

CLIFTON HIGH SCHOOL

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

STUDENT HANDBOOK 2018 – 2019 Excellence in Education

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.

Richard Tardalo, Superintendent
Mark C. Tietjen, Assistant Superintendent
Janina Kusielewicz, Director of Curriculum
Michael Ucci, Business Administrator/Board Secretary

Michael Doktor, Principal
Peter J. Cumba, Vice Principal
Victoria M. Rogers, Vice Principal
Ahmad M. Hamdeh, Vice Principal
Luis M. Ros, Vice Principal
Susan E. Schnepf, 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

Gary Passenti, President
Rosemary L. Pino, Vice-President
Fahim K. Abedrabbo
Tafari Anderson
Judith A. Bassford
James Daley
Lucy Danny
Lawrence Grasso
Frank W. Kasper

Index of Items Included in This Agenda

| | |
|--|-------|
| Activities/Clubs..... | 29-30 |
| Affirmative Action | 28 |
| Alma Mater | 1 |
| ASPIRE Program | 35 |
| Assemblies | 29 |
| Athletic Program..... | 30 |
| Attendance Appeal Procedure and Penalties..... | 16-18 |
| Attendance, Policies and Procedures | 17 |
| Audio Video Recording Devices | 23 |
| Bell Schedules..... | 5 |
| Board of Education | 1 |
| Bullying, Harassment and Intimidation Policy | 27-28 |
| Buses..... | 22 |
| Cafeteria..... | 25 |
| Calendar 2018-2019 School Year | 8-9 |
| Cell Phones | 24 |
| Central Administration | 1 |
| Citizenship Grading Scale..... | 37 |
| Classified Students..... | 33 |
| Classroom Rules | 11 |
| Code of Conduct | 11-12 |
| Commencement Requirements | 40 |
| Cooperative Education..... | 35 |
| Counseling Department | 31 |
| Course Weight Categories..... | 38 |
| Credit Denial Appeals..... | 18 |
| Curriculum Framework..... | 37 |
| Delayed Opening | 5, 9 |
| Detention Program | 15 |
| Discipline Categories/Procedure..... | 13-14 |
| Discipline Programs | 14 |
| Distinguished Academic Awards..... | 37 |
| Dress Code | 10-11 |
| Drug, Alcohol, Tobacco, and Controlled Dangerous Substances Policy | 18-20 |
| Early Dismissal | 9 |
| Early Excuses..... | 17 |
| Electronic Devices | 23 |
| Eligibility-Athletic and Co-Curricular Activities..... | 36 |
| Email System | 7 |
| Emergency Pick-up Procedures..... | 10 |

| | |
|--|-------|
| Emergency School Closing | 9 |
| Exam Exemptions | 36 |
| Expulsion | 15 |
| Fire Drills | 24 |
| Food & Drink in Hallways and Class..... | 11 |
| Four Hour Session Bell Schedule | 6 |
| Fraternalities/Gangs | 11 |
| Grading Scale..... | 37 |
| Graduation Requirements | 38-39 |
| Hall Passes/Students Leaving Classroom | 22 |
| Health Pass for Illness..... | 26 |
| High School Administration | 1 |
| Home and School Association (HSA) | 29 |
| Home Instruction | 35 |
| Homework..... | 35 |
| Honor Roll | 36 |
| I.D. Cards | 11 |
| Immunization Requirements | 27 |
| Internet Access..... | 25-26 |
| Internship Program..... | 35 |
| Laser Pointing Devices | 24 |
| Locker Room Lockers..... | 24 |
| Lockers..... | 24 |
| Loitering..... | 24 |
| Make-up Work | 36 |
| Media Center | 25 |
| Medication | 27 |
| Message from the Superintendent | 7 |
| Montclair State Program (SAMS)..... | 34 |
| Morning Arrival Procedure | 21 |
| National Honor Society..... | 36-37 |
| Naviance / Family Connection..... | 31 |
| Nondiscrimination..... | 27 |
| Parent Portal..... | 9 |
| Parking | 23 |
| Partnership for Assessment of Readiness for College and Career (PARCC) ... | 39 |
| Passaic County Community College (PCCC) Program..... | 34-35 |
| Personal Possessions | 13 |
| Philosophy and Goal | 7 |
| Phone Directory | 6 |
| Photographs/Video Tape – Public Relations..... | 23 |
| Physical Education | 30-31 |

| | |
|---|-------|
| Physical Examinations | 26 |
| Positive Behavior Supports and Interventions in Schools (PBSIS) | 34 |
| Progress Report Distribution Dates..... | 8-9 |
| Project CHILD FIND..... | 33-34 |
| PSAT Dates..... | 40 |
| Publications..... | 29-30 |
| Pupil Records..... | 32 |
| Railroad Tracks..... | 22 |
| Ranking Procedures | 37-38 |
| Religious Holidays..... | 18 |
| Report Card Distribution Dates..... | 8-9 |
| SAT Examination and Dates..... | 40 |
| Saturday Detention..... | 15-16 |
| Schedule Changes | 32 |
| School Based Youth Services (SBYS)..... | 33 |
| School Closing Announcement..... | 9 |
| Scoliosis..... | 26 |
| Search and Seizure..... | 20 |
| Section 504..... | 29 |
| Security Video Surveillance..... | 23 |
| Senior Prom | 40 |
| Senior Year College Options | 34-35 |
| Steroid Prevention Program..... | 21 |
| Student Council Association (SCA)..... | 29 |
| Student Drop Off/Pick Up..... | 21 |
| Student Support Services | 32-33 |
| Student Travel To and From School..... | 22-23 |
| Student Travel within Clifton High School..... | 22 |
| Summer School..... | 35 |
| Suspension Policy | 12 |
| Suspension Procedure/ Process | 14-15 |
| Title IX..... | 28 |
| Tobacco Use..... | 21 |
| Transfers and Withdrawals | 36 |
| Use of Crutches in School..... | 27 |
| Valedictorian/Salutatorian, Selection of | 38 |
| Vice Principal Responsibilities | 10 |
| Visitors..... | 24 |
| Weapons Awareness Contract..... | 12-13 |
| Website | 1 |

Clifton High School Bell Schedules

Regular Schedule

| Period | Time | Minutes |
|-----------------|---------------|---------|
| Homeroom | 7:29 – 7:43 | 14 |
| 1 | 7:43 – 8:27 | 44 |
| 2 | 8:32 – 9:16 | 44 |
| 3 | 9:21 – 10:05 | 44 |
| 4 | 10:10 – 10:54 | 44 |
| 5 | 10:59 – 11:43 | 44 |
| 6 | 11:48 – 12:32 | 44 |
| 7 | 12:37 – 1:21 | 44 |
| 8 | 1:26 – 2:10 | 44 |

S/C Schedule

| Period | Time | Minutes |
|-----------------|---------------|---------|
| Homeroom | 7:29 – 7:36 | 7 |
| 1 | 7:36 – 8:19 | 43 |
| 2 | 8:24 – 9:07 | 43 |
| 3 | 9:12 – 9:55 | 43 |
| 4 | 10:00 – 10:43 | 43 |
| 5 | 10:48 – 11:31 | 43 |
| 6 | 11:36 – 12:19 | 43 |
| 7 | 12:24 – 1:07 | 43 |
| 8 | 1:12 – 1:55 | 43 |

Half Day Schedule

| Period | Time | Minutes |
|-----------------|---------------|---------|
| Homeroom | 7:29 – 7:37 | 8 |
| 1 | 7:29 – 8:04 | 35 |
| 2 | 8:09 – 8:36 | 27 |
| 3 | 8:41 – 9:08 | 27 |
| 4 | 9:13 – 9:40 | 27 |
| 5 | 9:45 – 10:12 | 27 |
| 6 | 10:17 – 10:44 | 27 |
| 7 | 10:49 – 11:16 | 27 |
| 8 | 11:21 – 11:48 | 27 |

Delayed Opening

| Period | Time | Minutes |
|-----------------|---------------|---------|
| Homeroom | 8:55 – 9:03 | 8 |
| 1 | 9:03 – 9:37 | 34 |
| 2 | 9:42 – 10:16 | 34 |
| 3 | 10:21 – 10:55 | 34 |
| 4 | 11:00 – 11:34 | 34 |
| 5 | 11:39 – 12:13 | 34 |
| 6 | 12:18 – 12:52 | 34 |
| 7 | 12:57 – 1:31 | 34 |
| 8 | 1:36 – 2:10 | 34 |

LUNCH WILL NOT BE SERVED

Delayed Opening Pupil Time Schedules

High School **8:55 a.m.**

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.

