

# ***NEW EGYPT HIGH SCHOOL***

Dear Parent/Student:

Please sign below as acknowledgement of both parent and student having seen and reviewed the New Egypt High School Student/Parent Handbook for the 2009-2010 school year.

We appreciate your cooperation. If you have any questions concerning our policies and procedures, please feel free to call the high school at (609) 758-6800, ext. 141.

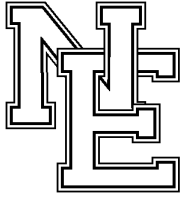
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We have received a copy of the New Egypt High School Student/Parent Handbook for the 2009-2010 school year. Our signatures acknowledge our review, understanding, and agreement to abide by the rules, regulations and policies of New Egypt High School as outlined in the handbook.

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Student



***Plumsted Township School District***

***New Egypt High School***

117 Evergreen Road  
New Egypt, NJ 08533-1207  
Telephone: 609-758-6800, Ext. 141  
Fax: 609-758-5683  
[www.newegypt.us](http://www.newegypt.us)

Dear Parents and Students:

Welcome to the 2009/2010 school year. Our school's reputation and success rest, in large measure, on parental concern and involvement. We seek to afford each student an education commensurate with his or her abilities, relevant to this nation's needs, and challenging to a degree that will prompt a love of learning. This is no easy task. We need your cooperation and understanding if this year is to provide a profitable and satisfying experience for your child. Our school, from its foundation, has stressed academic excellence...in this there is no compromise or change.

We have hired a most highly qualified and dedicated faculty. These educators welcome your concern, and they view education as a partnership between home and school. Pride and spirit have helped shape the NEHS educational experience. Ours has become a tradition of students committed to the proposition that the privilege of attending NEHS carries with it the obligation to do the best they can. These are very important years, and it is reassuring to work with young people who see a challenge in their potential – to become the best they can.

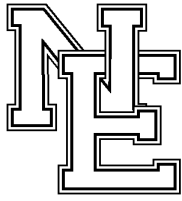
If there is anything we can do to help your child, please do not hesitate to call. The unvoiced problem cannot be resolved, as the missed opportunity rarely offers itself again. Our goal remains to provide the best possible education for each student. This agenda book is your guide to understanding the rules and regulations which enable us to maintain a positive and safe school environment.

We trust your experience with our school will enhance your faith in public education, and you will find in this school an education for your children worthy of your love and concern for them.

Thomas G. Farrell  
Principal

Michael Mendes  
Assistant Principal

Richard Carroll  
Supervisor of Athletics and  
Co-Curricular Activities



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**Parent Notification**  
**Compliance with P.L. 107-110, Section 1111(h)(6)(A)**

Dear Parents and Students:

We are very proud of the highly qualified status of all our staff; however, "P.L. 107-110, Section 1111(h)(6)(A)" requires our providing you the following notification:

As a parent of a student in New Egypt schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and Federal law requires the school district to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the high school Principal at (609) 758-6800, x141.

# NEW EGYPT HIGH SCHOOL

## SCHOOL CALENDAR 2009-2010

**THE CALENDAR BELOW REFLECTS ONLY THE HIGH SCHOOL**  
For NEPS, DGHWES & NEMS, please see the district-wide school calendar

**Note:** Zero (0) emergency closing days have been included in the calendar. With no emergency closings, the last day of school will be June 22, 2010 (180 student days).

September 3 .....	Staff Only (In-Service)
September 4 & 7 .....	School Closed (Labor Day Weekend)
September 8 .....	First Day of School for Students (Early Dismissal)
September 9 .....	Early Dismissal (Staff In-Service)
September 24 .....	"Back to School Night"
September 28 .....	School Closed (Yom Kippur)
October 5.....	School Closed (Staff In-Service)
October 12.....	School Closed (Columbus Day)
October 30.....	Early Dismissal (Staff In-Service)
November 2 – 6.....	School Closed (Election Day/Teachers' Convention)
November 25.....	Early Dismissal
November 26 – 27.....	School Closed (Thanksgiving Recess)
December 23 .....	Early Dismissal
December 24 – 31 .....	School Closed (Winter Recess)
January 1 .....	School Closed (Winter Recess)
January 18 .....	School Closed (Martin Luther King, Jr. Day)
February 3 – 4 .....	Early Dismissal (Exams)
February 15 .....	School Closed (Presidents' Day)
February 17 .....	"Back to School Night"
March 26 .....	Early Dismissal
March 29 – 31 .....	School Closed (Spring Recess)
April 1 – 5 .....	School Closed (Spring Recess)
April 16 .....	Early Dismissal (Staff In-Service)
May 31 .....	School Closed (Memorial Day)
June 4 .....	Early Dismissal
June 14 .....	Early Dismissal (Staff In-Service)
June 21 – 22 .....	Early Dismissal
June 22 .....	Graduation (Last Day for Students)
June 23 .....	Last Day for Staff

# **NEW EGYPT HIGH SCHOOL**

## **BOARD OF EDUCATION**

Mr. Keith Buckalew, President  
Mr. Harry Miller, Vice President  
Mr. Lawrence Downs  
Mr. Jon Hauge  
Mr. Anthony O'Donnell  
Mr. Christopher Probasco  
Mrs. Sandra Soles

## **ADMINISTRATION**

Dr. Mark DeMareo, Superintendent  
Mr. Frank Gripp, Business Administrator  
Ms. Colleen Davidson, Director of Curriculum &  
Instruction  
Mr. Thomas Farrell, Principal  
Mr. Michael Mendes, Assistant Principal  
Mr. Richard Carroll, Supervisor of Athletics &  
Co-Curricular Activities  
Mrs. Jodie Greene, Supervisor of Special  
Education

## **TEACHING STAFF**

Kathy Alfonse	Kristine Ford	Katie Nicholson
Jaime Baumiller	Michael Forina	Renée Palumbo
Ann Marie Bette	Jason Frable	Sam Palumbo
Sara Bouroult	Katina George	Bridget Patterson
Matthew Brogan	Katie Graziano	Juliet Pender
Donna Buxton	Karen Hammerschmidt	April Priest
Thomas Chemris	Gabrielle Haspel	Lynn Pryzbylowski
Kathy Chesmel	Mick Hughes	Deborah Ruggerio
Kate Chieco	Nelly Hughes	Lauren Russ
Craig Conk	Karen Kasper	Erin Sappio
Pam Conk	Glenn Knigge	Jim Sawicki
Jonathan Corby	Jennifer Kociuba	Thomas Smolark
Thomas Corby	Susan Lankford-Byrnes	Kodi Sohl
Sandra Creevy-Trigo	Jennifer Luciani	Jackie Theile (Nurse)
Richard DeMarco	Timothy Macaluso	Caitlyn Tilley
Kim DiGangi	Jessica Marti	Carolyn Videla
Jacqueline Duca	Lauren McClellan	Marilyn Vogios
Kevin English	Uriel Morfin	Dennis Wilno
	Gee Ng	Patricia Wunsch

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**2009-2010**  
**NEW EGYPT HIGH SCHOOL**  
**BLOCK SCHEDULE**

**Block Schedule Full Day (All students must be in the school by 7:20 AM)**

Block 1	7:23 – 8:43	80 minutes	
HOMEROOM	8:43 – 8:48	5 minutes	
Block 2	8:52 – 10:12	80 minutes	
A/A	10:16 – 10:41	25 minutes	
Block 3	10:45 – 12:34	109 minutes	
Lunch 1	10:45 – 11:10	25 minutes	
(Academic Class)	11:12 – 12:34	82 minutes	
Lunch 2	11:12 – 11:37	25 minutes	
(Academic Class)	10:45 – 11:10	25 minutes	} 80 min
(Academic Class cont.)	11:39 – 12:34	55 minutes	
Lunch 3	11:39 – 12:04	25 minutes	
(Academic Class)	10:45 – 11:37	52 minutes	} 80 min
(Academic Class cont.)	12:06 – 12:34	28 minutes	
Lunch 4	12:09 – 12:34	25 minutes	
(Academic Class)	10:45 – 12:07	82 minutes	
Block 4	12:38 – 1:58	80 minutes	

**Early Dismissal**

Block 1	7:23 – 8:14	51 minutes
HOMEROOM	8:14 – 8:19	5 minutes
Block 2	8:23 – 9:14	51 minutes
A/A	9:18 – 9:40	22 minutes
Block 3	9:44 – 10:35	51 minutes
Block 4	10:39 – 11:30	51 minutes

**Two (2) Hour Delay**

Block 1	9:23 – 10:13	50 minutes	
HOMEROOM	10:13 – 10:18	5 minutes	
Block 2	10:22 – 11:12	50 minutes	
Block 3	11:16 – 1:04	108 minutes	
Lunch 1	11:16 – 11:41	25 minutes	
(Academic Class)	11:43 – 1:04	81 minutes	
Lunch 2	11:43 – 12:08	25 minutes	
(Academic Class)	11:16 – 11:41	25 minutes	} 79 min
(Academic Class cont.)	12:10 – 1:04	54 minutes	
Lunch 3	12:10 – 12:35	25 minutes	
(Academic Class)	11:16 – 12:08	52 minutes	} 79 min
(Academic Class cont.)	12:37 – 1:04	27 minutes	
Lunch 4	12:39 – 1:04	25 minutes	
(Academic Class)	11:16 – 12:37	81 minutes	
Block 4	1:08 – 1:58	50 minutes	

## **STUDENT/PARENT HANDBOOK**

The purpose of the New Egypt High School Student/Parent Handbook is to serve as a reference tool. Included in the handbook are the procedures and regulations of New Egypt High School. All procedures and regulations are supported by Plumsted Township Board of Education Policies and New Jersey State Statutes and Codes. Also listed are calendar dates, attendance, academic and co-curricular information. Parents and students are expected to sign the student handbook agreement form stating that they have reviewed this book during the first week of classes. **This form is located in the front of this handbook and should be returned to the main office during the first week of school each year.**

### **AFTER SCHOOL ACTIVITY PERIOD**

**1:58–2:43 p.m. Monday-Thursday**

- Students who remain after school beyond the 2:00 dismissal must be under the supervision of a NEHS staff member. Any student who is found unsupervised shall be subject to disciplinary action.
- Any student who remains after school can ride the 3:00 p.m. late bus.
- After 2:43 p.m. all students should be with either a coach or advisor if they are still in the building. Any student who is not with a coach or advisor shall be subject to disciplinary action. A student on school premises after normal hours of operation who is not specifically being supervised by a staff member and who utilizes any facility of the school district on the school site does so at the student's sole risk. Under normal circumstances, school staff do not supervise anyone using the school facilities after normal hours of operation, even if a staff member is on premises at that time. The use of school facilities after normal school hours does not impose a duty of supervision on the school district, nor does it imply that district staff will be supervising any students.

