Message from the Principal:

Welcome to a new school year and the exciting opportunity that each year provides to begin anew.

We as a school have the enviable opportunity to build upon the significant academic and athletic success of last year and bring Glen Ridge High School and Middle School to an even greater level of excellence. Let us as individuals and collectively as a school strive to set the highest possible goals remembering that “the loftier the goals, the higher the risk and the greater the glory.”

I look forward to seeing you and supporting your efforts to make the 2009-2010 school year a great year for all of us.

Ken Rota
Principal

This School Agenda belongs to:

NAME___________________________________________________
ADDRESS_______________________________________________
CITY/TOWN______________________________ ZIP CODE_______
PHONE__________________________________________________
Dear Students, Teachers, and Parents,

We have updated our handbook and designed it solely for our high school students. The handbook should be used as a resource and a guide to assist the students in understanding the operation and procedures of the school. I hope you find it to be a useful tool as we begin another successful school year at Glen Ridge High School. I am looking forward to another great year at GRHS!

Sincerely,

Jon Heitmann
Assistant Principal

“Parents can only give good advice or put them on the right paths, but the final forming of a person's character lies in their own hands.”

-Anne Frank

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</tbody>
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Lost or stolen handbooks will cost $5.00 to replace.
### REGULAR DAY TIME SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:55</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>8:00</td>
<td>Block 1</td>
</tr>
<tr>
<td>8:42</td>
<td>Announcements</td>
</tr>
<tr>
<td>8:55</td>
<td>Block 2</td>
</tr>
<tr>
<td>9:41</td>
<td>Block 3</td>
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<tr>
<td>10:27</td>
<td>Block 4</td>
</tr>
<tr>
<td>11:13</td>
<td>Block 5A</td>
</tr>
<tr>
<td>11:59</td>
<td>Lunch A</td>
</tr>
<tr>
<td>11:59</td>
<td>Block 6A</td>
</tr>
<tr>
<td>12:33</td>
<td>Block 6B</td>
</tr>
<tr>
<td>12:45</td>
<td>Lunch B</td>
</tr>
<tr>
<td>1:19</td>
<td>Block 7</td>
</tr>
<tr>
<td>2:05</td>
<td>Block 8</td>
</tr>
<tr>
<td>2:50</td>
<td>Block 9</td>
</tr>
</tbody>
</table>

**Students should not report to school prior to 7:15 am.**

### BLOCK 9

The Remedial Period is an integral part of an academic high school day. This period runs from 2:48-3:15 and may be used for science labs, band period, or student extra help. **Students should not make any after-school commitments until 3:30 so that they can use this period effectively.**

### HALF-DAY TIME SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:55</td>
<td>Warning Bell</td>
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<td>8:00</td>
<td>Block 1</td>
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<td>8:30</td>
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<td>8:37</td>
<td>Block 2</td>
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<tr>
<td>9:11</td>
<td>Block 3</td>
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<tr>
<td>9:45</td>
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<tr>
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<td>Block 5</td>
</tr>
<tr>
<td>10:53</td>
<td>Block 6</td>
</tr>
<tr>
<td>11:27</td>
<td>Block 7</td>
</tr>
<tr>
<td>12:01</td>
<td>Block 8</td>
</tr>
</tbody>
</table>

**Delayed Openings:** School will open 90 minutes later (9:30 am) when there is a delayed opening.
**SCHOOL CALENDAR**
2009 – 2010

September 8 Tuesday School Re-Opens
September 28 Monday School Closed Yom Kippur
October 12 Monday School Closed Staff Professional Day
November 5 & 6 Thursday/Friday School Closed NJEA Convention
November 25 Wednesday 12:30 p.m. Thanksgiving Recess
November 26 & 27 Thursday/Friday School Closed Thanksgiving Recess
December 23 Wednesday 12:30 p.m. Holiday Recess Dismissal
December 24 Thursday School Closed Holiday Recess
January 4 Monday School Re-Opens
January 18 Monday School Closed Martin Luther King, Jr. Day
February 15-19 Mon.-Fri. School Closed Winter Recess
April 2 Friday School Closed Good Friday
April 12-April 16 Mon.-Fri. School Closed Spring Recess
May 31 Monday School Closed Memorial Day Last Day of School
June 25 Friday 12:30 Dismissal Graduation

**GUIDANCE, GRADES AND GRADUATION**

**GUIDANCE:**

**ABILITY GROUPING**

Students in grade 9 are grouped heterogeneously in Foreign Language and Related Arts. Accelerated courses in English, Social Studies, Mathematics, and Science are available for selected 9th grade students.