Telephone Directory

District Administration

| | | |
|--|-----------------|--------------|
| Superintendent of School | Richard Tardalo | 973-470-2260 |
| Assistant Superintendent of Schools | Mark C. Tietjen | 973-470-2436 |
| Business Administrator/Board Secretary | Michael Ucci | 973-470-2288 |

High School Administration

| | | |
|-----------------------------|-------------------------|--------------|
| Principal | Mr. Michael Doktor | 973-470-2310 |
| Vice Principal-North Wing | Mr. Peter J. Cumba | 973-470-2319 |
| Vice Principal-South Wing | Mr. Ahmad M. Hamdeh | 973-470-2296 |
| Vice Principal-Main Office | Mr. Luis M. Ros | 973-470-2312 |
| Vice Principal-Central Wing | Mrs. Victoria M. Rogers | 973-470-2337 |
| Vice Principal-East Wing | Mrs. Susan E. Schnepf | 973-591-6829 |

Department Supervisors

| | | |
|-----------------------------------|-------------------|--------------|
| Counseling and Guidance | Jennifer Bergmann | 973-470-2324 |
| Director of Athletics | Tom Mullahey | 973-470-2282 |
| Language Arts/Media Specialists | David White | 973-470-2334 |
| Mathematics/Business | Mary Campbell | 973-470-2329 |
| Science/Industrial Arts | Gary Frankel | 973-470-2326 |
| Physical Education/Home Economics | Nicole Turi | 973-470-2305 |
| Social Studies | Thomas Kuehn | 973-470-2333 |
| Special Education | Heather Rotolo | 973-779-5466 |
| Visual and Performing Arts/CAST | Jason Leshowitz | 973-594-4199 |
| World Languages/ESL | Alicja Banning | 973-779-5294 |

Counseling Department

North Wing Counseling

| | |
|------------------|--------------|
| Rachel Fabrykant | 973-470-2321 |
| Laura Byrnes | 973-470-2322 |
| Shawna Grossman | 973-470-2323 |

Central Wing Counseling

| | |
|----------------|--------------|
| Jody Springer | 973-470-2339 |
| Colleen Sarduy | 973-470-2340 |
| Andrew Kessler | 973-470-2341 |

South Wing Counseling

| | |
|--------------------------|--------------|
| Attilio Venturelli | 973-470-2306 |
| Jana Schrager | 973-470-2307 |
| Jacqueline Festa-Salerno | 973-470-2308 |

East Wing Counseling

| | |
|-------------------|--------------|
| Samina Salahuddin | 973-779-5147 |
| Meredith Schwartz | 973-779-5160 |
| Mirta Lopez | 973-779-5187 |

Student Assistance Counselors (SAC)

| | |
|-----------------------|--------------|
| Joel Baker (N210) | 973-470-2454 |
| Courtney Terry (S105) | 973-470-2424 |

High School Attendance Office

973-470-2427

All student absences are to be reported to the Attendance Office before the start of school on the day of the absence.

High School Health Office (Clinic)

973-470-2294

Message from the Superintendent of Schools

The Board of Education and I welcome you as we start the 2018-2019 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 2018-2019 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

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 @ cliftonschools.net to send an email directly to that person. For example, Mrs. Carol Mustang would be cmustang@cliftonschools.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.

2018-2019 Clifton High School Student Calendar

| | | |
|---|-------------|--|
| September 5 | Wednesday | Schools Reopen |
| September 10 | Monday | Rosh Hashanah (School Closed for All Staff and Pupils) |
| September 17 | Monday | S/C Day – dismissal at 1:55 PM |
| September 19 | Wednesday | Yom Kippur (Schools Closed for All Staff and Pupils) |
| September 20 | Thursday | Back-to-School Night (Early Dismissal) |
| September 24 | Monday | S/C Day – dismissal at 1:55 PM |
| October 3 | Wednesday | College Fair 6:00 – 8:00 PM in the Lower Gym |
| October 5 | Friday | Fall Pep Rally (Periods 7 and 8) Homecoming Football Game 7:00 PM at Clifton Stadium |
| October 6 | Saturday | Homecoming Dance at Clifton High School Annex Gymnasium |
| October 8 | Monday | Columbus Day Observance (Staff Professional Development/School Closed for Pupils) |
| October 9 | Tuesday | Marking Period 1 Progress Reports Distributed |
| October 10 | Wednesday | PSAT Testing (all Sophomores and Juniors) Early Dismissal for High School Pupils |
| October 15 | Monday | S/C Day – dismissal at 1:55 PM |
| October 22 | Monday | S/C Day – dismissal at 1:55 PM |
| October 23 | Tuesday | Financial Aid Night 7:00 PM in the Auditorium |
| October 25 | Thursday | Halloween Extravaganza 6:00–8:00 PM open to all Clifton children/families |
| November 1 | Thursday | Open House 6:00-8:30 PM |
| November 5 - 9 | Mon. – Fri. | Schools Closed |
| November 12 | Monday | S/C Day – dismissal at 1:55 PM |
| November 16 | Friday | Marking Period 1 Ends |
| November 16-18 | Fri. – Sun. | Fall Play |
| November 19 | Monday | S/C Day – dismissal at 1:55 PM |
| November 21 | Wednesday | Thanksgiving Eve (Early Dismissal) |
| November 22&23 | Thurs.-Fri. | Thanksgiving Recess (Schools Closed) |
| November 26-January 15 | | PARCC Fall Window (Tentative) |
| November 27 | Tuesday | Marking Period 1 Report Cards Distributed |
| November 30 | Friday | Student vs. Faculty Volleyball Game 7:00 PM in the Lower Gym |
| December 3 | Monday | S/C Day – dismissal at 1:55 PM |
| December 13 | Thursday | Choir Concert 7:00 PM in the auditorium |
| December 17 | Monday | S/C Day – dismissal at 1:55 PM |
| December 20 | Thursday | Orchestra Concert 7:00 PM in the auditorium |
| December 21 | Friday | Early Dismissal |
| December 24 - 31 | Mon. – Mon. | Winter Recess (Schools Closed) |
| January 1 | Tuesday | New Year’s Day (Schools Closed) |
| January 2 | Wednesday | Marking Period 2 Progress Reports Distributed |
| January 7 | Monday | S/C Day – dismissal at 1:55 PM |
| January 11 | Friday | Winter Pep Rally (Periods 7 and 8) |
| January 14 | Monday | S/C Day – dismissal at 1:55 PM |
| January 21 | Monday | Martin Luther King, Jr. Birthday Observance (Schools Closed for All Staff and Pupils) |
| January 24 | Thursday | Band Concert 7:00 PM in the auditorium |
| January 31 | Thursday | Achieve NJ (Early Dismissal for Students) Marking Period 2 Ends |
| February 4 | Monday | S/C Day – dismissal at 1:55 PM |
| February 7 | Thursday | Marking Period 2 Report Cards Distributed |
| February 11 | Monday | S/C Day- dismissal at 1:55 PM |
| February 12 *(February 26 – Alt. Date) | Tuesday | Parent Evening Conferences (Early Dismissal) |
| February 18 | Mon. | Presidents’ Holidays (Schools Closed) |
| March 1 | Friday | Student vs. Faculty Basketball Game 7:00 PM in the Lower Gym |
| March 11 | Monday | S/C Day – dismissal at 1:55 PM |
| March 12 | Tuesday | Marking Period 3 Progress Reports Distributed |
| March 15-17 | Fri. – Sun. | Spring Musical in the auditorium |
| March 18 | Monday | S/C Day – dismissal at 1:55 PM |
| March 19 | Tuesday | All-City Strings Band Concert 7:00 PM in the auditorium |
| March 21 | Thursday | Achieve NJ (Early Dismissal for Students) |

| | | |
|------------------|-------------|--|
| March 26 | Tuesday | All-City Strings Concert 7:00 PM in the auditorium |
| March 29 | Friday | Spring Pep Rally (Periods 7 & 8) |
| April 1 | Monday | S/C Day – dismissal at 1:55 PM |
| April 8 – May 28 | | Spring PARCC Testing (TENTATIVE) |
| April 11 | Wednesday | Marking Period 3 Ends National Honor Society Induction 7:00 PM in the auditorium |
| April 15 - 19 | Mon. – Fri. | Spring Recess (Schools Closed) |
| April 22 | Monday | S/C Day – dismissal at 1:55 PM |
| April 23 | Tuesday | Distinguished Academic Awards Dinner 7:00 PM |
| April 25 | Thursday | Talent Show 6:30-9:00 PM |
| April 26 | Friday | Marking Period 3 Report Cards Distributed |
| May 13 | Monday | S/C Day – dismissal at 1:55 PM |
| May 15 | Wednesday | Band Concert 7:00 PM in the auditorium |
| May 20 | Monday | S/C Day – dismissal at 1:55 PM |
| May 23 | Thursday | Marking Period 4 Progress Reports Distributed Orchestra Concert 7:00 PM in the auditorium |
| May 27 | Monday | Memorial Day (Schools Closed) |
| May 30 | Thursday | Senior Athletic Awards Dinner 6:00 PM |
| May 31 | Friday | Choir Concert 7:00 PM |
| June 3 | Monday | S/C Day – dismissal at 1:55 PM |
| June 4 | Tuesday | Primary Election Day (Schools Closed for Students/Early Dismissal Staff) |
| June 5 | Wednesday | Eid Al Fitr (Schools Closed for All Staf and Pupils) |
| June 6 | Thursday | Dance Show 7:00 PM in the auditorium |
| June 10 | Monday | S/C Day – dismissal at 1:55 PM |
| June 13 | Thursday | Scholarship Night 7:00 PM in the auditorium |
| June 17 - 27 | | Early Dismissal for All Students |
| June 20 | Thursday | Senior Prom |
| June 27 | Thursday | High School Graduation/ Last Day of School for Students Marking Period 4 Ends Marking Period 4 Report Cards Mailed Home |

***All calendar dates are subject to change**

Testing dates are tentative pending final notification from the N.J. Dept. of Education

Thursday, June 27, 2019 is scheduled as the last day of school for the 2018 – 2019 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.