### **OPEN DOOR POLICY**

The Principal welcomes and encourages visits from any student. All students are welcome to make an appointment with the secretaries, in the event that the administrator is not available at the time a student arrives at the office. In an emergency situation, the Principal and the Assistant Principal can always be reached.

### **STUDENTS' RIGHTS AND RESPONSIBILITIES**

The right to a free public school education, for all New Jersey children between the ages of five and twenty-one, is guaranteed by the New Jersey Constitution. State law also requires compulsory education for children between the ages of six and sixteen.

This right to an education has been made subject to certain restrictions. Students must submit to the authority of their teachers, they must pursue their prescribed courses of study, and they must comply with those rules that have been established by law for the governance of the school. Those students, who do not obey the rules of the school system, or who otherwise act in a manner so as to disrupt the school system, are subject to consequences, suspension or expulsion from school in accordance with Board Policy and/or Regulation #5600, 5610, 5611, 5612, 5615, and 5620.

Students' rights and responsibilities exist in the areas of inquiry and expression, student press, co-curricular activities, personal appearance, curriculum offerings, student records and discipline. The best way to exercise these responsibilities and to protect these rights is through the Student Council. Through an active involvement in the Student Council, each student can help our school attain the proper balance between students' rights and responsibilities. If a student is dissatisfied with any aspect of his/her educational experience (imposed disciplinary action, eligibility determination, attendance ruling or academic situation), an appeal may be submitted to the appropriate level of concern. The levels of involvement in the appeal process at New Egypt High School include: the Student Council, the Administration, the Superintendent of Schools, the Board of Education, and ultimately, the New Jersey Commissioner of Education.

### **INTERNET ACCESS (*See Board Policy and Regulation #2361*)**

Students wishing to have access to the internet via school computers **must** sign and have their parents sign as well, the "Acceptable Use Policy for Technology Student Network Use Agreement". Copies are available in the IMC. In accordance with Board Policy #5512.01, students shall not engage in cyber-bullying.

### **WEBSITE INFORMATION**

Students and parents are encouraged to look at the New Egypt High School website at <http://nehs.newegypt.us> for updated information throughout the school year.

### **PHOTOS & NAMES ON THE WORLDWIDE WEB AND IN THE PRESS**

An authorization form **must** be completed before students' names or photos can appear on the school's web pages and/or local newspapers. These forms are available in the IMC.

### **BUILDING SECURITY**

All students who **are not** participating in a co-curricular activity shall be out of the building by 2:43 p.m. Monday through Thursday and at 2:00 on Friday.

A student on school premises after normal hours of operation that is not specifically being supervised by a staff member and who utilizes any facility of the school district on the school site does so at the student's sole risk. Under normal circumstances, school staff does not supervise anyone using the school facilities after normal hours of operation, even if a staff member is on premises at that time. The use of school facilities after normal school hours does not impose a duty of supervision on the school district, nor does it imply that district staff will be supervising any students.

### **ATTENDANCE**

#### **1. Absences and Lateness:**

Parents who have questions concerning attendance procedures should contact the Assistant Principal at (609) 758-6800, ext. 141.

Regular attendance is necessary if a student is to maintain high scholastic standards. Students who are absent must bring a note from a medical care provider (MD, DO, dentist, nurse

practitioner, physician assistant) containing the dates and the reason, for the absence, to the main office. Absentee notes must be brought to school on the day that the student returns to school. Any student, who is absent from school for any reason, **may not** participate in any school related activity during the days of absence.

Only parents/guardians listed on the emergency card are permitted to sign out students. Students age 18 years and over **are not** permitted to sign themselves out of school.

## **2. Attendance Policy (See Board Policy and Regulation #5200 and #5410)**

- A. High school students shall be allowed eight (8) absences for a semester course, before losing credit for the course. Physical education students are permitted five (5) absences and health students are permitted three (3), before losing credit in the course.
- B. The following absences **shall not** be counted toward the student's absentee record:
  - 1. School sponsored activities
  - 2. Religious holidays as defined by the NJ Dept. of Education
  - 3. Death in the family
  - 4. Up to 3 days for college visitation with verification (limited to Juniors and Seniors only)
  - 5. Court subpoena, military activation or driver's road test with verification. An excused late will be issued to students who have to take a DMV eye test for their driver's permit with proper verification.
  - 6. Illness must be verified by a note from a medical care provider (MD, DO, dentist, nurse practitioner, physician assistant) .
  - 7. Out of School Suspension.
- C. If a student exceeds the number of absences allowed during the semester, he/she shall be placed in a "No Credit" status, and **may not** qualify to receive credit for his/her courses.
- D. Any student with an unexcused absence from school **shall not** participate in any after school activity (including athletic practices) on that day.
- E. Parents will be notified in writing if a student is in danger of losing credit because of excessive absenteeism.

F. Procedure

1. Semester courses

- A student is allowed eight (8) unexcused absences per semester.
- If a student is absent one (1) day, he/she has two (2) days for each day out to make up missed assignments. (Obtaining missed assignments is the student's responsibility).
- If the student's absence is considered an excused absence a note must be handed in to the main office within three (3) school days.
- Once a child has reached three (3), six (6) and eight (8) unexcused absences in any class, a letter will be sent home notifying the parent.
- **For their own personal record, parents should keep copies of all doctors' notes or any correspondence that is provided to the school. Should an event be called into question, parents will then have the necessary documents in their possession.**

G. Appeals Process

Students who may want to appeal their "no credit" status must do so in writing to the attendance committee. From that point, if students feel it may be necessary to further their appeal, the appeal will then go to the Principal, Superintendent, and the Board of Education, in that order.

H. **Definition of Tardy (See Board Policy and Regulation #5230)**

- a. Tardy is defined as an unexcused miss of less than fifteen minutes of classroom time.
- b. A student who misses more than fifteen minutes of any particular class will automatically be marked with an unexcused absence pending an excuse, which must be forwarded to the main office within three (3) days of the absence.
- c. Students who participate in the school to work program are allowed five (5) unexcused absences per semester. All attendance inquiries (lateness, excuses), must be brought to the attention of the faculty member who is the school-to-work coordinator.
- d. Students must comply with District Policy and Regulation 5230.

I. **Students Signing Out Prior to End of Day**

In the event that a student needs to be excused from school, prior to the end of the regular school day, his/her parent/guardian must sign the student out in the main office in accordance with Board Policy and Regulation #5230. If a student is ill, permission from the school nurse must be given prior to signing out. Parents must pick up ill students directly from the main office.

Students who sign out prior to the end of the regular school day may not attend or participate in any after-school activities. Exceptions can be made only with the approval of the High School Administration. Students who are 18 years of age who wish to sign out during the school day must receive administrative permission prior to signing out. All other students must have a parent/guardian or someone listed on the students' emergency card sign them out through the main office.

Students who are 18 that wish to sign themselves out of school prior to the end of the school day without medical excuse shall not be allowed to return to the building and are considered unexcused. Such students shall require parental/guardian permission unless student is legally emancipated.

**Students shall not be released to anyone that is not identified on the student's emergency card. Written permission and/or verbal confirmations shall not be accepted.**

**J. Religious Holiday Policy**

1. No student who is absent because of a religious holiday may be deprived of any award, or of eligibility or opportunity to compete for any award because of such absence.
2. If a student misses a test or examination because of a religious holiday, that student shall be given the opportunity to take an alternate test or examination.
3. If a student plans to be absent because of a religious holiday, a request for absence signed by the parent or guardian must be submitted to the main office prior to the religious holiday.

**K. Physical Education Procedures Relative to Physical Education Excuses**

1. For an extended excuse, the student must have a statement signed by a physician (chiropractor notes are not acceptable by New Jersey State Law). This statement must include the nature of the illness, as well as the duration, designating inclusively, the period during which Physical Education shall not be taken by the student. The physician's statement should be taken to the School Nurse.
2. The School Nurse will complete a record for the Physical Education Instructor stating the dates of the absence from Physical Education. The official physician's statement will be kept on file in the Health Office.

3. Whenever the excuse identifies an indefinite, but lengthy time period, the Physical Education Instructor and the School Nurse will confer at the end of each marking period. The School Nurse will then contact the physician to ascertain the health status of the student.
4. In all cases of an ongoing, serious illness, the physician's statement shall be required only at the beginning of each school year.
5. Students medically excused from Physical Education, for an indefinite period of time, may be assigned a written paper relating to Physical Education for course credit. Students medically excused from physical education **shall not** participate in athletics without medical clearance.

**L. Cutting Policy**

1. Cutting is defined as deliberately missing an assigned class and/or any other school assignment (study hall, lunch, guidance, etc.), and is considered an unexcused absence.
2. Cuts are accumulated in individual classes.
3. Procedure
  - a. 1<sup>st</sup> offense
    - conference with the Administration
    - one (1) day Saturday detention
    - letter to parent/guardian with copy to counselor
    - zero in class, work cannot be made up
    - possible loss of parking privileges
  - b. 2<sup>nd</sup> offense
    - required parent conference
    - two (2) Saturday detentions
    - zero (0) in class, work can not be made up
    - possible loss of parking privileges
  - c. 3<sup>rd</sup> offense
    - loss of credit in class

**NEW EGYPT HIGH SCHOOL DOES NOT SANCTION A "CUT DAY" FOR ANY GRADE LEVEL**

**M. Truancy**

1. Truancy (cutting multiple periods) is considered an unexcused absence. A student is truant if he/she does not come to school and the parent/guardian

is not aware of the absence; leaves the campus, prior to the end of the school day, without permission; comes to school but does not attend classes; or obtains permission to go to a specific school station, but does not report there.

2. Procedure

- a. 1<sup>st</sup> offense
  - conference with the Administration
  - one (1) cut recorded for each course missed
  - two (2) days In-School Suspension
  - letter to parent/guardian with copy to counselor
  - zero in all classes, work cannot be made up
  - possible loss of parking privileges
- b. 2<sup>nd</sup> offense
  - parent/guardian and guidance counselor conference required
  - conference with the administration, guidance counselor and parent/guardian
  - one (1) cut recorded for each course missed
  - three (3) days In-School Suspension
  - zero in all classes, work cannot be made up
  - possible loss of parking privileges
- c. 3<sup>rd</sup> offense
  - loss of credit in classes cut

N. **Lateness to School (See Board Policy and Regulation #5230)**

1. If a student arrives to school after 7:23 a.m., he/she must report to the main office for a late pass. Failure to do so shall result in a cut.
2. When a student is late, he/she shall receive an absence for each class in which 15 minutes or more are missed.
3. Lateness to school, as a result of a verified appointment with a physician, dentist, State driver's road test, court appearance, or any other administratively approved reason **shall not** be counted as a class absence.
4. Students who are chronically late to school are subject to administrative action and loss of driving privileges.