In grades 9, 10, 11 and 12, Advanced Placement, Honors, and College Preparatory courses are offered in Mathematics, Science, English, Foreign Language and Social Studies.

Honors and Advanced Placement courses are designed for the available student in a particular subject. The content of these courses is more difficult and the pace of the instruction is accelerated. College Preparatory classes are designed for the average and above average student whose career goals include plans to attend college.

In this pattern of grouping, a student may be in an Honors course in one discipline and a College Preparatory course in another. The placement of a student in a group is flexible so that a program of studies may be developed that truly meets each student's individual needs.
GUIDANCE APPOINTMENTS
Students may make appointments to see their counselor through the guidance secretary. They may only arrange for such appointments during prior to Block 1 or study hall. No student should report to guidance during the day without a pass.

PROCEDURE FOR WITHDRAWAL FROM CLASS
A student who wishes to withdraw from a full-year course must do so prior to the end of the first marking period and no record of the course will appear on the transcript. After the first marking period grade is issued a WP (Withdrawn Passing) or a WF (Withdrawn Failing) will remain on the transcript.

Students who wish to withdraw from a half-year course may do so prior to the last day of the first marking period and no record of the course will appear on the transcript. After the second marking period begins, a WP (Withdrawn Passing) or a WF (Withdrawn Failing) will remain on the transcript.

SCHOLARSHIPS AND AWARD
There are many scholarships available to graduates. Application for any of these may be made each year by pupils who cannot continue their education without assistance. They are awarded on the basis of scholarship, need, and character. Pupils applying for any of these scholarships are required to complete a formal application which requests specific information on the economic needs of the applicant.

Many colleges offer scholarships. Some are on the basis of need and other on a competitive basis. Information concerning college scholarships may be obtained from the Guidance Office.

STUDENT RECORDS
Student records will be kept on file for one year after a student leaves or graduates from Glen Ridge High School. During that year a parent or adult student may secure a copy of the record by making a written request to the guidance department. At the end of on year, all records will be destroyed except the records indicating attendance, academic progress and health.

GRADES:
GRADE POINT AVERAGE
Grades in Advanced Placement courses will receive an additional weight of 1.0 and Honors courses will be weighted an additional .5. In all other courses, grades are given the weights indicated below. Failing grades carry no weight. When a student transfers to Glen Ridge High School as a freshman, sophomore or junior, all previous grades are transferred and included in the GPA. If a student transfers as senior, he/she will not be included in Glen Ridge High School’s class rank.
QUALITY POINTS

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalents</th>
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<tbody>
<tr>
<td>A+</td>
<td>4.25  A+ = 98 - 100</td>
</tr>
<tr>
<td>A</td>
<td>4.00  A  = 93 - 97</td>
</tr>
<tr>
<td>A-</td>
<td>3.75  A- = 90 - 92</td>
</tr>
<tr>
<td>B+</td>
<td>3.25  B+ = 87 - 89</td>
</tr>
<tr>
<td>B</td>
<td>3.00  B  = 83 - 86</td>
</tr>
<tr>
<td>B-</td>
<td>2.75  B- = 80 - 82</td>
</tr>
<tr>
<td>C+</td>
<td>2.25  C+ = 77 - 79</td>
</tr>
<tr>
<td>C</td>
<td>2.00  C  = 73 - 76</td>
</tr>
<tr>
<td>C-</td>
<td>1.75  C- = 70 - 72</td>
</tr>
<tr>
<td>D+</td>
<td>1.25  D+ = 67 - 69</td>
</tr>
<tr>
<td>D</td>
<td>1.00  D  = 63 - 66</td>
</tr>
<tr>
<td>D-</td>
<td>0.75  D- = 60 - 62</td>
</tr>
<tr>
<td>F</td>
<td>0.00  F  = 0 - 59</td>
</tr>
</tbody>
</table>

(With numerical notation)

HIGH HONOR ROLL
Students on the high honor roll must have a 3.75 grade point average and no “C’s” in any subject.