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.

Parent Portal Directions:

1. Please log on to the District website: www.clifton.k12.nj.us
You must have a USERNAME and PASSWORD. If you do not, please call 973-470-2279 (Data Processing Dept.) to secure both.
2. Look for the PARENT PORTAL TAB.
3. Click on it and the PORTAL opens.
4. The PORTAL CODE always remains 0900106672.
5. Once you have secured a password and username, you may view your report card, attendance and progress reports.

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 7:20am.

Emergency School Closing / Early Dismissal Due to Inclement Weather

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 11:48 unless otherwise specified.
- School Bus students will be retained in school until transportation is provided.

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.

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

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 to wait for their child to be called from class. **No student will be released unless a parent or guardian is present. Please see attendance policy for details.**

Vice Principal Responsibilities

Along with discipline, observations, and the day-to-day operation of the building, the administration of Clifton High School has various responsibilities which are listed below. If you have a question about any of the below topics, please contact the appropriate vice principal.

North Wing Mr. Cumba

973-470-2319

- Remembrance Day
- Transportation
- Book Fines
- Cafeterias
- Locker Distribution

East Wing Mrs. Schnepf

973-591-6829

- Mustang Academy
- PBSIS
- Academic Awards Dinner
- 8th Grade Orientation

Central Wing Mrs. Rogers

973-470-2337

- Student Parking
- IDs (ordering and distribution)
- Open House
- SCA/Class Liaison
- Student Elections
- Prom
- Pep Rallies
- Homecoming
- Graduation
- Clubs
- Activity Calendar

Main Office Mr. Ros

973-470-2312

- Aspire
- Senior options
- HAS Liaison
- CASA Liaison
- Attendance
- Returning Students
- Grade Disputes
- OCR Liaison
- Realtime Administrator

South Wing Mr. Hamdeh

973-470-2296

- Standardized Testing
- Probation Liaison
- Teen Center Liaison
- Saturday Detention
- DASH
- AM Security/ Breakfast
- Handbook
- BR Administrator

Principal Mr. Doktor

973-470-2310

- Staff Duty Assignments
- Budget
- Building and Grounds
- Security (Fire Drills and Lockdowns)
- Faculty Parking
- Returning Students
- Grade Disputes
- Curriculum

Student School Dress Code

Clothing

1. Garments designed to be worn as underwear may not be worn as outerwear. Undergarments may not be visible at any time, and pants must be worn no lower than the waist line.
 - a. To maintain an environment conducive to learning, sleepwear is not allowed.
2. Skirts, dresses, and shorts should not end higher than mid-thigh. Athletic shorts are permitted; However, Soffees and compression shorts are not permitted.
3. Articles of clothing worn on a student's head whether fully covering or partially covering, are not permitted unless for religious purposes.
4. Jewelry posing as a potential danger is not permitted.

5. Any clothing or patches that have writing or pictures that include the following are not permitted:
 - a. References to violence or weapons
 - b. Racist comments
 - c. Anti-religious references
 - d. Gang-related references, including bandanas
 - e. Sexual connotation; and
 - f. References to tobacco, alcohol or drugs
6. Any article of clothing that exposes a student's midriff are prohibited.
7. No spaghetti straps. Shoulder straps must be at least 3 fingers wide.
8. Clothing that is revealing is prohibited.

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, JROTC, 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 and so long as it does not impact safe passage or disrupt instruction. Students may express themselves freely but may not disrupt classes, interfere with the rights of others or be contrary to any law state statute or Federal laws or regulations.

Footwear

For safety, footwear that provides a firm walking surface and good balance must be worn. Therefore, bare feet, 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. 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). No student is to wear heavy cologne or perfume that would cause health concerns to other students and/or staff. No student is to wear any jewelry or article of clothing identified with any such fraternal organization or group.

Enforcement

The dress code will apply to students of all genders and shall be enforced equally. The dress code will be strictly and equally enforced. Enforcement and disciplining for infractions of this policy will be decided by the grade level administrator (9-12).

****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 does not have their I.D. will be required to purchase a new I.D. and lanyard. The cost of a new I.D. is \$2.00 and the lanyard is \$1.00.**

Classroom Rules

Teachers will establish a system of rules, consequences and rewards in their classroom. These rules will be firm, yet fair and consistent. Teachers will address issues involving student discipline in the classroom first, and contact parents to advise them of issues pertaining to their students. Any significant behavior infraction will be reported to the Vice Principal.

Food and Drink in the Hallways and Classrooms

Please keep in mind that food and/or drinks are not permitted in the classrooms or the hallways.

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.

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 result in a harsher 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:

1. Continued and/or willful disobedience;
2. Open defiance of authority of any teacher or person having authority over the pupil;
3. Conduct of such character as to constitute a danger to the physical well-being of other pupils or to oneself;
4. 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.
5. Taking or attempting to take, personal property or money from another pupil by means of force or fear.
6. Willfully causing, or attempting to cause, substantial damage to school property, or constitute a danger to school property.
7. 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.
8. 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.
9. Incitement which is intended to, and does result in, truancy by other pupils.
10. 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.
11. Going 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.
12. 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 a serious disciplinary response to serious violations of our policies, rules, regulations, and state law.

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. 5613(d) Weapons and Dangerous Instruments, students who are found to be in 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, hand guns, 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, machetes, 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.

Personal Possessions

Everyone should be aware of their personal belongings. Please do not leave any personal items, including keys, money, electronic devices, or pocket books unattended for any length of time in the school.

Disciplinary Categories

Category I

1. Failure to comply with school regulations, examples include but are not limited to, unauthorized possession of a hall pass; possession/use of laser pointer; violation of Internet Usage Agreement; refusal to wear ID badge per school rules; fails to report to office when instructed per school rules; and does not use the appropriate exit out of the school building even after reminded per school rules.
2. Tardiness
3. Disruptive element in class, examples include, but are not limited to, singing during a lesson; refusing to sit in assigned seat in class; engaging other students to go off task in class; and eating in the classroom.
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. Violation of Harassment, Intimidation, and Bullying Policy
9. Theft
10. Rudeness to staff member, examples include, but are not limited to, arguing in a loud condescending manner with staff; using foul, abusive, derogatory, or demeaning comments toward staff
11. Leaving building or school grounds without permission
12. Smoking 1st offense
13. Violation of Identification Guidelines
14. Violation of Pagers and Cell Phone Policy
15. Unauthorized parking of a vehicle
16. Violation of Electronic Device Policy
17. Loitering, examples include, but are not limited to, congregating anywhere in school building especially in new walkway, when should be in class; intentionally standing in corridor during change of class impeding flow of traffic; and not going directly to class
18. Violation of Central / After School / Dash / Saturday Detention (1st - 3rd offenses)

Category II

1. Repeat occurrences of Category I offenses

2. Habitual rudeness to staff
3. Habitual tardiness (see attendance policy)
4. Habitual unexcused absence(s) from class (see attendance policy)
5. Disorderly conduct, examples include, but are not limited to, verbal altercation; pushing matches (no punches thrown)
6. Repeat disruptive element in class
7. Repeat violation of dress code
8. Repeat leaving school grounds or building without permission
9. Truancy
10. School bus misconduct, examples include, but are not limited to , no eating/drinking/standing on the bus, and as set forth in Regulation 5600
11. Repeat failure to report to detention
12. Failure to identify self properly
13. Open defiance of authority; continued willful disobedience, examples include, but are not limited to, defying directive of staff and/or administrator; insubordination of teacher or staff; disregarding teacher’s, staff’s and/or administrator’s instruction
14. Habitual use of obscene / profane language
15. Smoking second offense
16. Unsafe operation of automobile / Unauthorized Parking
17. Substantial theft
18. Fighting
19. Forgery
20. Defacing school property/vandalism
21. Violation of Central / After School / Dash / Saturday Detention Policy (fourth offense)
22. Striking another student
23. Habitual Violation of ID Guidelines
24. Bullying/Harassment
25. Repeat Violation of Electronic Device Policy

Category III

1. Repeat occurrences of Category II offenses
2. Continued or excessive theft
3. False Fire Alarm, Bomb Scare, or Terroristic Action
4. Violation of alcohol & drug abuse policy

5. Possession of a weapon or any instrument that can inflict injury to another person or that is used in a hostile or threatening manner
6. Arson
7. Extortion
8. Defacing school property / vandalism causing substantial damage
9. Assault on a teacher or other Board of Education employee
10. Fighting/ assaulting another student or other person
11. Possession of automatic paging-device (beeper)
12. Possession and/or use of any explosive device
13. Verbal / physical menacing of staff member, examples include, but are not limited to, student taunting teacher, staff or administrator; student threatening teacher, staff or administrator
14. Bullying/Harassment/Stalking
15. Gambling
16. Failure to leave the school or district building after having been directed to do so by the Principal or designee in charge of the facility
17. Incitement, which is intended to, & does result in truancy by other students
18. Incitement which is intended to, and does result in, unauthorized occupation by any group of students or others, of any part of any school or other district facility, example includes, but is not limited to, sit-ins
19. Repeat of Category III violations
20. Truancy
21. Smoking – third offense