Procedures

- a. 1<sup>st</sup> - 3<sup>rd</sup> late - disciplinary action by teacher

- b. 4<sup>th</sup> and 5<sup>th</sup> late - one (1) day administration detention, parent/guardian conference
- c. 6<sup>th</sup> and subsequent lates - Saturday detention

**O. Lateness to Class**

- 1. Lateness to class is defined as failing to be in the classroom when the class begins.
- 2. If a student is late to class 15 minutes or more, a full cut shall be recorded resulting in an absence and initiation of cutting policy.

Procedures

- a. 1<sup>st</sup> - 3<sup>rd</sup> late - disciplinary action by teacher
- b. 4<sup>th</sup> and 5<sup>th</sup> late - one (1) day administration detention, parent/guardian conference
- c. 6<sup>th</sup> and subsequent lates - Saturday detention

**P. Withdrawals from School (*See Board Policy and Regulation #5130*)**

NEHS administrators and staff members make every effort to deter students from dropping out of school. However, when individual circumstances require such action, the appropriate procedure follows: A conference is arranged with the student (aged sixteen or older), parent, counselor and administrator; the conference is documented, and a written request, signed by a parent or guardian is presented; written permission to withdraw is processed through the assistant principal's office, and subsequently, each of the student's teachers. Before the student is released, all textbooks must be turned in, and all debts must be paid in full.

**GRADING**

**1. Grading System**

- A. The grading system is numerical.
- B. Final exams are comprehensive, they cover the entire course work.
- C. The final grade is obtained by doubling the two (2) marking period grades plus the final exam grade and dividing by five (5).
- D. Any grade below 65 is failing.

A	=	91-100
B	=	81-90
C	=	71-80
D	=	65-70
F	=	64 and below

- E. **Only seniors will be exempt** from final exams. They may be exempt if they have: two (2) A's, one (1) in each marking period; three (3) or fewer "unexcused" absences; and no major discipline issues.

Teacher discretion shall prevail whether or not to allow exemptions. All students, including those exempt from taking exams and Vo-Tech, **must** come to school even if they do not have a scheduled exam. Attendance shall be taken and absences shall count towards the student's attendance record.

## 2. **Class Ranking**

New Egypt High School prefers not to rank its students. Ranking can prove to be misleading and not beneficial to the individual student. Rank is reported by deciles based on a cumulative grade point average of final grades of subjects completed in Grades 9, 10 and 11.

## 3. **Weighted Subjects**

At New Egypt High School subjects are weighted. Students taking Academic or College Prep courses receive four (4) points for an A; three (3) for a B; two (2) for a C and one (1) for a D and zero (0) for failing grades.

Honors classes are based on five (5) points for an A; four (4) for a B; three (3) for a C; and one (1) for a D and zero (0) for failing grades.

Advanced Placement classes are based on six (6) points for an A; five (5) for a B; four (4) for a C; and one (1) for a D and zero (0) for failing grades.

## 4. **Make-Up Work/Incomplete Grades**

Upon a student's return to school following an illness or absence, the student shall obtain specifics regarding all missed work assigned within two (2) school days per day of absence, and develop an individual action plan with each instructor. Generally, all make-up work should be completed within two weeks of the student's absence.

## 5. Statement of Honesty

New Egypt High School is committed to the promotion of intellectual and moral development. The fulfillment of these goals depends largely on the personal honesty of each student and on the bond of mutual trust that exists between faculty and students. All course requirements are expected to be fulfilled by work that is the exclusive product of one's own effort, without unauthorized help from any other source. The assumption of academic honesty is an essential element in the educational process.

## 6. Cheating

An act of deception by which a student misrepresents his or her mastery of material on a test or other academic exercise. Some examples of cheating are:

- A. Copying from another student's work, including homework.
- B. Allowing another student to copy your work.
- C. Using unauthorized materials such as a textbook or notebook during a test.
- D. Using specifically prepared materials such as notes written on clothing or other unauthorized notes, formula lists, programmed calculators etc. during a test.
- E. Collaborating with another person during a test by giving or receiving information without authority.
- F. Plagiarism is the act of representing someone else's words, ideas, phrases, sentences or data as one's own work. When a student submits work that includes such material, the source of that information must be acknowledged through complete, accurate and specific footnote references, and whenever verbatim statements are used, they must be acknowledged through quotation marks. To avoid a charge of plagiarism, a student should be sure to include an acknowledgement of indebtedness. Students are encouraged to use [www.turnitin.com](http://www.turnitin.com) to check their work for possible plagiarism.

When an act of plagiarism occurs, teachers will meet with the student and administration. The student shall receive a failing grade when plagiarism is confirmed. A parent conference **must** be scheduled.

- G. For instances of cheating, in most cases, a zero for the assignment will be imposed as a consequence. In the case of a long written assignment, such as a term paper, any students involved in the copying shall receive failing grades.

When an act of cheating occurs, teachers will meet with the student and administration. A student will be given the opportunity to be heard before parents are notified. If cheating is determined, parents **must** come in for a conference.

As with all matters of discipline, students have the right to due process. These rights include: notice of charge, statement of the evidence, hearing the student's explanation, and the right to an appeal. A written appeal should be made to the principal.

- H. Forgery is recognized as a form of cheating. Any student who purposefully forges or alters a note may be subjected to disciplinary action.

## **7. Parent Conferences**

Students and parents may wish to see a guidance counselor and/or teacher about an educational, vocational or personal concern. Parents are urged to avail themselves of the opportunity to work closely with the school. We encourage parents to e-mail/voice mail our teachers directly. Parents may make appointments with a guidance counselor by calling (609) 758-6800, ext. 23 or with a teacher by calling (609) 758-6800, ext. 21.

## **8. Progress Reports (*See Board Policy and Regulation #5420*)**

These reports are mailed to the home during the middle of each marking period to keep the parent informed of their students' progress. Students and parents are urged to review progress directly with subject area teachers for those courses in which progress is difficult. Progress reports may also be used to indicate commendable progress and/or outstanding work. For the 2009-2010 school year, progress reports will be mailed home through each marking period. Parents may access their student's grades by signing up for the parent portal. Contact Mr. Mendes to set this up.

## **9. Report Cards**

Issued at the end of each marking period, report cards show student progress in each subject. The report cards are data processed and mailed to the home. During the 2009-2010 school year, report cards will be mailed the weeks of November 13th, February 5, April 9 and June 25. Students and their families are encouraged to contact the Guidance Department at (609) 758-6800, ext. 144, with questions and/or concerns, at any time throughout the school year.

## **10. Honor Roll**

At the end of each marking period, Honor Roll is made up of all students who have attained a grade of 81 or better in every subject. In addition, there is a High Honor Roll for those students who attain a grade of 91 or above in all subjects.

## **11. Homework Assignments:**

Included as a part of the high school grading system, these assignments serve to prepare students for class discussion; to review material learned; and to reorganize content, so that new insights can be derived. Students consistently receive daily homework

assignments in all academic subjects: English, Social Studies, Science, Mathematics and World Languages. Homework assignments in other subject areas may be given as needed. Homework is an integral part of the curriculum.

Late homework assignments shall have grade points deducted.

## **ACADEMIC MATTERS**

### **1. Individualized Curriculum**

Student programs are individualized according to the needs, interests, abilities and goals of the student. The offerings of the school are not divided into course patterns with rigid requirements. Students do not pursue a prescribed course of study, which labels them. Rather, students are programmed on the basis of an individualized curriculum, designed to educate young people in relation to their own distinct goals, aptitudes, abilities and interests.

### **2. New Egypt High School Graduation Requirements (*See Board Policy #5460*)**

All students are required to successfully achieve the following State and local requirements:

1. Four (4) courses in English
2. Four (4) years of Physical Education and Health Education (One year of Physical Education, Health and Safety, for each year of enrollment)
3. Three (3) courses in History (United States History I, United States History II) and World History.
4. Six (6) courses in Fine, Practical, or Performing Arts
5. Four (4) courses in Mathematics.
6. Three (3) courses in Natural and Physical Science
7. Four (4) courses in Seminar Classes.
8. One (1) course in a World Language.
9. Students are required to pass all three sections (Reading, Writing and Mathematics) of the New Jersey High School Proficiency Assessment/11 (HSPA/11).
10. Successful completion of 130 credits.
11. Students must comply with all attendance requirements.

Semester courses, which are scheduled for four (4) regular class blocks (plus one (1) block for A/A) per week, carry five credits (A/A will be 2.5 credits per year). Students who do not pass academic courses are expected to make-up the work, either through attendance at a fully certified summer school, or by repeating the course.

### **3. Special Education Students**

The high school graduation requirements apply to all special education students, unless specifically exempted within the Individual Education Plan (I.E.P.). All students classified eligible for special education by the local Child Study Team must have a current I.E.P. which specifically addresses the high school graduation requirements. Successful completion of the components of the I.E.P. qualifies special education students for a New Jersey endorsed diploma.

### **4. High School Promotion (*See Board Policy and Regulation #5410*)**

In New Egypt High School, promotion from one year to the next depends upon the total number of credits accumulated by the student. 130 credits are required for graduation.

### **5. Schedule Change Policy**

The reasons and procedures, noted below, to effect a change in a student schedule from the original program signed by the parent or guardian are designed to regulate the process of making a program change in an orderly, efficient and timely manner.

#### **A. Procedures and reasons for submitting a schedule change request:**

1. A schedule change for the following year must be requested by submitting a "Request for Schedule Change" form no later than the last school day of the current school year.
2. Students may seek a change under the following conditions within the first two weeks of the semester.
  - a. A required subject did not appear on the student's schedule.
  - b. The student has changed career plans.
  - c. Changes will be authorized between the last day of school and the early part of the new school year if:
    1. The student failed a subject (or subjects), attended summer school, and a schedule change must be implemented.

2. The student failed a subject (or subjects) last year, did not attend summer school, and a schedule change must be implemented.
- B. A request for a change in schedule from the original program must be signed by the parent or guardian. If a course level change is requested, then the specific Waiver Request form must be completed.
  - C. Exceptions to the prescribed procedure and reasons for a change in schedule may be implemented at the discretion of the high school administration.