HONOR ROLL
Students on the honor roll must have a 3.00 grade point average and no “C’s” in any subject.

MARKING PERIODS
The year is divided into four marking periods. Report cards will be mailed approximately one week after the close of the marking period:

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>4</td>
</tr>
<tr>
<td>January</td>
<td>20</td>
</tr>
<tr>
<td>April</td>
<td>1</td>
</tr>
<tr>
<td>June</td>
<td>17</td>
</tr>
</tbody>
</table>

In arriving at a final yearly average, each of the four marking periods shall be given an equal weight of one-fifth and the mid-term and final exam combined a weight of one-fifth.

MIDTERMS, FINAL EXAMS
All academic subjects will require that students complete a midterm and final exam that will deal with skills and concepts studied throughout the year. Each exam will carry a weight of one-tenth the final grade. Good study habits, note taking, and reviewing techniques are important ingredients to success on these important tests.

Any senior with an “A” average (93-100) will not be required to take final exams at the teacher’s discretion.

A student who misses an exam must make up the exam at the earliest possible time. For example, a student who misses a morning exam but
takes the second exam must make up the morning exam that day during the make up period.

GRADUATION: GRADUATION REQUIREMENTS
Students must have earned a minimum of 120 credits completed between grades 9 and 12. The number of class periods per week a class meets during the full school year will determine the credit value of the course. Courses conducted for less than the full school year will have their credit value reduced proportionately.

A graduating pupil must have successfully completed the following program of study:

- One credit year of English for each year of enrollment, up to four credit years;
- Four credit years of mathematics;
- One-half credit year of computer Science;
- Four credit years of social studies including 2 years of U.S. history which incorporates N.J. history; one credit year of world history and cultures; and one credit year of social studies electives;
- Four credit years of science;
- Two credit year of fine, practical and/or performing arts;
- One credit year physical education, health, and safety for each year of enrollment. Students in grades 10-12 who qualify may voluntarily elect to be exempted from PE class for two marking periods if they meet the requirements;
- One-half credit year of career education, which may be satisfied through alternative methods of infusion into other courses, course equivalents, or a career education course;
- Two credit years of the same foreign language at the High School.

SCHOOL PROCEDURES
SCHOOL BUILDING:

BLOCK 9
Students are to immediately leave the building during Block 9 unless they are involved in an activity, club, sport, using the media center, or receiving help from a teacher.
DELIVERIES
The school will not accept deliveries for students. Students should not have food or flowers delivered to the school.

ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS
The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

FIELD TRIPS
Field trips are considered to be a privilege. Students are to have permissions slips signed by their parents and all of their teachers. A teacher can deny a student the right to attend a field trip if the student is not performing up to the standards of the class. All students are responsible to hand in any work due in their classes prior to the field trip. Students are also to be held accountable for work missed while they attend the field trip.

FINES
Students are held responsible for school items issued to them throughout the year (i.e. textbooks, library books, sporting equipment). If these items are lost or stolen the student must pay for the replacement of these items. Students who owe fines will not receive their grades or schedule until the fine is paid.

GYMNASIUM
Students are only allowed to use the gym when there is a faculty member supervising the activity.

INTERVENTION & REFERRAL SERVICES (I & RS)
The intervention and referral services procedure was developed by the state board of education providing standards for the delivery of intervention and referral services for pupils in the general education program. Under N.J.A.C.6:26-2.1(a) school districts are required to provide building based functions in support of intervention and referral services for general education pupils.

By design, the I & RS team invites requests for assistance from school staff or parents, rather than referrals by the team. I & RS programs are intended to be used as a primary mechanism in a school building for assisting general education staff and expanding their skills and abilities to successfully accommodate the needs of increasing numbers of students in the general education program who are at risk for school failure.
Requests for help from the I&RS team for educational problems can be made by any individual who works with students on behalf of the school district, as well as parents.