Procedures for Implementing Discipline

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.
 2. Teacher Conference
 3. Parent Conference
 4. Central Detention – management procedure used by the administration for infrequent or minor violation of school rules or habitual violation of classroom rules. (1/2 hour) (Category I)
 5. 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. (1 hour or 2 hours – at discretion of the administration).
 6. Saturday School Detention – a disciplinary action to bring about the necessary behavior modification that is needed by some members of the student population. (3 hours)
 7. Behavior Reassignment – A policy used by administration after procedural due process for pupils violating rules listed in Categories I and II, where students stay in one room during the school day.
 8. Out of School Suspension-There are offenses that may result in automatic suspension (i.e. fighting, swearing at a staff member, weapons possession and all Category III offenses).
 9. Student Assistance Counselor (If applicable)
 10. Referral to I. & R.S.(Intervention and Referral Services) (Category III)
 11. Youth Services – the School Resource Officer will be involved, as the law dictates (Category III)
 12. Elimination of all student activities including athletic and non-athletic programs for up to one calendar year (from first date of suspension) (Category III).
 13. Expulsion – The removal of a pupil from the Clifton Public Schools shall be vested in the Board of Education (18A:37-5)
- * If a student cheats on a Quarterly Exam using a cell phone or other electronic device, the student will receive a failing grade for the exam and the phone/electronic device will be confiscated.

Suspension Procedure/Process

- A. All suspensions are 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 F)
 2. GUIDELINES ON APPEALS
 - i. The nature of the appeal must address the act, which is alleged to have violated the rules, policies, and/or law.
 - ii. 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.
 - iii. Consider the strength of evidence prior to appeal.
 - iv. 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. Prior to returning to school, students on an Out-of-School Suspension must have a parent conference.
- 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.

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.

Detention Program

A. Guidelines for Central/DASH

- 1. Days: Tuesdays and Thursdays
- 2. Times:
 - a. 2:15 – 2:45 p.m. (Central Detention)
 - b. 2:15 – 3:15 p.m. (1-hour DASH)
 - c. 2:15 – 4:15 p.m. (2-hour DASH)
- 3. Location:
 - a. Room C115 and C113
- 4. Transportation: family must pick-up assigned student no later than 20 minutes after dismissal.
- 5. Absence: assignment to Central/DASH must be made up. It is the student's responsibility to reschedule a Central/DASH if they are absent.
- 6. Tardiness: Students will not be admitted if they are late to Central/DASH.
- 7. Disruptive student: the school administrator will be notified of disruptive behavior and additional consequences will be imposed
- 8. Work: students are expected to complete teacher provided assignments, homework, or educationally productive tasks.
- 9. IDs: students are to have their ID properly displayed at all times during Central/DASH.

Saturday Detention

- 1. The parent assumes total responsibility for the transportation of the student to and from Saturday Detention and the student's prompt arrival.
- 2. The student is responsible for bringing **all materials (assignment sheet, books, pens, pencils, paper, etc.)** necessary to complete his/her assignments.

3. The student is expected to report to **Central Wing through the entrance from Central Wing Colfax door**, and must be signed in by 9:00 a.m. The student is expected to work for the length of the Saturday School day (9:00 a.m. to 12:00 noon).
4. 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., do not receive credit for serving the detention and further discipline will be imposed.
5. 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. New ID's cannot be purchased on Saturday and students cannot go to their locker to obtain their ID.
6. No student shall be excused from Saturday Detention unless extenuating circumstances are approved by the Principal. Excused absences from the Saturday Detention shall be made up on an alternate Saturday and require medical and/or legal documentation. Parental notes are not acceptable.

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 (973) 470-2427** 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 attendance office (N205) within five (5) days of returning to school.

| | |
|--------------------------------|--|
| | Denial of Credit |
| Absences | 17 absences |
| Unexcused Absences and/or cuts | 3 unexcused absences / cuts / tardy cuts |
| Tardies | 10 tardies |

Absences

Pursuant to Clifton Board of Education Policy (No. 5200), a student will be considered absent when the student is not present for at least four (4) hours during a school day, except for those students who have academically approved shortened daily schedules.

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&10**
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

Days to be excluded:

- **College visits for current 12th graders**– maximum 4 days. **College visits for current 11th graders** – maximum 2 days. *Student must return with certification from college/university that student attended on specified day and time.*
 - 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 warning the parent of the potential denial of credit upon the 17th absence.

3. If student exceeds the 16th absence, denial of credit to **all classes** is imposed and that child may appeal to the attendance committee.
 - **All attendance appeals must be submitted within the allotted time frame designated by administration for that particular academic year.**
 - **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 or building administrator.

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.

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

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 and ID properly worn.
2. Any student arriving 22 minutes, or more, late to any class will be issued a tardy cut and deemed an unexcused absence.
3. In each class, a student will be denied credit upon the accumulation of the 10th tardy.
4. 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.
5. Students will receive discipline for every 10 tardies to Homeroom.

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 7:29 am the morning of the excuse. The parent must then call to confirm the note with the office (**Main Campus 973-470-2427**). **Clifton Board of Education Policy and New Jersey State Law require a minimum of four (4) hours of attendance on a school day to be considered present. If a student is present less than four (4) hours during a school day he/she will be marked absent.** 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. **The student is limited to five “early excuses” per year. All others after will be deemed, unexcused.**

Credit Denial Appeals Procedure

1. 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 the Student Assistance Counselor (if available).
2. The determination of the Appeal Committee will be forwarded to the student and parents/guardians by the principal or his designee.
3. If, in the process of 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.
4. An appeal for the reconsideration of the Appeal Committee’s decision shall be made in writing to the Principal.
5. An appeal for the reconsideration of the Principal’s decision shall be made in writing to the Assistant Superintendent within five days of notification of the Principal’s decision.

Penalties

1. 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, attending Summer School, or online (once the original class has concluded).
2. 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.
3. Double Period Subjects: A student who cuts both periods of a double period shall be charged with two (2) cuts.

4. 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.
5. **Tardy to Homeroom Period:** Students will receive discipline for every **10 tardies** to Homeroom Period.

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.

Drug, Alcohol, Tobacco, and Controlled Dangerous Substances Policy

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.

The full policy and procedures can be reviewed on the district website or 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, electronic cigarettes, vapes, 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.

When a student is suspected of being under the influence of drugs or alcohol, the steps below will be followed:

1. The staff member who expresses concern shall contact either the building principal or his/her designee, and subsequently complete the confidential Behavioral Health Assessment.
2. The nurse, appropriate administrator, and/or a representative of the Pupil Assistance Committee will meet with the student as soon as possible.
3. When a student is in need of immediate medical attention, the building administrator shall take appropriate action to ensure that the student is transported to the nearest hospital emergency room.
4. Immediate contact with the parent/guardian shall be initiated.
5. 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.
6. 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.
7. If the board's designated physician is chosen, the following procedures shall be followed:
 - the physician shall be notified by telephone that the student is being sent for an examination
 - 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
 - upon checking in at the physician's office, the student will be required to submit a urine sample immediately while waiting for the examination
 - 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
8. 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.
9. 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 and failure to comply resulting in an immediate 21 day suspension.

Readmission Criteria

1. Return to school is prohibited until the student can present 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.
2. Meeting the above criteria, the student will be readmitted without suspension, pending the results of the lab reports.
3. A positive diagnosis will cause the student to be suspended immediately for a duration of not more than 21 days with return prohibited until:
 - a. Parent/guardian completes a signed Release of Confidential Information from a New Jersey Department of Health approved program.
 - b. 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.
4. Meeting the criteria may lessen the length of suspension.
5. 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.
6. 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.
7. Students enrolled in an approved outpatient treatment program may continue to attend school only as long as participation can be documented.
8. 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.
9. Students not enrolled in a program, or leaving a program against the recommendations of that program, will be placed on Alternative Instruction.

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 will 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 potential for immediate suspension and possible police involvement.

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."
- c. 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 DCPD to be made.

Tobacco and Electronic Cigarettes Use

1. No one is allowed 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.
2. Students are not to carry cigarettes, vapes or other tobacco related products, such as chewing tobacco, pipes or cigarette rolling papers while on school property.
3. 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. 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.

Morning Arrival at the Main Campus

School day begins with homeroom at 7:29 a.m. Tardiness will be recorded beginning at 7:29 a.m. (student tardiness will be recorded and discipline will be administered)

Dismissal is at 2:10 p.m. S/C Dismissal is at 1:55 p.m.

The first day of school is Wednesday, September 5, 2018. In order to provide a safe facility for students and teachers alike, entry into Clifton High School is limited to the locations listed below. Students must refrain from opening doors for others and/or propping doors open.