## **RULES AND REGULATIONS**

New Egypt High School students are expected to act in a socially appropriate manner - one which will reflect favorably upon the individual and the school. Students are expected to show consideration for their fellow students, and to help create a harmonious school atmosphere. In order to accomplish these goals, and maintain positive school spirit, all students need to accept their individual responsibilities and obligations, and obey all school rules and regulations.

### **1. Student Conduct (Code of Conduct)**

Student conduct at New Egypt High School will encompass the rules as presented in this handbook. It is to be assumed that students will demonstrate respect for their teachers and peers, and show good citizenship and consideration for the rights of others. Only then will we be able to meet our school goals and objectives.

At New Egypt High School, we believe that all members of our school community should act with character and dignity at all times. Listed below are the standards we have set based on the six pillars of character:

**Caring:** I will be sensitive to the beliefs, ideas, feelings and experiences of others.

**Citizenship:** I will take pride and be a good role model in my country, my town and my school.

**Fairness:** I will treat others equally of their ideas, opinions or moral standards.

**Respect:** I will be considerate of the feelings and property of others and treat them without bias or judgment.

**Responsibility:** I will act in a mature manner and be prepared for any consequences both positive and negative.

**Trustworthiness:** I will be reliable, honest and dependable.

**2. Discipline Policy (See Board Policy and Regulation #5600)**

The discipline policy is based on a progressive series of consequences, just as our judicial system. There are three groups of violations: Group I - Major Violations, Group II - Serious Violations and Group III - Minor Violations. Each group has a series of consequences. If a student continues to violate the rules of the school, even if they are Group III, he/she will ultimately face Group I consequences. An outline of the three groups of violations and consequences are listed below. Please read carefully.

**NOTE:** All students returning to school from an out-of-school suspension must be accompanied by a parent/guardian for a mandatory post-suspension re-entry conference.

**A. Group I - Minor Violations**

1. The following violations shall also be referred to the administration and result in the consequences outlined below.
  - a. Failure to report to administrative detention shall result in automatic second violation
  - b. Failure to report to teacher detention
  - c. Possession of remotely activated paging devices (beepers, cell phones) or laser pointers - in addition to the consequences outlined below, the item(s) shall be confiscated and returned only to a parent/guardian
  - d. Carrying/playing radio/walkman or other techno equipment
  - e. Card playing/dice
  - f. Inappropriate attire
  - g. Loitering in school corridors
  - h. Wearing of hats, bandanas or skullcaps
  - i. Partaking of food or drink (including water bottles) outside designated areas. (Except with written permission from the school nurse.)
  - j. Leaving class without permission
  - k. In building without authorization

- l. In school corridors without a pass
- m. Inappropriate public displays of affection
- n. Use of skateboards/roller blades/bicycles outside designated areas
- o. Being caught outside the building during school hours.
- p. Any other negative conduct which, in the judgment of the administration, warrants Group III consequences

2. **Procedures**

First Violation – (One) 1 administrative detention

Second Violation – (Two) 2 administrative detentions

Third Violation – One (1) Saturday detention and parent contact

Fourth Violation – Move to Group II second violation

**\* Subject to change per administration discretion**

**B. Group II - Serious Violations**

- 1. The following violations are cause for immediate referral to the administration and result in the consequences listed.
  - a. \* Continued and willful disobedience
  - b. \* Forgery - notes, grades, signatures
  - c. \* Participation in any unauthorized occupancy of school facilities
  - d. \* Fighting or attacking another student
  - e. \* Removal from In-School Suspension
  - f. Open defiance to authority
  - g. Failure to properly identify him/herself upon request
  - h. Use of profanity or obscene language/gestures
  - i. Possession of non-school related paraphernalia and materials

- j. Snowball throwing
- k. Throwing food
- l. Any other negative conduct, which, in the judgment of the administration, warrants Group II consequences
- m. Threat upon another student
- n. Cheating/Plagiarism
- o. Trespassing

## 2. Procedures

### Asterisked (\*) Items

- \* First Violation - two (2) to five (5) days out-of-school suspension. Parent/guardian contacted.
- \* Second Violation - Three (3) to seven (7) days out-of-school suspension. Parent/guardian contacted.
- \* Third Violation - Treated as a Group I second violation

### Non-Asterisked Items

First Violation - One (1) day Saturday detention. Parent/guardian contacted.

Second Violation - One (1) to three (3) days in school suspension. Parent/guardian contacted.

Third Violation - Three (3) to four (4) days out-of-school suspension. Parent/guardian contacted. Any violations thereafter shall be treated as a Group I second violation.

**\* Subject to change per administration discretion.**

## C. Group III - Major Violations

1. The following violations are cause for immediate referral to the administration and shall result in an automatic suspension and may possibly lead to expulsion charges. They may also constitute juvenile or

adult legal offenses. The police will be contacted when appropriate. Monetary restitution may also be required. Students may also be prohibited from enrolling in certain classes and engaging in certain classroom activities.

- a. \* Assaulting school personnel
- b. \* Possession of dangerous and/or offensive weapons
- c. \* Malicious damage to school personnel's property
- d. \* Starting or causing a fire
- e. \* False alarms
- f. \* Possession, use or sale of alcoholic beverages, drugs, drug paraphernalia; or being under the influence of alcohol/drugs during school or school related activities.
- g. \* Incitement to riot
- h. \* Threatening school personnel
- i. \* Bias incident: behavior that insults, degrades or stereotypes any race, gender, handicap, physical condition, ethnic group or religion
- j. \* Use of profanity or obscene language/gestures directed toward a staff member
- k. \* Bullying, Harassment and Intimidation
- l. \* Stealing/theft
- m. Destroying and tampering with school property
- n. Possession of stolen property
- o. Willfully endangering the safety of others
- p. Extortion/shakedown
- q. Gambling
- r. Gang/Secret Society/Fraternity/Sorority activity

- s. Any other negative conducts, which, in the judgment of the administration, warrants Group I consequences.
- t. Pornography
- u. Any other acts deemed inappropriate by the administration.
- v. Cyberbullying – if any activity that occurs outside of school negatively affects the school climate and/or safety and security of an individual or group of students (My Space, Facebook), Group I consequences will apply.

## 2. Procedures

The following consequences are the minimum that will be imposed for all Group I violations and may be increased depending on the content and severity of the offense.

### Asterisked (\*) Items

- \* First Violation - Up to five (5) days out-of-school suspension for asterisked items. Police contacted when appropriate. Weapons possession adjudicated according to the Zero Tolerance Policy of the New Jersey State Code. Parent/guardian must attend a conference.
- \* Second Violation - Up to ten (10) days out-of-school suspension for asterisked items. Police contacted when appropriate. Hearing before administration to determine whether expulsion proceedings should be recommended.

### Non-Asterisked Items

First Violation - three (3) days out-of-school suspension. Parent/guardian conference. Police contacted when appropriate. Loss of driving privileges.

Second Violation – up to five (5) days out-of-school suspension. Parent/guardian conference. Police contacted when appropriate.

Third Violation - ten (10) days out-of-school suspension. Police contacted when appropriate. Hearing before administration to determine whether expulsion proceedings should be recommended.

**\* Subject to change per administration discretion.**

### **3. Detention**

#### **A. Administrative Detention:**

After-school detention is held Tuesday – Thursday from 2:45 pm - 3:45 pm

#### **B. Saturday Detention:**

Saturday detention is held on Saturdays from 8:30 a.m. to 12:30 p.m. STUDENTS SHALL NOT BE ADMITTED AFTER 8:30 A.M. Textbooks and other work materials must be brought to detention, as students must be prepared to work and study for the entire four hour period.

Failure to report to Saturday detention without an excused absence shall result in doubling the consequence.

### **4.. Social Probation**

Administrative discretion can prohibit any student from attending co-curricular events based on the severity or chronology of discipline violations.

### **5. Suspension**

#### **A. Students assigned to out-of-school suspension must:**

- Complete class and homework assignments while on suspension
- Make up tests that were missed during the suspension period

Failure to comply with the above guidelines shall result in loss of credit for those assignments.

Suspended students are automatically placed on social probation and shall not participate in or attend extra-curricular activities during the suspension.

Students have two (2) days to make up missed work for each day out of school.

#### **B. Students assigned to in-school suspension must:**

- Complete all assignments provided by the classroom teacher

It is the responsibility of the student to retrieve any class notes or to make up tests that were missed during the in-school suspension period. Failure to comply with the above guidelines shall result in loss of credit for those assignments.

Suspended students are automatically placed on social probation and shall not participate in or attend extra-curricular activities during the suspension.

C. Vocational students assigned In-School Suspension or Out-of-School Suspension **shall not** be permitted to attend vocational school for the duration of the suspension. Students suspended from vocational school **are not** permitted to attend NEHS during the time of suspension.

**6. Fighting**

If a student or students engage in a physical conflict where one or more parties are injured, students may be charged criminally based on the discretion of the school administration and the school resource officer.

**7. Gangs/Secret Societies/Fraternities/Sororities (See Board Policy #5615 and 5841)**

New Jersey Revised Statutes Title 18A:42-5, 18A:46-6, declare that gangs, secret organizations, fraternities and sororities, have a negative impact on the school system, its principles and ideals. Boards of Education are required to adopt regulations providing for the necessary disciplinary measures in order to enforce the law against their existence in public schools.

**8. Theft**

The unlawful taking of another's property without his/her consent shall result in disciplinary consequences.

**9. Gambling**

Gambling is an illegal act and prohibited at New Egypt High School. This includes betting pools, such as those related to athletic contests, and any involvement in a game of chance for money or other stakes. Card playing or games with dice are considered gambling, even if no money is visible.

**10. Beepers/Paging Devices/Telephones/Laser Pointers**

It is against the law for any student, regardless of age, to be in possession of a beeper or paging device while in school or on school property (NJSA 2C:33-19). Students may utilize cell phones after school hours (2:00 pm). Any student in possession of a cell phone, or electronic device during school hours shall have it confiscated by the Assistant Principal.

1<sup>st</sup> offense - returned at end of day

2<sup>nd</sup> offense - returned only to parent

3<sup>rd</sup> offense - item will be held until the last day of school.

Chronic offenders may be subject to Group III disciplinary procedures.

