Students involved with “Senior Cut Days” will not be permitted to attend graduation ceremonies.

Academic Eligibility

Students who have not earned the required number of credits (130) to be awarded a high school diploma will be barred from participating in the June commencement.

Project Graduation

Attendance at Project Graduation is solely for seniors who will graduate on the field in **June**. Unfortunately, seniors graduating in August **will not be permitted** to participate in this event.

ALMA MATER

To thee, dear Clifton High School

We lift our hearts in song

With mem'ries filled with gladness

Of days long past and gone

All hail the mighty Mustangs

We honor you today

We proudly sing of Clifton

Alma Mater, maroon and gray.

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