Early Arriving Students: Please do not drop off your child prior to 6:50 a.m. – they cannot remain on the grounds unsupervised. At 6:50 a.m. the Main Entrance will be opened for students to enter. Students arriving at this time are to report to K-3 (Breakfast Program) or the Lower Gymnasium.

Other Arriving Students: Doors at the ends (Colfax side) of the North, Central, South and East Wings will be open from 7:20 a.m. – 7:40a.m. The Main Entrance is open from 6:50 a.m. – 7:40 a.m. All doors will be locked at 7:40 a.m. Students arriving after 7:40 a.m. will need to go to the Main Entrance and report immediately to their first period class. Students arriving after first period will need to report to the attendance office in N205.

Student Drop-Off and Pick-Up

1. Please do not pass buses loading or unloading (it is illegal to do so).
2. At dismissal, the road alongside the main office and auditorium will be temporarily closed to allow for the safe boarding of bus students (approximately from 2:00 pm – 2:20 pm). Once the buses begin to depart, the road will be reopened.
3. Traffic is one way in each direction. If you cannot wait for traffic to move, please do not enter the campus to drop your student off.
4. It is not necessary to drop your student off directly at the front door. If waiting for buses or other cars to drop off, please have your student exit the car. It is a very short walk to the entrance.
5. Do not wait for your student to enter the building before pulling away.
6. Please be aware that cars behind are waiting for students to exit buses and vehicles. Conversations as a student exits slows the entire process.

7. Vehicles are not allowed to pass the barrier that goes up the side of the building on the Colfax Avenue side of CHS. It is only open for teachers to park and get inside for the start of classes.

Please remember at all times that pedestrians on campus have the right-of-way. While I can appreciate that you may have to get to work, etc... Striking someone or being involved in an accident will certainly be far worse than arriving late to your destination. Students will receive detentions for excessive number of lates to homeroom.

Student Travel within Clifton High School

- **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 him/her in a given class period, a student is not allowed to leave, or be absent from his/her assigned class without that teacher’s permission. **Students will not be permitted to leave any assigned area without an official pass.** (Destination Pass, Hall Pass, and Priority 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 five minutes of the period and the last 5 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.

Hall Passes/Students Leaving the Classroom

Students are to record their name, date and sign out time on the back of the plastic passes. Teachers then initial the pass before students leave the room. Additionally, teachers utilize a “sign out” book indicating last name, first name, time out and time returning. **Only one student can be out of the room at a time to go to the bathroom.** Bathrooms will open 5 minutes after each period begins, and close 5 minutes before each period ends.

Buses

- 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 accompany 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. 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.

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

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:

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

Senior Parking Privilege Guidelines and Criteria

There are limited student parking spaces. **Student parking at any authorized lot is a privilege afforded only to seniors** who meet the parking privilege criteria and agree to abide by school parking guidelines.

Guidelines and consequences:

Only senior students with an 85 cumulative, unweighted average or better are eligible for a parking spot. If a senior qualifies, and would like to apply for a permit, they must complete the Senior Parking Privilege Registration Form, provide all appropriate paperwork, (valid drivers' license, insurance card, and registration) and pay the parking sticker fee of \$7.00 (cash) per vehicle

By receiving a senior parking sticker, the driver agrees to follow the guidelines enforced by the High School administration and local police. Failure to abide by the parking guidelines will result in a disciplinary consequence and withdrawal of the parking privilege. There are limited student parking spaces. Specific parking spots will be assigned and cannot be changed. If granted a senior parking privilege, parking is permitted in designated locations only.

- 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 Central Wing Vice-Principal's office.
- Students violate the below guidelines will have their senior parking privilege revoked and be subject to school discipline as well as the potential for legal consequences:
 - Unsafe, aggressive driving on school property or extensions to school parking area (i.e. Well Road)
 - Parking in a spot other than that designated by your parking sticker
 - Lending your parking sticker to another student
 - Having another student park in your parking spot

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.**

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 photographed 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 who will issue the appropriate discipline.

Audio / Video Recording Devices

The use of audio and video recording devices of any type is prohibited, and will result in severe disciplinary action imposed by the administration.

Cell Phones

Cell phones or any electronic devices cannot be used or displayed in class during school hours unless approved by the teacher for educational purposes. They must be powered off and out of sight while in class and classroom extensions (i.e. locker room, labs, etc.) This includes all accessories for such devices. All cell phones confiscated will be returned **at the conclusion of the day** 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 and

will be subject to disciplinary action imposed by the administration.

Loitering

Students are prohibited from congregating or loitering anywhere in the school. Offenders are subject to disciplinary action imposed by the administration.

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 exterior door for anyone, 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.

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 and/ 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 homeroom teachers and it is printed on their schedule. The serial numbers and combinations are on file with the homeroom period teacher and on Realtime. 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:***

1. Students must utilize the assigned lockers only.
2. Lockers must be closed and **must not be left on pre-set.**
3. **Combinations must not be given to other students.**
4. Malfunctioning lockers must be reported to the wing level Vice-Principal immediately.
5. 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! Sharing lockers is not permitted.
6. 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.
7. 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 lockers. 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. **Students must purchase their own lock and use it during their gym period.** 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/Evacuation

Fire drill instructions are posted in every classroom. Students are 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. 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. **Students are required to remain in the cafeteria to which they are assigned.** Seating in cafeterias is by assigned tables. Attendance is taken daily by faculty. Students will be required to be in the cafeteria for lunch by the time the starting bell rings. Students who fail to report to their assigned cafeteria will be considered to have cut a class period and will be disciplined accordingly. 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.** Any student who is found off school grounds during their lunch period will face disciplinary action.

Media Center

Hours: 7:29 A.M. - 5:15 P.M. *Monday – Thursday* 7:29 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 the policy and other appropriate discipline, which includes but are not limited to:

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

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)

Pass to Clinic for Illness

1. In case of illness during the school day, a student can request a 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.

Scoliosis Screening

In compliance with New Jersey State Law N.J.A.C. 6A:16-2.2(f): N.J.S.A. 18A: 40-4.3 to 4.5 & A-1183 Pamphlet Law 2000c.126, every Board of Education must provide the biennial examination for scoliosis of every student between the ages of 10 and 18. Students who are in the 9th and 11th grade will be screened. The purpose of this screening is to detect possible spinal problems at its earliest stage so that the need for treatment can be determined. In conducting the scoliosis screening of the pupils, the trained staff may require the students to loosen, open, or remove their clothing above the waist in a manner to facilitate inspection and examination. If a spinal problem is suspected, parents/guardians of the child will be notified and requested to see their own physician for further evaluation.

If you wish your child not to participate in the screening for scoliosis, you must send a letter to the School Nurse requesting that your child not be screened.

If your child is under the care of a physician for scoliosis, please send a letter to the School Nurse and also submit a report from the physician.

Use of Crutches in School

A student is permitted to attend school using crutches if:

1. A note from Healthcare Provider is provided to the School Nurse stating that student has been trained and is capable of going up and down stairs safely with crutches.
2. A student has a non-weight bearing injury, the statement from Healthcare Provider must include that student may bear weight to use stairs in an emergency evacuation situation or Fire Drill.

Medication

There may be times when a student will be required to take either prescribed or over the counter medication (including cough drops and herbal preparations) during school hours. The administration of medication will be permitted only when failure to take such medication would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours.

Before any medication may be administered to or by any pupil during school hours, parents are required to submit a written request for such medication and relieve the Board of Education and its employees of liability for actions related to the administration of medication.

The school nurse cannot and will not administer medication without written physician's orders. The school nurse can only administer the medication with permission from the school doctor. A permission form for parents and the doctor to sign is available from the school nurse and on the District's website.

All prescription medication must be in the original containers as dispensed by a registered pharmacist. All over the counter medication must be in an original container with the medication label and the name of the student affixed to the container

The Board shall permit self-administration for asthma or other potentially life-threatening illnesses by pupils in grades three through twelve, both on school premises during regular school hours and off-site or after regular school hours when a pupil is participating in field trips or extra curricular activities. The medication form for Self Administration must be completed and signed by the parent and the doctor for the student to self-administer the appropriate medication.

Immunization Requirements

Effective in September 2012, any student entering Clifton Schools in Grade 6 or later must have a Tdap and Meningococcal vaccination 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); Out-of-school suspension; (short-term or long term); Legal action; and Expulsion.

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 may 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 District 504 Coordinator by email at mbeck@cliftonschools.net.

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.

During the month of June, class elections for seniors, juniors and sophomores will be held. By the end of October, class elections for current freshmen 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 good academic standing.

Home and School Association (HSA)

This organization, which invites membership of parents, teachers and students, schedules meetings once every marking period in the Media Center. Announcements pertaining to HSA activities are made in school throughout the year and are posted on the School Website. Membership information is available at Back to School Night in September or on the School Website, www.clifton.k12.nj.us. All parents are strongly encouraged to join.

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. **Attendance will be taken** and unauthorized absences considered a cut. **Proper behavior is expected at all times.**

Activities

Clifton High School offers an extensive range of athletic teams, clubs, and activities. Our goal is to enrich the Clifton High School experience for each of our students. **Participation in extracurricular functions helps enrich your overall Clifton High School experience. Posters throughout the building list all of the clubs and meeting days and times.** The following is this school year's list. Additional clubs and activities will be developed upon interest, need, and suitability with our school mission.