**11. Mace/Pepper Spray**

It is illegal to be in possession of mace/pepper spray if under 18 years of age; it is prohibited, in school, for students of any age (NJSA 2C:39-5)

**12. Vandalism**

Vandalism is the wanton, deliberate, and/or malicious destruction or defacement of school property, rendering it inoperable, unusable or seriously unsightly, thereby causing an economic loss to the district. Also included in vandalism, are any acts involving arson and fireworks. Any student apprehended for acts of vandalism shall be suspended and may be subject to legal ramifications. The total cost of repairing the damage caused by the vandalism, including the cost of labor, shall be charged to the student(s) involved to be paid within a reasonable period of time. Failure to pay these charges will result in appropriate legal action against the responsible party.

**13. Possession/Use of a Weapon**

Weapons may include, but not be limited to, any instrument or item that can be used to inflict harm on another person, such as a gun, knife, razor, brass knuckles, chain, pipe, etc. Items that might not usually be considered a weapon, such as a large ring or large belt buckle, may also be considered a weapon. Some items used in a workplace, such as a razor-knife, become illegal and considered a weapon if carried into school.

**14. Smoking Regulations/Possession - Tobacco (Chewing or Smoking) (See Board Policy #5533)**

Smoking is defined as having a lighted cigarette in one's possession or having smoke coming out of one's mouth or nostrils. Chewing tobacco is the act of having tobacco in the mouth. Students caught using tobacco products shall receive two days of In-School Suspension. Second time offenders shall be charged at Municipal Court. Students **found to have tobacco** products in their possession shall receive a Saturday detention and the products shall be confiscated. Repeat offenders are subject to additional disciplinary action with administrative discretion.

**15. Drugs, Alcohol, Chemical Compounds (See Board Policy #5530)**

Students are forbidden from selling or transferring any alcohol or illegal drugs while at school, attending any school function, or on school property. Such activity shall result in suspension with possible recommendation for expulsion.

Students in school, on school property, or attending a school function who illegally use or possess alcohol, drugs, narcotics or certain chemical compounds are in violation of the law. The Principal shall notify the parents of the violation and shall indicate that the student is to be removed from school.

Students who are suspected of being under the influence of alcohol and/or drugs shall have their parents called and the student shall be tested for substance abuse. The disposition of the incident shall be handled as per Board of Education policy.

The Principal will notify the Student Assistance Counselor and other school personnel who can provide help to the students and family, and who can also provide counsel for the Principal in future contacts with the student. The Principal shall notify the Superintendent of Schools regarding the nature of the incident and the action taken.

**16. Lockers/Locks/Backpacks**

All students shall be issued a combination lock by their teacher/Advisor. The lock must be returned to their Advisor at the end of the year, or at any time that a student signs out of New Egypt High School. **ALL STUDENTS ARE REQUIRED TO USE THE SCHOOL LOCKS, WHICH HAVE BEEN ISSUED TO THEM.** Any unofficial lock shall be removed. If a lock is lost or stolen, it must be replaced through the Principal's office. The replacement cost is the retail price of the lock. Students should try to limit the number of trips to their lockers throughout the day. Students are encouraged to go to their lockers at the beginning of the day, prior to lunch or A/A and before third block. In order to assure student security, lock combinations should be kept confidential, not shared with others. In addition, backpacks are to be kept in the student's locker during the school day.

**17. Lockers, Desks and/or Other Storage Facilities Search Policy (NJSA 18A: 36-19.2)**

Student lockers, desks, or other storage facilities are owned and maintained by the Board of Education. They are loaned to the students for their convenience in storing books, coats and other school related items. No student may use a locker, desk or other storage facility as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself. The Board of Education reserves the right of joint control and lockers, desks or other storage facilities, without further notice, may be routinely searched throughout the school year. Any contraband goods found in lockers, desks or other storage facilities shall subject students to suspension or expulsion charges, as well as a hearing with the Superintendent of Schools and/or the Plumsted Township Board of Education. Search procedures may be performed at any time by any or all of the following:

1. School Administration
2. Police/Police Dogs

This section serves as notice for any and all search procedures that may take place throughout the school year.

**18. Dress Code (See Board Policy #5511)**

- A. Philosophy: Parents have the primary responsibility for determining appropriate dress and grooming for their children. While it is not the intent of these regulations to usurp parent or student prerogatives in the selection of clothing styles, which frequently change and reflect personal taste, it is necessary to establish guidelines and limits of what will be permitted within the school environment. Of paramount importance in this dress code is the health and safety of the students and the avoidance of distractions to the educational process.
- B. Purpose: The purpose of the dress code is to establish standards for what is acceptable dress and grooming within the school setting with particular concern for the health and safety of the students. In addition, the code is designed to encourage a mode of dress and grooming which is conducive to establishing a climate for teaching and learning. An "acceptable mode of dress" shall be based upon the following criteria:
1. Cleanliness
  2. Cause for disruption
  3. Good taste
  4. Health and safety

The following are the regulations governing student attire:

1. Student attire shall be school-appropriate, neat, clean and reflecting an appearance of modesty.
2. Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, profanity, weapons, tobacco, gang affiliation slogans, offensive or obscene language, symbols, signs or slogans degrading race, societal group, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation or people with disabilities is not permitted. Drug related pictures and messages that support and/or condone drug use are also unacceptable.
3. Buttons, pins and other accessories are permitted as long as they comply with the above-mentioned regulations and do not cause disruption, disorder or a danger.
4. Footwear must be worn and securely fitted at all times. No flip-flops, slippers, sandals without backs, shoes with wheels or shoes that could be considered a safety concern are permitted.
5. Bare midriff, crop tops which expose the abdominal area, halter tops, tube tops and tank tops with straps that are less than one inch wide are not permitted. Tops that expose even partial cleavage are also not permitted.

6. No tank top shirts of any kind are permitted to be worn by boys. Pants are not permitted to be slouched. No underwear should be showing.
7. Clothing which is extremely ragged or extreme in tightness or transparency is not permitted. Bathing suits are not permitted.
8. Very short shorts, very short skirts and/or very short culottes are not permitted. The length of the garment should minimally be mid-thigh or longer.
9. Lingerie, including bra straps and underwear, and sports bras may not be exposed. Students are required to wear appropriate undergarments at all times.
10. Articles which can cause damage to other students and/or property are not permitted. This includes but is not limited to chains; wallets with chains attached; spiked or studded bracelets or necklaces; or belts/accessories.
11. Students are not permitted to wear long, concealing coats, hats, headwear (bandanas, hoods, skull caps, sweatbands, sunglasses, etc.), or outerwear of any kind during school hours unless required by religious custom and/or extenuating circumstances. Inappropriate attire such as hats, bandanas, and skullcaps will be confiscated by the High School Disciplinarian and returned only to a parent or guardian.
12. Any body piercing considered a safety hazard is not permitted. Students may not have exposed body piercing in non-cartilaginous areas.

**19. Dance Rules (See Board Policy and Regulation #5850)**

The Student Council Officers and the New Egypt High School Administration have agreed upon the following regulations regarding school dances.

- A. Any student that is absent from school, suspended or expelled **will not** be permitted to enter the dance.
- B. The dress code shall be in accordance with school regulations, and students are expected to dress in an appropriate manner. Style of dress may be determined by the sponsoring organization.
- C. No student shall be permitted into a dance wearing a gang emblem of any kind on any item of apparel.
- D. The price of class and club dances will be announced by the sponsors of these organizations.

- E. The doors will close at 9:00 p.m., and no one will be permitted to enter after that time. Students will not be allowed to return to the dance once they have left.
- F. Each New Egypt High School student is to have a Student Activities ID Card for identification purposes. In the event that a student loses his or her card, a new one may be issued from the Student Activities Office for a small fee. G. Any student who fails to comply with the above regulations shall forfeit his or her Student Activities ID Card, and may not be permitted to attend any high school function thereafter, for a period of time as determined by the High School Administration.
- H. Dances are only open to new Egypt High School students, with the exception of those dances approved in advance by the high school principal.

**20. Lunch Time Policy/Food/Beverages in School Building/Use of Vending Machines**

New Egypt High School students eat lunch utilizing the cafeteria and other areas which may be designated by the administration.

- Students are expected to throw their trash away and clean up after themselves.
- At no time during single lunch are students allowed to leave the campus. If such an event should happen it will result in a truancy offense and students will be subjected to disciplinary measures under truancy.
- Students who violate any other lunch rules (e.g. throwing food, leaving trash in your eating area, disrupting the lunch line) will be subject to disciplinary action.
- There is no food or beverage allowed to be taken from the cafeteria.
- No food or beverages are permitted in any classroom, the IMC, the gymnasium or Auditorium.
- Use of vending machines is prohibited during the school day.

**21. Visitation Policy (See Board Policy #9510)**

All visitors must sign in and out of the General Office, and wear a Visitor's Badge throughout their stay at New Egypt High School. Student visitations are permitted only as a part of the enrollment process.

**22. Fire Drill/School Evacuation Procedures**

Routine fire drills are an important part of the safety program at New Egypt High School. As directed by New Jersey Statutes 18A:41-1 through 4, all high school students and personnel are hereby directed to comply with the statutes regarding "Fire Drills and Fire Protection".

At the sounding of the fire alarm, every person is to evacuate the building in a quiet, orderly, efficient and safe manner as directed by responsible staff members. Students are

to follow all directions given by staff, and proceed to the fire exits, as posted throughout the building. Under no circumstances is anyone permitted to remain within the building when the fire alarm is sounded.

**23. Field Trips (See Board Policy and Regulation #2340 and 5840)**

All field trips must be approved by the principal at least one (1) month in advance of the trip. Overnight field trips must be approved by the Superintendent of Schools and the Plumsted Township Board of Education 45 days prior to the trip. The school administration will assign faculty chaperones that will provide appropriate supervision. Each student must be in good academic standing to attend and must present a permission slip properly signed by his/her parent or guardian. The parent/guardian is the only person allowed to administer prescribed or over-the-counter medication to his/her child on a field trip if the school nurse or registered nurse substitute is not in attendance with the exception of the asthma inhaler for asthma and/or Benadryl/Epi-pen for anaphylaxis with written medical authorization. Medication cannot be held or distributed to a student by any other New Egypt High School staff member. Please contact the nurse's office with any questions regarding the administering of medication.

**24. Health and Physical Education**

The New Jersey Department of Education and the Plumsted Township Board of Education require every student to take Health and Physical Education for each year of enrollment.

All students will be assigned a gym lock to use during Physical Education. Students are required to supply and dress in appropriate gym clothing. Students must change into clothes, other than those worn to school, for Physical Education. Gym clothes should be appropriate: Shorts, T-Shirts and/or Sweatshirts, sneakers and socks. White socks should be worn, but the color and style of the shorts and shirts is optional. Good taste and the school/departmental dress code shall be observed.