LEAVING SCHOOL BUILDING/GROUNDS
Students are not to leave the school grounds or building during the day. Only students who are excused by the nurse for illness or doctors appointments and seniors with lunch/study privileges may request an exception. Seniors will be permitted to leave the building during lunch periods and Study Hall periods that take place immediately before/after lunch, or Blocks 1 & 8 only upon written permission from parents. Please see discipline guidelines for leaving school grounds without permission.

Students are not to go outside in order to get from one floor to another floor.

LOITERING ON SCHOOL GROUNDS
After daily obligations have been fulfilled, students are expected to leave the building. There will be other times when students will be asked to clear the halls or leave the building. Any student found loitering in the halls or any part of the building and/or property without cause will be liable to disciplinary action. Students are not permitted in the building prior to 7:15 a.m.

Half-day students are expected to leave the grounds and school vicinity following their last assigned class. The purpose of their early dismissal is to go to a work assignment. If the job does not require early dismissal, the student should be in class and not leaving early.

MEDIA CENTER
The GRHS Media Center is generally open to students on school days for a short period before classes begin and an extended period after school. Students are expected to follow the behavior guidelines developed by the librarian. Failure to follow the guidelines will result in a loss of privilege of using the media center. Hours- 2:45-4:00 M-Th & 2:45-3:15 Fri.

NURSE’S OFFICE
The nurse’s office is only for students who need medical attention. No student should report to the nurse without a pass from a teacher. Students are not allowed to report to the nurse while in between classes. A parent must pick up students who are to be dismissed from school for illness. No student will be allowed to walk home.

Any student who needs the use of crutches, a sling, a cast or any other medical apparatus must bring a written doctor’s note to the nurse stating so prior to reporting to class
OPENING OF SCHOOL BUILDING
No student should arrive to school prior to 7:15 am. The school will have its doors locked until that time.

OUT-OF-BOUNDS
Certain areas of the school grounds are out-of-bounds to students in order to eliminate the disturbance of classes during school. The front portions of the building, including the lawn, wall and sidewalk areas, the area on the north side of the gym (between the gym and the white house) and behind the gym are “out-of-bounds.” Students may pass through these areas coming to or leaving school.

PARENTS/GUARDIANS For school safety and security, all parents and guardians must report directly to the main office each time they enter the school facility regardless of the nature of the visit.

PARKING LOTS
Students may pass through the faculty parking lot, but are not allowed to delay or loiter in this area. Students will be held accountable for any damage that occurs. **Students are not permitted to park on school grounds until after 3:30 p.m. each day. Students will lose privileges if they park in the lot. Students are responsible for their own vehicles when parking on the road.**

PATIO
The Patio is off limits for all students, except for seniors with privileges. Seniors with privileges are allowed to use the patio during their lunch periods only.

POSTERS & HANDOUTS
All posters and/or handouts must have the approval of the Assistant Principal/Club Advisor prior to display or distribution.

STUDENT ASSISTANCE COUNSELOR
School: 429-8303; Voice Mail 429-8300 ext. 2257
Confidential Direct Line: 973-743-6945

The role of the student assistance counselor is to provide intervention and counseling on a confidential basis to students encountering substance abuse problems or personal crisis. The Counselor also serves as a consultant to parents, students, and staff in sharing information on issues related to chemical abuse.

VISITORS
For school safety and security, there will be **no visitors** admitted unless they are part of a school program. All visitors must immediately sign in at the security desk after entering the building.
WORKING PAPERS AND REGULATIONS
Students can pick up working papers in the office during regular school hours.

LOCKERS AND STORAGE:
ATHLETIC STORAGE/CAFETERIA
Athletic equipment may be stored in the cafeteria during school hours. Large items, such as bats and sticks, should be stored on the mat covers. No equipment or athletic bags should be on the cafeteria floor. All equipment and bags must be removed from the cafeteria by 3:30.

BACKPACKS
The school is not responsible for student backpacks or their contents. Students are reminded not to leave their backpacks unsupervised throughout the school facility. (It is recommended that students not carry any valuables in their backpacks).