Clubs and Organizations

| Club/Activity | Advisor (s) | Club/Activity | Advisor (s) |
|------------------------------------|-------------------------------------|--|--|
| Academic Decathlon | Matthew Stuart | MakerSpace - 3D Printing | Julie Chrobak |
| Anime Club | Ivana Massa | Marching Band / Band Director | Brian Stepneski |
| Asian Club | Mauna Trivedi | Math League | Diane Dolinsky |
| Athletic Trainers Club | Tom Cutalo | Mock Trial Club | Giancarlo Gonzalez Harry Vander Hey |
| CBE/FBLA | Kathleen Rossi | Model U.N. | Sean Ulley |
| Choral / Concert Choir / Madrigals | Cory Pinto | Montclair Society of Engineers-Student Chapter | Monique Dituri |
| Clifton Student Union Coalition | Christopher Henry | Mural Club | Reem Ibrahim |
| Computer Science Club | Mouna Boutemine | Mustang Academy Student Committee | Christy Van Sadars |
| Conservation Club | Donna Ploch Richard Rando | National Honor Society | Jody Springer |
| Cultural Diversity | Carolyn Sarmiento | National Art Honor Society | Cynthia Sauchelli |
| Dance Ensemble | Caitlyn Barrows | National Science Honor Society | Steven Meck |
| Dance Honor Society | Caitlyn Barrows | Orchestra | Natalia Babiak |
| D.E.C.A. | Howard Schlesinger | Phoenix Art Literary Magazine - Literature | John Notari |
| Drama Club - Fall | David Arts | Phoenix Art Literary Magazine - Art | Lauren Fox |
| Drama Club - Spring | Lisa Poggi | Physics & Electricity Club | Raymond Burns |
| ERASE Club | Richard Rando Nicholas Hernandez | Play - Fall - Director | David Arts |
| Forensic Club | Megan Graziano | Pre-Med Club | Dawn Carofine Heather Kutler |

| | | | |
|---------------------------------------|------------------------------------|---------------------------|------------------------------------|
| Freshman Class Advisor | Stacey Beecham | Psychology Club | Sean Ulley |
| Future Teachers Club | Barbara Shanley | Robotics Club | Monique Dituri |
| Gallery Club | Cynthia Sauchelli | ROTC Drill/Civics Club | Alex Navarro |
| Games Club | Ray Carissimo | School Climate | Dawn Carofine |
| Gay Straight Alliance | Jose Figueroa-Rivera | Senior Class Advisor | Brittany Gaccione Dawn Carofine |
| Girls Learn International Club (GLI) | Jody Springer Andrew Kessler | Sophomore Class Advisor | Robert Orr |
| Heroes and Cool Kids | Megan Graziano Mirta Lopez | Spanish Club | Wendy Angomas |
| History Club | John Lesler | Spring Musical Director | Lisa Poggi |
| HUB | Andrea Miller-Hamilton | Stem Club | Monique Dituri |
| Interact Club | Mauna Trivedi | Strings Ensemble Club | Natalia Babiak |
| International Thespians Honor Society | Lisa Poggi | Student Council Advisor | Brittany Gaccione |
| Italian Club | Josephine Altherr | Student Affairs Treasurer | Harriet Schuster |
| Junior Class Advisor | Jessica Farrell Meghan Anderson | Tri-M Honor Society | Natalia Babiak |
| Key Club | Jacqueline Turk John O'Reilly | Yearbook Advisor | Beth Slanina Barbara Maak |

Athletic Program

Clifton High School is a member of the Big North Conference. 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, gymnastics, girls' volleyball, and cheerleading

Junior Varsity - boys' soccer, girls' soccer, football, girls' volleyball, and cheerleading

Freshman - football, boys' soccer, girls' soccer, and girls' volleyball

Winter Sports Program

Varsity - boys' basketball, girls' basketball, swimming, bowling, wrestling, indoor track, ice hockey, and cheerleading

Junior Varsity - boys' basketball, girls' basketball, wrestling, and cheerleading

Freshman - boys' basketball and girls' basketball

Spring Sports Program

Varsity - baseball, boys' lacrosse, girls' lacrosse, boys' track, girls' track, softball, boys' tennis, and boys' volleyball

Junior Varsity - baseball, softball, and boys' volleyball, boys' lacrosse, and girls' lacrosse

Freshman - baseball, softball, boys' lacrosse, and boys' volleyball

Student Qualifications to Participate in Athletics and Co-Curricular Activities

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 class grade is determined by being prepared for class (with an acceptable gym uniform) and participation in the daily activities. The final physical education grade is determined by the average of the class grade for the 3 marking periods (85%), along with the average of the 3 quarterly exams (15%). Students receive a separate grade for one marking period of Health (class grade 85% and quarterly exam 15%). Please check district website for further information regarding physical education procedures and grading as well as health class assignments.

Point Deductions

- *Four points will be deducted from your grade for:*
 1. Changing, but not participating in the activity
 2. Coming late to class (without a pass)
 3. Coming late to class (with a pass- will be determined on a case by case basis and will have the option of a written assignment)
 4. Excused early from school and missing your PE period (determined on a case by case basis and will have the option of a written assignment)
 5. Attendance on a field trip and missing your PE period (This can be made up by written assignment to be agreed upon by student and teacher)

6. Unsportsmanlike behavior
- ***Eight points will be deducted from your participation grade for:***
 1. Not changing for class
 2. Cutting class
 3. Every 4 absences from class (in or out of school) without valid verification will result in 8 points off. 2 points per absence.
 4. Wearing slip on sneakers, boots, slides, etc.
 5. **Utilization of electronic devices (SAFETY HAZARD- Students focused on electronic device may sustain injury during activity as their attention is elsewhere)**

Physical Education Policies and Procedures

Uniforms

- All students will dress in gym shorts or sweatpants, T-shirt or sweatshirt, socks and sneakers (with laces). No slip-on sneakers are acceptable.
- All students will be required to purchase a lock for the gym lockers.
- Gym clothes will not display inappropriate words or pictures, and must cover a student well (no camisoles, no sleeveless shirts, not cut off shirts, no cargo shorts or inappropriate length shorts).
- No school clothes or jackets will be allowed.
- No dangling or potentially dangerous jewelry shall be worn.
- No backpacks, handbags or phone charging will be allowed in the gymnasium.

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.

Student Support Services

Clifton High School Counseling Department

The goal of the Clifton High School Counseling Department is to empower our students with the knowledge and skills necessary to achieve academic, personal/social, and career success, which in turn will enable them to reach their fullest potential as respectful, responsible citizens. While our students are the primary focus of the department and its activities, a student's ultimate success is dependent upon a collaborative approach between counselor, parent, teacher and administrators.

Department Responsibilities

- Specialized Student Based Support Programs- Positive Behavior Interventions and Supports (PBSIS), Stigma Free, Intervention & Referral Services (I&RS), Section 504 Services & Individual Support Services.
- Testing Coordination/Services- PSAT, AP, ASVAB, SAT, ACT and College Board/ACT SSD Coordination Services.
- College/Career Services- Naviance, College Fair, Financial Aid Nights, College On-Sites, Scholarship Program/Services, Career Day, Boys State, Girls Leadership Institute & RYLA (Rotary Youth Leadership)

Guidance Department - Naviance / Family Connection

We are pleased to introduce Family Connection – a comprehensive website that you and your student can use to make plans about colleges, and careers. Family Connection is linked with Naviance, a service that we use in our office to track and analyze data about college and career plans, so it provides up-to-date information that's specific to our school.

Family Connection allows your student to:

- Get involved in the planning and advising process – Build a resume, complete online surveys, and manage timelines and deadlines for making decisions about colleges and career.
- Research colleges – Compare GPA, standardized test scores, and other statistics to actual historical data from our school for students who have applied and been admitted in the past.
- Research careers – Research hundreds of careers and career clusters, and take career assessments.
- Create plans for the future – Create goals and to-dos, and complete tasks assigned by the school to better prepare your student for future college and career goals.

Family Connection also lets us share information with you and your student about upcoming meetings and events, local scholarship opportunities, and other resources for college and career information.

To visit our school's Family Connection site, use an Internet browser to connect to: <http://connection.naviance.com/cliftonhs>
We hope that you will find this resource helpful. If you have questions about Family Connection, please contact your child's counselor.

Note: Each student will receive their registration codes and login information from their counselor. Once they have their login, they can begin using Family Connection.

Schedule Changes

The Clifton Public School District offers a comprehensive educational program to meet the needs and interests of all our students. The Master Schedule is developed from course requests submitted during late winter/early spring and is finalized prior to the end of the school year, in order to set students and teachers schedules and to set class sizes throughout the school. There is always a possibility that a class will close early due to a heavy enrollment or that a class will not be scheduled due to an insufficient number of students electing that course.

It is always in a student's best interest to have the appropriate schedule in place at the time that school opens. It should equally be stressed that if a student sees an error in their schedule for the upcoming school year they can come in and make scheduling changes during the summer, by meeting with a member of the Counseling Staff M-F, 8am-3pm. Forms that do not have all required signatures and completed information will not be processed.