**25. Physical Education Lockers**

- A. All personal equipment shall be locked in a locker during physical education classes and removed after class.
- B. Athletic teams may use individual lockers during regularly scheduled practices or game situations. All personal equipment shall be removed after each session.
- C. Individual instructors and coaches will be responsible for locker supervision during regularly scheduled activities.
- D. The school will not be responsible for any lost or stolen items.

**26. Delayed Opening/Emergency Closing**

Public Announcements for all day closing or delayed opening of school will be made on the following radio stations:

Station NJ101.5 – 101.5 FM  
Station WOBM – 92.7 FM  
Station WTTM – 920 AM

A recorded announcement from the Superintendent of Schools may be obtained by calling (609) 758-6800. **DO NOT CALL THE POLICE DEPARTMENT.**

The district's all call system will be used. Please be sure the school has a valid phone number on record.

In the event of a one-hour delayed opening, school will begin at 8:23 a.m. and will remain in session until 2:00 p.m.

In the event of a two-hour delayed opening, school will begin at 9:23 a.m. and will remain in session until 2:00 p.m.

**Emergency Dismissal Procedures**

Should it become necessary to hold an early dismissal for an emergency (e.g., snowstorm), all high school students will be released at the time designated by the Superintendent unless prior directive in writing from the parent or guardian has been filed with the Principal.

**27. Student Activity ID Cards**

During the month of September, students will be photographed and provided with a laminated ID card. This ID card must be carried at all times for instant identification at all school events or activities.

**28. Telephone Calls**

Student will be permitted to utilize the front office phones for emergency purposes.

**29. Affirmative Action**

Affirmative Action exists in the New Egypt Public Schools in order to ensure that all Federal, State and Local laws and policies, which guarantee the rights of students, are enforced. Basically the laws state that: No student in a public school in this State shall be discriminated against in admission to, or in obtaining any advantages, privileges, or courses of study of the school by reason of race, color, creed, sex, handicap or national origin. Students who have any questions or believe they have been discriminated against,

in any way, including sexual harassment by other students or staff members, should follow the regular grievance procedure as outlined in this handbook, or contact the District Affirmative Action Officer, Toni Ferry.

**30. Student and Parking Procedures (See Board Policy #5514)**

- A. Driving to school is a privilege granted to students who have been issued a parking permit and parking spot by the Assistant Principal. Students must adhere to the following policies and procedures to avoid losing that privilege:
1. The Student Parking Lot is located in front of the New Egypt High School. Students must be aware that the parking lot is a New Jersey School Zone. Any vehicle entering the parking lot is subject to search at the direction of school authorities. Search may be conducted for any reasonable purpose **without** warrant. The school reserves the right to inspect a student's car parked on school property when there is reason to believe that the car is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the school. Search of the vehicle includes all compartments and components thereof. Once notified of intent to search, the person in control of the vehicle **will not** be permitted to remove it from the premises until the search is completed. Students who fail to comply with this policy shall be cited for insubordination and lose their privilege to utilize the student parking lot.
  2. Prior to driving to school all students and parent/guardian must sign a formal agreement, provide proof of license, registration and insurance of their vehicle.
  3. Students **must** park in their designated spots issued to them. If students fail to comply the following actions shall be taken:
    - First offense – a warning by the Assistant Principal shall be issued
    - Second offense – loss of driving/parking privileges
  4. Overflow student parking in the back lot is restricted to rows 5 and back. The first rows are for **staff only!**

**31. School Bus Policy/Regulations (See Board Policy #8635)**

Violation of any of the transportation policies/regulations, outline below, may result in suspension of transportation privileges. A student may be excluded from the bus for disciplinary reasons by the principal or designee. The student's parents shall provide

his/her transportation to and from school during the period of such exclusion (N.J. Statute 18A:25-2).

- All students are required to be at their designated bus stop five (5) minutes before their scheduled pick-up time (ten (10) minutes prior for the first week of school).
- All students are required to wear seat belts by New Jersey State Law.
- All students are to remain seated while the bus is in motion.
- All students must ride their assigned bus to and from school. Students will only be picked-up and dropped off at their designated stop.
- Fighting, bullying, profane language and/or any other inappropriate behavior are not permitted on the bus. All actions will be reported to the School Disciplinarian. Disciplinary actions will be in accordance to the discipline policy outlined in this handbook.
- No eating or drinking on the bus.

### **32. Student Grievance Procedure (See Board Policy #5710)**

The following procedure has been developed for use in processing New Egypt High School student dissatisfactions. The procedure will be made known to every student, and will be strictly adhered to whenever a student wishes to process a concern regarding his or her high school experience. This is official school policy, approved, and in use for any problems which may arise.

The New Egypt High School Administration places major emphasis upon student rights and responsibilities. Furthermore, students are provided with the opportunity to voice their concerns to those who have the authority to act upon them.

The following procedure has been developed in order to provide the means whereby this philosophy can be implemented in New Egypt High School in an efficient, timely and systematic manner:

- A. The individual student (or group of students) who is concerned or dissatisfied with some aspect of his or her educational experience, and wishes to initiate a change, shall first submit her/his proposal in writing to the Student Council.
- B. The Student Council, at its regularly scheduled meeting, shall take the matter in question under consideration and process the matter in one of the following ways:
  1. Declare the proposal indefensible and deny its support.
  2. Modify the student's proposal, and with the student's approval, forward the revised proposal to the High School Principal in the form of a recommendation.
  3. Agree with the proposal in its original form, and submit same to the High School Principal in the form of a recommendation for implementation.

The decision of the Student Council shall be submitted in writing to the originator of the proposal within five (5) school days following the meeting at which the matter was considered. A copy of the decision by the Student Council should be forwarded to the High School Principal together with a brief resume of the deliberation proceedings of the Student Council.

- C. Matters forwarded by the Student Council to the High School Principal for determination shall be taken under advisement and given full consideration. In considering the proposal, the High School Principal shall utilize any one, combination, or all of the following processes:

1. Confer with the originator of the proposal.
2. Confer with the Officers of the Student Council, or its entire Membership, in conjunction with the Coordinator of Student Activities.
3. Confer with the Superintendent of Schools.

The High School Principal shall issue his/her first communication in the form of a progress report to the Student Council within five (5) school days from the date the referral was received from the Council.

A copy of the decision submitted to the Student Council shall be forwarded to the Superintendent of Schools together with a brief resume of the proposal and the deliberation proceedings related thereto.

- D. In the event that the proposal submitted to the High School Principal calls for a final determination by the Superintendent of Schools, the Principal shall forward the proposal with a brief resume of background information to the Superintendent of Schools within five (5) days from the date the referral was received.

The Superintendent of Schools shall normally render a decision within ten (10) school days following the receipt of the referral from the High School Principal. If a longer period of time is required to make a decision, a progress report will be submitted to the Principal within the designated ten (10) day period. A copy of the progress report will be forwarded to the Student Council who in turn, shall share the report with the originator of the proposal.

If the originator of the proposal is dissatisfied with the decision rendered by the responsible party at any level of the aforementioned procedure, he or she shall have the right to appeal the decision to the official at the next higher level of responsibility within three (3) school days of the receipt of the decision.

The levels of involvement in the decision making process are: originator of the proposal (Student or group of Students), New Egypt High School Student

Council, New Egypt High School Principal, Superintendent of Schools, and ultimately, the Plumsted Township Board of Education.

- E. Every New Egypt High School student, once having been made aware of this procedure, shall be expected to follow the procedure in the formal processing of school concerns or dissatisfactions. Circumvention of or ignoring the procedure in processing student dissatisfactions shall be dealt with as an infraction of school policy.

## STUDENT SERVICES

### A. Special Services

1. **Section 504** is a federal law prohibiting discrimination against individuals with a disability or impairment by any program or activity receiving federal financial assistance. In order to fulfill our obligation under section 504, our school will not knowingly permit discrimination against any person with a disability or impairment in any of the programs and practices of the school. The school district has the responsibility to identify, evaluate, and, if deemed eligible under Section 504, afford access to appropriate educational services.
2. **Child Find.** Educational opportunities for children with disabilities are available in the Plumsted Township School District as required by state law. If you live within the boundaries of the Plumsted Township School District and either have or know of a child between the ages of birth and twenty-one that may have physical, mental, or emotional disability, please contact the Department of Student Services at (609) 758-6800, ext. 5. The school district will arrange for a free evaluation by the Child Study Team.
3. **Family Educational Rights and Privacy Act (FERPA)** applies to all students attending institutions receiving federal financial assistance and requires that these institutions adhere to the following requirements:

**Accessibility-** Parents and eligible students over 18 years of age have the right to see, inspect, reproduce, and challenge the accuracy of education records. These rights extend to custodial and non-custodial parents unless a court order is issued denying the non-custodial parent access rights. Additionally, schools must explain and interpret records to parents if they ask school officials to do so. School officials must comply promptly with parental requests to inspect educational records. The response must be made in a “reasonable time frame”- within 45 days of the parent’s request.

**Amending Records-** If parents believe educational records are misleading or incorrect, they may request that he school amend the records. The school may deny the parent’s request.

**Confidentiality of Information-** Third-party access to educational records is permitted only if the parents provide written consent. The exceptions to these confidentiality provisions include (a) *school personnel with legitimate educational interest*; (b) officials representing schools to which the student has applied; (c) persons responsible for determining eligibility for financial aid; (d) judicial orders for release; and (e) in emergency situations, persons who act to protect the health and safety of the student.

FERPA covers all records, files, documents, and other materials that contain personally identifiable information directly related to a student, which are maintained by the educational agency by the person acting for that agency. Records that are not covered by the FERPA disclosure rules include those records made by educational personnel who are in the sole possession of the maker and are not accessible or revealed to other persons except substitutes.

4. The Plumsted Township School District does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The Plumsted Township School District also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator:

Name and Title: Jodie Greene  
Office Address: 115 Evergreen Road  
New Egypt, NJ 08533  
Phone Number: (609) 758-6800, ext. 23

This notice is available from the ADA and Section 504 compliance coordinator in large print, on audiotape, and in Braille.

## **B. Guidance Department**

The function of the Guidance Department is to provide services to students, parents, teachers, and administrators. Services to students are given through individual conferences, small and large group meetings, and parent conferences. Services include academic and career planning, personal and social counseling, and planning for college and other post high school experiences.