BICYCLES
Racks are provided for parking bicycles and motor "bikes" by the faculty parking lot. Vehicles should be locked securely. The school cannot guarantee their safety.

LOCKS AND LOCKER ROOM
The school is not responsible for student possessions in their locker or the gym locker rooms before, during or after school hours. The school provides each student with two locks and lockers, in the gym locker room and the hallway, in order to provide the student with a secure location for personal belongings. It is unwise to keep any valuables or expensive jewelry, etc. inside any school locker. The school cannot be held responsible for any theft. You are responsible for your own possessions.

Each student will be assigned a locker. Use only the locker assigned to you for the storage of personal items and books. This locker is school property and is only loaned to you. As such, it may be periodically inspected. It should not be defaced or marked in any way.

Students are responsible for the locks issued to them. Students must replace the lock if lost or stolen at a cost of $5.00 per lock.

ATTENDANCE POLICY AND PROCEDURES

ATTENDANCE AT SCHOOL FUNCTION
School policies and rules apply at all school functions. Any student who is absent from school and does not return to school before 10:15 a.m. or leaves school because of illness and does not return to school be-
fore the end of the day is not permitted to participate in any athletic or co-curricular activity that day or night. At least a four-hour presence is required to be considered eligible for the day. **Students must arrive prior to Block 4 in order to partake in after school activities.**

**ATTENDANCE POLICY**

In order for the Board of Education to fulfill its responsibility to provide a thorough and efficient education for each pupil, the complete cooperation of parents, guardian and pupils is required to maintain the highest level of school attendance.

The frequent absence of pupils from classroom learning experiences or tardiness to class disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully. Regular attendance is important in establishing a good pattern for adult life.

A pupil must be in attendance at school in order to be considered to have successfully completed the instructional program requirements of the grad/course to which he/she is assigned. When accumulated absences reach 20 or more days, successful completion of those programs may be affected.

**ABSENCES**

Each absence is classified as either cumulative or non-cumulative.

1. **CUMULATIVE ABSENCES COUNT TOWARD LOSS OF CREDIT**
   - Short-term (less than 10 consecutive school days) illness and injury.
   - Personal and family vacations and trips.
   - Family emergencies.
   - Truancy.
   - Personal and family needs, including driver’s test.
   - Class cuts.
   - Unexcused tardiness to school during the first twenty (20) minutes of class will be recorded as a class absence.
   - Early Dismissal-Students with written parental or guardian’s permission, stating time and reason, may be dismissed early. Unless requested by parent or guardian, the student will be met at the High School office.

2. **NON-CUMULATIVE ABSENCES – DO NOT COUNT TOWARDS LOSS OF CREDIT**

In the event that a student is absent for any of the reasons listed below, the absence will be classified as non-cumulative and will not count toward loss of credit.

   - Absence for school-approved activity- i.e., field trips.
• Religious holidays as prescribed by the State Department of Education.
• Medical and dental exams and treatment.
• Suspension: absences mandated by the school for disciplinary reasons.
• Physical disability of extended duration (10 or more consecutive school days) must be accompanied by a physician’s note.
• Absence due to death in the immediate family.
• A maximum of three days of college visitations (Juniors & Seniors only) with the knowledge and approval of the student’s Guidance Counselor. Documentation from college is required.

3. TRUANCY/CLASS CUTS
• Students absent from class are cutting class or truant when they do not have permission from a teacher, administrator, or parent or guardian to be absent.
• Students who cut class or are truant are not entitled to make up the work that they have missed. Students with excessive cuts risk the loss of academic credit.

Staff Intervention: When a student is truant or has cut a class, the school will notify the home and police department either by phone or mail. Parents or guardians and students will be reminded of the risk of loss of credit and will be invited to have a conference. The Child Study Team, Pupil Assistance Committee, counselors, staff members, administration, and parents or guardians will review continued truancy or class cutting in order to reverse the trend.

If a student has unexcused absences for five consecutive school days, the attendance clerk will notify the principal and the absences will be investigated. If the investigation leads the principal to believe the child has been abused or neglected, DYFS will be notified for its determination as to whether action is warranted.