Students, will at times, seek schedule changes after the school year has begun. It must be understood that any changes that are made are to be made within the same department (i.e, visual art elective to another visual art elective, math class to another math class). If there is not a inter-departmental change that can be made, counseling will have to meet with the Counseling Supervisor for alternative course approval. To minimize the problems that result from these changes, the following procedures will be implemented:

The following are the only acceptable student/parent initiated course change requests:

- Course failures that prohibit progress to the next sequential course
- Dropping a lunch to take an additional class
 - Students must come in over the summer with a note from their parent/guardian and their doctor stating that there is no medical need that would prohibit the student from dropping their lunch.
- Summer school or on-line course completion that allows progress to the next sequential course
- Data processing error or an incomplete schedule (i.e. duplicate courses, two courses for the same period)
- 12th graders that are in need of a course (s) to fulfill graduation requirements
- Obtaining a failing grade from the current instructor in a previous course

Change request forms can be obtained in all counseling offices. They should be filled out and turned in to your counselor, completed, within the first two weeks of school. No changes will be considered after this time.

Level Changes

We recognize that these level changes can impact various areas of a student's schedule and in doing so students must recognize that elective changes may occur when adhering to the below changes. In making these changes all grades from previous courses will transfer to the new courses.

- Changes may occur at various times throughout the year within the following departments and must be signed off by the appropriate authorized individuals (Case Managers, ESL Coordinator or Department Supervisors)
 - Special Educations- Due to IEP changes
 - ESL Department- Due to level changes
- Changes can occur as indicated in the AP & Honors contract. Students can only request that changes be made at the end of the first marking period and not after.
 - This must be signed off by the current teacher and content area Supervisor
 - Counseling staff cannot make level changes without prior authorization

The following requests for course changes will not be considered:

- Teacher preference
- Course time preference
- Elective course change
 - When an elective course does not appear on the schedule it is a result of scheduling constraints that prohibited enrollment

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.

Classified Students

Individualized educational placement opportunities are available in Clifton High School as prescribed in a student’s IEP and may include, but not limited to:

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 up with CHS to offer the SBYS program-AKA The Teen Center. The Teen Center 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 Vice Principal and Guidance offices. The program office can be reached at **973-458-6074**. The Teen Center program offers the following **free services**:

| | |
|------------------------------|--|
| Counseling | Two Full time Mental Health Clinicians specializing in adolescent and family issues are available to offer individual and group counseling for students and/or their families. The Clinicians offer flexible lunchtime, after-school and evening appointments. Referral services also available. |
| Homework Assistance/Tutoring | Tutoring and extra academic support is available for students during their lunch periods and after school until 6:00 pm. We also have a peer tutoring program which offers assistance in a variety of CHS academic subject areas. If you are interested in becoming a peer tutor, please contact Director at Teen Center. Looks great on college applications! |
| Employment Training | Employment training through various workshops and individual consultations to students in order to assess job qualifications and help seek out employment opportunities. Resume writing workshops! |
| 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). Registered RN from Valley Hospital (healthy choices diet and exercise) |
| 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. Speakers and presenters. The Teen Center is a designated "Safe Zone" for ALL students who wish to participate. Any form of harassment, intimidation or bullying will not tolerated! |

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.

Positive Behavior Supports and Interventions in Schools (PBSIS)

Clifton High School is implementing the Positive Behavior Supports and Interventions in Schools program (PBSIS) for our 9th graders. Many of the incoming freshmen have already used this program in their respective middle schools. The core of the program is designed to promote positive student behavior and decrease occurrences of referrals to the office and increase student participation in school. As a direct result students will have higher levels of academic achievement and attendance. Supporting positive behavior, reinforcing social skills, involving students at all levels of the school, equipping teachers with the skills to meet the needs of diverse learners, coordinating programs, and using multi-setting interventions are all examples of recommended practices for promoting a positive school climate. Students and staff will participate in team building programs throughout the year as well as establishing and reinforcing consistent expectations for student conduct.

Senior Year College Options

Senior year college options afford CHS seniors the opportunity to restructure their school day. Whether the challenge is academic rigor, a hands-on career exploration, EMT training which enables you to save lives, taking coursework at a college campus, or the ability to earn college credits taught by a college professor on the campus of CHS, there's a program for you.

To qualify for any of the programs, students MUST:

1. Have no prior attendance denials or significant attendance issues.
2. Have no major disciplinary infractions the prior school year or chronic misbehavior from year to year.
3. Meet the specific requirements of the program to which you are applying.

Students at Montclair State Program (SAMS)

Students participating in the SAMS program take fewer classes at CHS, leave early, and travel to Montclair State University (MSU) by private transportation. "SAMS" students participate in college classes, earning college credit along with high school credit that count toward their CHS graduation. All classes have AP value toward ranking. Students enroll in liberal arts class working at the introductory level. "SAMS" students are not permitted to enroll in advanced math or science classes at MSU. To qualify for participation in the MSU (SAMS) program, it is desired that students are enrolled in CHS honors or AP classes, and possess an 11th grade GPA of at least 90.

Passaic County Community College Program

A variety of PCCC courses are available to qualifying CHS Seniors. Students accepted as candidates for the 30 credit program, English Composition, and computer courses must take the Accuplacer Exam which will be administered at either Passaic County Community College, or at the CHS campus. It is strongly recommended that candidates prepare for the Accuplacer Exam at: accuprep.pccc.edu prior to taking the formal test.

- **30 Credit Full Year at College Program:** Students attending the 30 credit full year program must have a Distinguished Honors GPA with an exemplary discipline record. **This program allows participating students to acquire at least thirty (30) college credits during their senior year. This amounts to one (1) full year of college study!** Students enrolled in this program will have "dual enrollment" status which means that they will acquire all of their senior year high school credits while enrolled in the Passaic County Community College program. All of the credits can be transferred to any New Jersey State College or University. Therefore, successful participants exiting this program will leave CHS and enter college at the sophomore level.
- **The EMT Program at the Public Safety Building in Wayne:** This course of study is a rigorous combination of academic class work with hands-on activities. The 120 hour EMT course requires attendance three nights per week and eight hours on Saturday. At the course completion, students obtain 8 college credits and take a New Jersey State EMT certifying examination.

Indicated below are existing courses and new PCCC dual enrollment course offerings:

- | | |
|---|--|
| <ul style="list-style-type: none">• English Composition I & II• Spanish I & II• Arabic I & II• French I• French II• American Sign Language I & II• Foundations of Media Design• Video Production• Introduction to Digital Multimedia• Historical & Philosophical Foundations of American Education (taken with Intro. to Psych., | <ul style="list-style-type: none">• Intro. to Sociology, & Comp. I (this begins an educational sequence)• Introduction to Psychology• Introduction to Sociology• Social Problems• Cultural Anthropology• Public Speaking• Criminal Justice• Intro to Business• Personal Finance• Web Design |
|---|--|

- Business Law
- Financial Accounting
- Marketing
- Intro to Culinary Arts & Baking Fundamentals

- Core Culinary Techniques
- Interpreting Blueprints & Layouts (for Welders)
- Introduction to Welding Fundamentals
- Plumbing I

With the exception of attendees in the technical courses, qualifying students for all PCCC courses must have attained a CHS GPA of 79.5 or better, coupled with an exemplary discipline record. Some courses require an 85 GPA. All records and recommendations will be examined prior to acceptance into the Dual Enrollment Program. Successfully completed coursework provide both CHS and College credit.

Dual enrollment courses are offered at different PCCC locations. The cost of these courses will vary however, all fees will be waived. The 30 credit full year program and technical courses will cost \$111.50 per credit. The PCCC courses offered at Clifton High School, after the regular school day, will only cost \$180.00 per course.

Internship Program

To explore their career options, students participate in a career internship without pay. This program can be worth 5 and 10 credits toward graduation; this respectively translates to 5 or 10 hours per week at the location of placement. Whether a student wants a profession in teaching, medicine, law or a hands-on career in a tech related field, there is an internship possible. While High School credits are awarded, the final CHS grade is Pass/Fail and is not factored into the student's GPA.

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

ASPIRE

ASPIRE is an alternative high school program for students who have not excelled 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. Students complete coursework at an accelerated pace in hopes of graduating in a timely manner.

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.

Homework

Homework practices are an important part of the educational process and help in the development of good study habits. Homework is given daily at the discretion of the teacher and is appropriate to the grade level and instructional level of the student. Homework serves a valid learning purpose; it is not a punitive measure. A teacher, in giving a homework assignment, attaches importance to that assignment. 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.

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

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 or extended suspension. 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.

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.

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. 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 is suspended from school 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.

Honor Roll

At the end of each marking period, an Honor Roll is compiled and letters of acknowledgement 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)

Exam Exemptions (4th Marking Period Only)

Below is information concerning what is required for students to be exempt from the fourth quarter exam(s).