The Guidance staff aims to assist each student in becoming a self-sufficient individual who can deal confidently and successfully with all of the experiences and responsibilities of the adult world. Any student experiencing serious problems such as substance abuse,

pregnancy, abuse, or sexual harassment, should see his or her Guidance Counselor, the Student Assistance Counselor, or other student support personnel, immediately, for confidential and appropriate assistance.

**GUIDANCE DEPARTMENT/STUDENT SUPPORT PERSONNEL:**

**Guidance Counselors**

Jason Frable  
Katina George

**School Social Worker**

Thomas Chemris

**School Psychologist**

Dr. Erin Sappio

**Student Assistance Counselor (SAC)**

Jacqueline Duca

**PROCEDURE FOR MEETING WITH GUIDANCE STAFF:**

In an emergency or crisis situation, counselors are always available. For a routine conference with a counselor, students should stop in the Guidance Office, and request an appointment. The Guidance Counselor will then contact the student as soon as possible with a conference time and date. Parents may call for a conference between 7:30 a.m. and 3:30 p.m. at (609) 758-6800, ext. 24. In addition, evening Guidance appointments are available and can be arranged through the Guidance Department. Extended Guidance hours will be held bi-monthly on an as needed basis.

**C. Health Services (See Board Policy and Regulation #5305 and 5308)**

The School Nurse, Jackie Theile, is available to students and parents throughout the school day at (609) 758-6800, ext. 145. The New Egypt High School Nursing Office is responsible for

- Maintaining health records assuring that all students are in compliance with immunization requirements. This includes the mandated Hepatitis B series.
- First aid and related services
- Health screenings
- Mantoux testing for tuberculosis, as required by the New Jersey State Department of Health and Senior Services
- Medication administration only with a Medication Administration Form signed by the medical care provider (MD, DO, dentist, nurse practitioner, physician assistant). This includes over-the-counter medications
- The Free and Reduced Lunch Program
- School accident insurance

Students needing to be dismissed from school because of illness must secure a medical pass from the nurse and permission by the administration before the student is released to the parent or guardian. Students will not be released to anyone not indicated on the student's emergency card.

## **Hepatitis B Immunizations**

Beginning on September 1, 2004, as signed into law by Governor McGreevey, the New Jersey Department of Health and Senior Services (NJDHSS) will require all students entering grades 9-12 to have proof of the Hepatitis B immunizations series, consisting of three injections. As directed by law on the first day of school, if a student is without any documentation of Hepatitis B immunizations, the district must exclude this student and he/she will not be allowed to re-enter school without the required Hepatitis B immunization documentation. This student is also excluded from any athletic sport including practice until documentation is presented.

### **D. Student Assistance Counselor**

The Plumsted Public School District employs a full-time staff member who is responsible for Substance Awareness Activities, 6-12. The high school Student Assistance Counselor (SAC) has an office located in the NEHS Guidance Department. When the SAC is not in the high school, an appointment can be made, or messages can be left with the Guidance Department secretarial staff.

The SAC is responsible for prevention as well as intervention activities. Students voluntarily seeking help for themselves, family members, or friends, should contact the SAC's office. It is important to note that information is protected by the Federal Laws of Confidentiality.

### **SUBSTANCE ABUSE (*See Board Policy and Regulation #5530*)**

The school district will work, through curriculum and classroom activity, administrative and faculty effort, and disciplinary procedures, to prevent and intervene in the abuse of drugs by members of the student population.

Prevention: All students shall be given instruction on the nature of tobacco, alcohol, drugs and narcotics, their effects on the human body, and the laws relating to these subjects. Such instruction shall be at least as comprehensive as, but not limited to, the program prescribed by relevant legislation. A curriculum emphasizing primary prevention of alcohol, drug and substance abuse, shall be implemented, providing students with information and developmental exercises regarding chemical substances.

Any student found to be under the influence of a substance while on school property or at a school function shall be dealt with according to the Board of Education Substance Abuse Policy.

When a student is found to have distributed, attempted to distribute or possessed with intent to distribute, alcohol or other drugs or drug paraphernalia in school or on school property, there shall be:

- A. Immediate notification of the parents.

- B. Immediate notification of the local police.
- C. Immediate notification of the Superintendent of Schools.
- D. Up to five (5) days of Out-Of School Suspension, or expelled. Parking privilege revoked for the balance of the school year.
- E. Following the suspension, a conference will be scheduled with the student, parent(s) or guardian(s) and the Student Assistance Counselor (SAC).

Whenever a student voluntarily seeks help for chemical dependency through a staff member, the staff member shall reinforce the student's actions by expressing approval of a decision to seek help, indicate concern for the student, and offer immediate aid to the student through the SAC, who is the primary intervention resource.

In the case of a family seeking help for a suspected chemically dependent student, or a chemical abusing student, the SAC shall arrange a meeting with parents to discuss the need for treatment, medical attention and family counseling.

If any student is reasonably suspected of using any controlled dangerous substance on the way to or from school, or during a school sponsored activity, administrator in charge will be notified. Parents will be contacted and required to pick up student and comply with provisions of SA Policy. Appropriate disciplinary action shall be taken as per district guidelines.

The Plumsted Township Board of Education recognizes the importance of communication and collaboration among those involved with student substance use and abuse. To utilize these sources, the Plumsted Township Board of Education, through appropriate staff members, shall maintain communication and work cooperatively in addressing both general and specific issues and incidences of substance use and abuse. These sources shall include parents, local police personnel, sources of medical assistance and non-school agents who provided input in the development of this policy.

**E. New Egypt High School Intervention and Referral Services Team (I&RS)/Section 504 Child Find Committee**

I&RS team and the CORE Team are interdisciplinary committees whose members identify, refer and provide support services for the at-risk student. These groups meet on a regularly scheduled basis in order to make recommendations regarding students who have been referred to them. The goal is to facilitate early identification of students that have any special needs.

The CORE Team makes recommendations and plans programs and services for students who have been referred to them for substance abuse problems. The goal of this group is to facilitate early identification of students with possible substance abuse issues, as well

as to work with those students currently attending and/or re-entering from specialized programs and agencies. It is important to note that information is protected by the Federal Laws of confidentiality.

I&RS/CORE Team members provide the school community with reliable intervention strategies and treatment referral processes for these students. Confidentiality and parent involvement are critical components of I&RS/CORE Team programs and procedures.

## **F. Working Papers**

Working Papers are required for all minors between the ages of 14 and 18 who plan to work. Students who desire working papers must be in good scholastic standing, and abide by the attendance requirements of the school. Working papers can be obtained in the Guidance Office, and must be signed by the high school principal.

## **CO-CURRICULAR PARTICIPATION**

### **1. Philosophy**

The Plumsted Township Board of Education recognizes the value of a program of co-curricular activities as an integral part of the total school experience to the students of the district and to the community. Through its programs, the Board of Education offers students the opportunity to test and enrich their abilities in a context greater and more varied than that which can be offered within the school district alone. Students who participate in the co-curricular program have responsibility to their parents, school, advisors, coaches, peers and to themselves.

1. A student has passed any required physical examinations;
2. The student has met any other requirement unique to that particular student organization/athletic team for which he/she wishes to participate; and
3. The student has met all New Jersey State Interscholastic Activity Association credit requirements.(13.75 credits passed at the end of the first semester and 27.50 at the end of the second semester)

### **Lateness to School and Participation in Co-Curricular Activities:**

Students must be present in school by 10:00 a.m., if they are to participate in any activities during the school day. Athletes must be present on Friday by 10:00 a.m., if they are to participate in weekend activities. Exceptions can be made only with the approval of the New Egypt High School Principal. Students who sign out prior to the end of the regular school day may not attend or participate in any after school activities. Exceptions can be made only with the approval of the New Egypt High School Administration.

Students participating in the school-to-work program must adhere to the rules and regulations as outlined in the student handbook. The program's advisor maintains the right to add additional rules and requirements upon the students that participate in the program. Students that are involved in the school-to-work program must be in school prior to 10:00 a.m. in order to participate in the work program that day.

## **2. School Activities**

### **A. Computers**

The use of computer services in the Plumsted Township School District is a privilege not a right. Students are expected to use computers and information services responsibly, ethically and appropriately at all times. Network and computer services include: Use of personal and school computers and peripherals, use of the Internet, use of e-mail, and use of all associated software. Students must realize that these services are costly and that such things as time, money and hardware are wrongfully restricted or appropriated when these services are abused. Please refer to the Technology Student Network Use Agreement for policies and procedures that a student and parent must sign to use school computers.

Students that abuse the computer privilege will be subjected to disciplinary consequences as deemed appropriate by severity of the misconduct.

### **B. Assemblies**

Assemblies are held from time to time as announced. These are entertaining, educational, and appeal to a variety of interests.

### **C. School Play**

A school play is an optional activity for grades 9-12 to be held in the spring of the year. All activities must be approved by the New Egypt High School Principal. All participants must have physical examination prior to participation.

### **D. Clubs**

A wide variety of Clubs are available to the students at New Egypt High School. Students are not required to become a member of any club, but are expected to participate for at least one full year after joining. Clubs are held before and/or after school, at the convenience of the Faculty Advisor and the membership of the club. All co-curricular clubs can meet twice per month during the after-school activity period. Dependent entirely upon student interest and response, clubs are added, revised and deleted each year.

All new clubs must be approved by the New Egypt High School Principal. All clubs are required to have a Faculty Advisor who is a regular staff member of the

New Egypt Public Schools. Students are permitted to join more than one club, if their individual schedules allow.

Art/Photography Club
Book Club
College Club
Environmental Club
FBLA Club
Flag, Rifle, Twirling*
French Club
Gay/Straight Alliance Club
Interact Club
Math/Science League
Model Congress
Model UN
National Honor Society
REBEL Club
Relay for Life Club
School Musical *
School Newspaper
Spanish Club
Student Council
Teachers for Tomorrow Club
Technology Club
Ultimate Frisbee*
Volleyball Club*
Weightlifting*
Yearbook Club

\*Any club or intramural activity which involves physical activity shall be required to have a physical examination prior to participation.

## **Eligibility**

Eligibility for co-curricular activities has the same requirements as those for athletics. Please refer to page 45 for eligibility requirements.

### **E. National Honor Society**

Selection for membership in the National Honor Society is the highest honor that can be accorded as a high school student. This honor is bestowed upon students who can meet rigorous standards in four areas: scholarship, service, leadership and character. The formal National Honor Society council evaluates each candidate, along with the total school faculty, and ultimately by a faculty council, in the four areas using specific guidelines. Standards developed by the National

Association of Secondary School Principals have been adopted as the basis for selection to the New Egypt High School Chapter of the National Honor Society.