- How to qualify for an exemption? As an incentive to students who strive for higher achievement, the Clifton Board of Education supports the proposal of any Clifton High School student who scores 90 or better on each of the first three quarterly exams, be exempt from the fourth quarterly.
- Any Clifton High School student who is enrolled in any 4 marking period course and scores 90 or better on all of the first three quarterly exams will be exempt from taking the last quarterly exam. In addition, the student's final quarterly exam grade will be recorded as the average of the first three quarterly exams averaged together.
- Any student who is enrolled in any other type of semester courses with scheduling of one or more different marking period classes must take the fourth quarter exams. (Example of this would be Physical Education and Health).
- In addition, any student can opt to take the final quarterly exam even if they have obtained a 90 or better grade on the first three exams. If the student decides to take the final quarterly exam, the grade must count towards the final grade, no matter the grade obtained.

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 the following:

Grade 9 - Students must have an 89.5 average or greater in Marking Period 1 and Marking Period 2 of their freshman year. No averages below an 89.5 per marking period will be considered.

Grade 10, 11, 12 - Students must have an 89.5 average or greater in 3 of the 4 previous marking periods to the dinner (MP 3 and 4 of their previous grade and MP 1 & 2 of their current year). No averages below an 89.5 per marking period will be considered.

Eligibility for “4 year Senior” Distinguished Academic Awards - Any senior who qualified for the Distinguished Academic Awards for 4 years is deemed a “4 Year Senior”. Students who transferred or did not spend 4 years at CHS will not be eligible.

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.

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.

Grading Scale

For grades 9 - 12 four distinct marking periods have been established. These marking periods are:

| | |
|--------------------------------|--------------------|
| 1 st Marking Period | 25% of final grade |
| 2 nd Marking Period | 25% of final grade |
| 3 rd Marking Period | 25% of final grade |
| 4 th Marking Period | 25% of final grade |

Quarterly assessments in grades 9 – 12 will be administered at the end of each marking period in all subject areas. Each quarterly will be worth 15% of the marking period grade.

Citizenship Grading Scale

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

Ranking Procedure

- Rationale (Weighted Academic Ranking)
 - a. 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. A ranking system includes all courses in order to present a representative picture of pupil achievement;
 - d. Courses designated “advanced” require more work than “honors” courses, which require more work than “college preparatory” courses and, therefore, that each level above the “basic” level should be given an added weight in the academic ranking system;
 - e. 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.
- Description
 - a. 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.
- Summer School Grading Procedures

- a. 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.
- Course Offerings
 - a. Courses offered at Clifton High School can be found on our website under the Guidance category.
 - b. Click on the link: [Clifton High School Guidance Department](#) and choose the CHS Course Offering Booklet link on the right hand side of the screen.
- 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. Only students who have been at Clifton High School four semesters are ranked.

Course Weight Categories

- *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.

Selection of Class Valedictorian/Salutatorian

1. 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.
2. The salutatorian is 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.

Clifton High School Graduation and Admission Requirements of Post Secondary Educational Institutions

Graduation Requirements

The Board of Education requires all candidates for graduation to successfully complete 130 credits in course work, including the specific requirements listed below, as well as, pass a proficiency assessment:

***130 credits are required for graduation as follows:**

| | |
|--|--|
| English /Language Arts Literacy | 20 credits (includes English I-IV) |
| Mathematics | 15 credits (includes Algebra I and Geometry, plus one additional class that builds on Algebra I and Geometry and prepares students for college and 21 st century careers) |
| Heath and Physical Education | 20 credits as required by N.J.S.A. 18A:35-5, 7 and 8 (a minimum of 3.75 credits a year, distributed as 150 minutes per week) |
| Science | 15 credits (including lab biology/life science; lab chemistry, physics, or environmental science; plus an additional lab/inquiry based science class) |
| Social Studies | 15 credits includes satisfaction of N.J.S.A. 18A:35-1 and 2 and the integration of civics, economics, geography and global content in all course offerings (including World History; US History I and II) |
| World Languages | 5 credits or approved student demonstration of proficiency |
| 21st Century Life and Careers | 5 credits (includes Business, Family and Consumer Science, Technology or Vocational Technical Education) |
| Financial, Economic, and Entrepreneurial Literacy | 2.5 credits |
| Visual and Performing Arts | 5 credits (includes Art, Music, Drama or Dance) |

| | |
|-------------------------------|--|
| Electives | 27.5 additional credits from elective courses |
| Technological Literacy | Consistent with the Core Curriculum Content Standards and integrated throughout the curriculum as listed above. |

Partnership for Assessment of Readiness for College and Career (PARCC)

Students will be administered the Partnership for Assessment of Readiness for College and Careers (PARCC) or a Substitute Competency Test. The Partnership for Assessment of Readiness for College and Careers (PARCC) is a consortium of states that collaboratively developed a common set of assessments to measure student achievement and preparedness for college and careers. The Common Core State Standards are a benchmarked set of standards for English Language Arts Literacy and Mathematics that place all students on the same course towards college and career readiness. The PARCC assessments are aligned to the Common Core State Standards (CSSS) and were created to measure students' ability to apply their knowledge of concepts rather than memorizing facts. The PARCC assessments require students to solve problems using mathematical reasoning and to be able to model mathematical principles. In English Language Arts (ELA), students will be required to closely read multiple passages and to write essay responses in literary analysis, research tasks and narrative tasks. High school students will be offered six PARCC tests: Language Art tests in grades 9, 10 & 11, and Math tests for Geometry, Algebra I and Algebra II (regardless of grade). Each exam has multiple parts.

For the classes of 2018 and 2019 students will be able to satisfy state requirements of demonstrating proficiency in English Language Arts and Mathematics in the following ways: passing the PARCC exam. Passing score to be determined by the NJDOE.

Depending on your child's individual situation, they may be able to avoid the appeal process if they show proficiency in both English Language Arts and Math on one of the assessments listed.

The updated chart below details how students can satisfy their assessment graduation requirement.

| | |
|---|---|
| PARCC ELA Grade 9 \geq 750 (Level 4) <i>or</i> | PARCC Algebra I \geq 750 (Level 4) <i>or</i> |
| PARCC ELA Grade 10 \geq 750 (Level 4) <i>or</i> | PARCC Geometry \geq 725 (Level 3) <i>or</i> |
| PARCC ELA Grade 11 \geq 725 (Level 3) <i>or</i> | PARCC Algebra II \geq 725 (Level 3) <i>or</i> |
| SAT Reading* \geq 400 <i>or</i> | SAT Math* \geq 400 <i>or</i> |
| ACT Reading or ACT PLAN Reading \geq 16 or Accuplacer Write Placer \geq 6 or | ACT or ACT PLAN Math \geq 16 <i>or</i> Accuplacer Elementary Algebra \geq 76 or |
| PSAT10 Reading or PSAT/NMSQT Reading** \geq 40 <i>or</i> PSAT10 Reading or PSAT/NMSQT Reading*** \geq 22 <i>or</i> | PSAT10 Math or PSAT/NMSQT Math** \geq 40 <i>or</i> PSAT10 Math or PSAT/NMSQT Math*** \geq 22 <i>or</i> |
| ACT Aspire Reading \geq 422 <i>or</i> | ACT Aspire Math \geq 422 <i>or</i> |
| ASVAB-AFQT Composite \geq 31 <i>or</i> | ASVAB-AFQT Composite \geq 31 <i>or</i> |
| Meet the Criteria of the NJDOE Portfolio Appeal | Meet the Criteria of the NJDOE Portfolio Appeal |

Note: * SAT taken prior to March 2016; ** PSAT taken prior to October 2015; ***PSAT taken after October 2015. The College Board will establish new 'threshold scores' in May 2016 for the new SAT.

SAT Examination and Prep Course Dates

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

SAT DATES 2018 - 2019

| SAT DATE | REGISTRATION DEADLINE | LATE REGISTRATION |
|---------------|-----------------------|-------------------|
| Oct. 6, 2018 | Sept. 7, 2018 | Sept. 26 |
| Nov. 3, 2018 | Oct. 5, 2018 | Oct. 24 |
| Dec. 1, 2018 | Nov. 2, 2018 | Nov. 20 |
| Mar. 9, 2019 | Feb. 8, 2019 | Feb. 27 |
| May 4, 2019 | April 5, 2019 | April 24 |
| June 1, 2019 | May 3, 2019 | May 22 |
| Aug. 25, 2018 | July 27, 2018 | Aug. 15 |

PSAT Examination Date

Test is given to students in grades 10 and 11 on Wednesday, October 10, 2018.

Junior and Senior Prom(s)

Attendance to the Junior or Senior Prom will not be allowed if:

- A Category III offense has been committed during the current school year.
- A Category II offense with physical contact or open defiance has been committed.
- Failure to follow rules and regulations in the student handbook may result in the retraction of your prom bid without reimbursement. Attendance is at the discretion of the administration.
- A violation of the attendance policy (denial of credit for any reason).
- Any student has 10 or more disciplinary actions in the current school year.
-

Commencement Requirements

Prom

Please note attendance at the prom is a privilege, not a right. Any student may be eliminated due to 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 seeking early excuse will be dismissed after period 4 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 and risk arrest by the local police. 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.

Academic Eligibility

Students who have not met all minimum state graduation requirements by the last day of school 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.