**Scholarship:** The student must have a weighted grade point average of 3.5 or better, along with positive remarks on his/her report card and display evidence of continuing to maintain this standard.

**Service:** The student must show continuing service each year to the school to the satisfaction of the faculty Advisory Council. Three (3) services (without an overlap of sports) that are required to the school may be in any of the following areas: sports, (including recreation and school-sponsored), Student Council, Class Office, clubs, music, choir, theatre productions, student publications, youth groups. Community services including, but not limited to: toy drives, food drives, the March of Dimes, Relay for Life. The student must be an active participant in all activities listed.

**Leadership:** Leadership qualities will be judged by teachers, administration and the Panel of NHS Officers.

The student who exercises leadership:

1. Is resourceful in proposing new problems, applying principles, and making suggestions.
2. Promotes school activities
3. Shows influence on peers in upholding school ideals
4. Contributes ideas that improve the civic life of the school
5. Is able to delegate responsibilities
6. Exemplifies positive attitudes
7. Inspires positive behavior in others
8. Demonstrates academic initiative
9. Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding
10. Is thoroughly dependable in any responsibility accepted
11. Does so in the classroom and school activities

**Character:** Character qualities will be judged jointly between teachers, administration and the Panel of NHS Officers

1. Takes criticism willingly and accepts recommendations graciously, attempting to initiate any necessary changes
2. Exemplifies desirable qualities of personality
3. Upholds principles of morality and ethics
4. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
5. Demonstrates the highest standards of honesty and reliability
6. Show concern, and respect for others by listening courteously

7. Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
8. Has a power of concentration and sustained attention as shown by perseverance and application to studies
9. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
10. Actively helps to rid the school of bad influences or environment

**Membership Requirements:** In order to maintain membership and receive the NEHS stole to be worn at graduation, NHS members are expected to complete the following:

1. Sign NEHS Pledge of Honor
2. Participates in NHS Induction Ceremony
3. Be an active member of NHS-NHS Chapter:
4. Participate in service activities
5. At least two fundraising (one for charity)
6. Participate in Honor Guard for graduation
7. Pay \$10.00 per year dues
8. Maintain at least a 3.7 GPA, receive positive comments on progress reports and report cards
9. Maintain Leadership and Character requirements of NHS
10. Maintain a clean disciplinary record
11. Complete Individual Service Project\*
12. Complete 10 hours of service to the school, such as: 8th grade orientation, Back to School Night etc.

\* National Requirement

**Requirements upon Dismissal:** Any member of the National Honor Society that does not adhere to the membership requirement as outlined in the New Egypt High School-National Honor Society By-Laws will be subject to an immediate review by a panel of officers and faculty council members. A meeting and discussion of past actions of the alleged member will be conducted to determine the standing of the student. The Panel has the power to dismiss members who fail to uphold all aforementioned requirements.

#### **H. CLASS ADVISORS: 2009-2010 School Year**

Freshman Class:	Katina George Kodi Sohl
Sophomore Class:	Lauren Russ Kim DiGangi

Junior Class: Lynn Pryzbylkowski  
Marilyn Vogios

Senior Class: Caitlyn Tilley  
Mick Hughes

## **I. ATHLETIC PROGRAM**

Richard Carroll, Supervisor of Athletics, heads the Athletic Program at New Egypt High School. Fall sports and athletic activities include: Cheerleading, Co-ed Cross Country, Football, Soccer (Boys and Girls), Girls Tennis and Field Hockey.

Winter sports and athletic activities include: Basketball (Boys & Girls), Bowling (Boys and Girls), Cheerleading, and Wrestling.

Spring sports include: Baseball, Co-ed Golf, Softball, Track (Boys & Girls) and Lacrosse (Boys and Girls).

Our Athletic Teams participate in the Burlington County Scholastic League (BCSL). The League membership consists of the following seventeen high schools:

Holy Cross	Cinnaminson	Florence
Moorestown	Delran	New Egypt
Northern Burl.	BCIT West Hampton	Palmyra
Pemberton Twp.	Burlington Twp.	Riverside
Rancocas Valley	Bordentown	BCIT Medford
Willingboro	Maple Shade	Trenton
	Burlington City	Catholic

Athletic programs are an important part of the school's activities. Boys and girls are encouraged to go out for the teams. There is room for every girl and boy in our sports program, whether she or he is a player, or a manager. Players must keep up their grades, and display good sportsmanship as well as good school citizenship.

### **The goals of the athletic program are:**

1. To develop sportsmanship\* by learning to play fairly and by the rules of the game.
2. To train athletes to accept winning and losing graciously.
3. To develop self-discipline and confidence.
4. To develop a sense of responsibility.
5. To develop leadership and fellowship.
6. To develop physical fitness in order to meet the demands of the sport.
7. To develop the athlete's skills in a particular sport to his or her maximum potential.

\*Sportsmanship applies to both the athlete and the spectator. Student spectators represent their school, just as the athletes do. The conduct of student spectators and athletes at athletic contests is as important to the climate of sportsmanship as is the quality of athletic play.

## **NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION (NJSIAA)**

### **THE RESPONSIBILITIES OF SPORTSMANSHIP (*See Board Policy and Regulation #5570*)**

New Egypt High School is recognized by the New Jersey State Athletic Association as a member school; therefore we are required to uphold standards for student-athlete eligibility. The following is an overview of eligibility requirements for anyone participating in an athletic program at New Egypt High School. Any eligibility issues will be handled on an individual basis in conjunction with the NJSIAA and the guidelines that govern eligibility.

#### **Eligibility:**

##### **A. Age**

An athlete becomes ineligible for high school athletics if he/she attains the age of nineteen prior to September 1. However, any athlete attaining age nineteen on or after September 1 shall be eligible for the ensuing school year. A birth certificate, issued at the time of birth, is the normal proof of age; in the absence of this, other proofs may be used. The records used will be baptismal records or the earliest school record.

##### **B. Credits**

1. To be eligible for athletic competition during the first semester (September 1 – January 1) of the 10<sup>th</sup> grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (27.5) required by the State of new Jersey for graduation (110), during the immediately preceding academic year.
2. To be eligible for athletic competition during the second semester (February 1 – June 30) of the 9<sup>th</sup> grade or higher, a pupil must have passed the equivalent of 12% of the credits (13.75) required by the State of New Jersey for graduation (110) at the close of the preceding semester (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

**The Player:**

1. Treats opponents with respect.
2. Plays hard, but plays within the rules.
3. Exercises self-control at all times, setting the examples for others to follow.
4. Respects officials and accepts their decisions without gesture or argument.
5. Wins without boasting, loses without excuses and never quits.
6. Always remembers that it is a privilege to represent the school and community.

**The Spectator:**

1. Attempts to understand and be informed of the playing rules.
2. Appreciates a good play no matter who makes it.
3. Cooperates with and responds enthusiastically to cheerleaders.
4. Shows compassion for an injured player, applauds positive performances, does not heckle, jeer or distract players, and avoids the use of profane or obnoxious language and behavior.
5. Respects the judgment and strategy of the coach, and does not criticize players or coaches for the loss of a game.
6. Respects the property of others and the authority of those who administer the competition.
7. Censures those whose behavior is unbecoming to the school and community.

**Lateness to School and Participation in Athletic Activities:**

Student Athletes must be present in school by 10:00 a.m., if they are to participate in any activities during the school day. Athletes must be present on Friday by 10:00 a.m., if they are to participate in weekend activities. Athletes who sign out prior to the end of the school day shall not attend or participate in after school activities. Exceptions can be made only with the approval of the New Egypt High School Administration.

**Physical Examination**

Parental permission and a physical examination, performed by a medical care provider (MD, DO, nurse practitioner, physician's assistant), are required for participation in all school sports, the marching band, the play and cheerleading.

1. Parent and student must complete a medical/consent form.
2. Student must present the completed form at the time of the physical examination. (No athlete shall receive a physical examination unless he/she has a completed form, signed by a parent.)
3. Upon completion of the physical examination, the coach/advisor shall be notified if the student is permitted to participate on the team. No student-athlete is permitted to participate on a team or other unless cleared by the Athletic Director and the Athletic Trainer.

4. A physical is good for 365 days. If the physical will lapse during the student's sport/activity an updated physical must be completed or the student **shall not** be allowed to participate.
5. Transportation can be reached at (609) 758-6800, ext. 21.

**Athletic Injury Accident Report:**

1. All injuries must be reported to the coach and Certified Athletic Trainer, Mr. Jim Sawicki (ATC) within 24 hours of the injury.
2. The coach will follow-up with an accident report.
3. The ATC will then evaluate the injury and determine if a physician referral is necessary. At which point depending on the severity of the injury, the parents will be contacted.
4. The ATC will treat the injury, as necessary, and log this information in the daily treatment log.
5. It is recommended that athletes and parents of athletes consult with Mr. Sawicki concerning all injuries, medical follow-up and rehabilitation.
6. An injury report will then be filled out by the ATC and will be filed in the student-athlete's personal file for up to three (3) years after the student has graduated.
7. The athletic insurance coverage is an umbrella policy only. The parents' coverage is primary. Athletic insurance coverage will only cover eligible medical expenses, which are not covered by the parents' own personal or group insurance. This coverage is subject to restrictions and limitations.

There is always a place for those who do not wish to participate on the team. Students are needed in the bleachers, on the field or in the gym, cheering the team on to victory. School spirit demonstrated by student attendance and support at all athletic activities helps us to gain a special victory.

**ATHLETIC DEPARTMENT SPORTS AND PERSONNEL**

Supervisor of Athletics	Richard Carroll
Athletic Trainer	Jim Sawicki
Baseball	Richard Carroll
Basketball, Boys	Jonathan Corby

Basketball, Girls	Matthew Brogan
Bowling	Michael Search
Cheerleading	Jennifer Luciani
	Lauren Russ
Cross Country	Mick Hughes
Dance Team	Kathy Chesmel
Drill Team	Kathy Chesmel
Field Hockey	Patricia Nicholson
Football	Luke Sinkhorn
Golf	Glenn Knigge
Lacrosse, Girls	Katie Nicholson
Lacrosse, Boys	Jonathan Corby
Marching Band	Patricia Wunsch
Soccer, Boys	Sam Palumbo
Soccer, Girls	Jennifer Kociuba
Softball	Carolyn Videla
Tennis	Renée Palumbo
Track, Boys	Samuel Palumbo
Track, Girls	Renée Palumbo
Wrestling	Kevin English