EARLY DISMISSAL PROCEDURE
Occasionally a student may have to leave school before 2:45 p.m. due to certain situations, i.e. medical appointments or family emergencies. The procedure is as follows:

• A note from home must be brought to the Attendance Clerk before Block 1 on the day the student is to leave early.
• The student will be given a Student Pass, which will indicate whether or not the early dismissal is approved and the time he/she is to leave.
• The student must be picked up by a parent/guardian in the main lobby. No student will be allowed to meet a parent in the parking lot.
• In every instance of early dismissal, students are responsible for completing any class work, homework, and/or tests. The teacher will set a reasonable period of time to complete the work.

Students under no circumstance are to leave school grounds without permission. Please see Discipline Guidelines for leaving school grounds

GENERAL ATTENDANCE PROCEDURES
• Parents or guardians are required to notify the attendance officer of an absence or tardiness prior to the start of the school day. This will not be considered as an excused absence or tardy. Rather, it will serve to notify the school as to the whereabouts of the student for accountability and safety. A telephone call shall not be considered as a substitute for the written note referred to below.
• Students who are absent shall present, upon returning to school, a note signed by their parent or guardian setting forth the reason for the absence and the date of the absence.
• Written notes for absences must be presented upon returning to school. If not received, the absence shall be considered truancy.

LOSS OF CREDIT
• Due to cutting
A student will be denied credit in a course after his/her class cuts exceed the following limits: full year – 4 cuts; half year – 2 cuts; Physical Education – 3 cuts; Health – 1 cut.

• Due to absence
A student may be denied credit in a course after his/her cumulative absences exceed the following limits: full year – 20 days; half year – 10 days; Physical Education – 15 days; Health – 5 days.

The Assistant Principal will notify parents of cumulative total class absences as follows:
• Full Year Courses: 1st notice – after 7 days; 2nd notice – after 14 days (conference with Parents. Guardians); loss of credit – after 20 days.
• Half-Year Course: 1st notice – after 4 days; 2nd notice – after 8 days (conference with Parents. Guardians); loss of credit – after 10 days.

APPEALS FOR REINSTATEMENT OF CREDIT
The attendance committee comprised of the Assistant Principal, Guidance Counselor, and School Nurse will hear appeals against denial of credit.
The appeal should be made to the Assistant Principal in writing by the student and/or parents/guardians within five (5) school days of his/her notification of the loss of course credit.

LATE TO CLASS
A student who is late to class, activity, or study hall will not be sent to the office for a late slip. Teachers will assign teacher detention to students who are late to class for one-half hour after school. Chronic cases (3 or more) will result in one Saturday Detention for each additional offense.

MAKE-UP WORK
Absences that have parent/guardian and/or administrative support will be considered cumulative and count toward denial of credit. However, work missed from these absences may be made up. Responsibility for make-up rests with the student. A student is allowed one (1) school day to make up work for each school day absent, but not to exceed five (5) school days unless authorized by an administrator. Only when a student is out for three or more consecutive days should their guidance counselor be contacted in order to collect assignments from the student’s teachers.

TARDIES
Any student who is not in their assigned Block 1 class by 8:00 a.m. is tardy. Students who enter school after 8:00 a.m. should report directly to the attendance clerk with a note from a parent or guardian. This note does not excuse the student from being tardy. Rather, it will serve to notify the school as to the whereabouts of the student for accountability and safety.

Any student with an unsupported tardiness who arrives at a Block 1 class after 8:20 a.m. will receive an unsupported absence in that class and in any other class that is missed as a result of that tardiness. Students arriving late are responsible to report to Block 9 for earlier classes missed.

Car problems, oversleeping, and insupportable personal reasons will not be accepted.

VACATIONS
Students are responsible for all work missed due to vacation time taken while school is in session. Students can access their assignments through the homework hotline.
ATHLETICS & ACTIVITIES

All students are encouraged to participate in the athletic activities, clubs and extra-curricular groups of the school as complements to their academic programs. These activities provide experiences important to overall development and add to the quality of the school program. Joining one or more of them and it will help make your years at Glen Ridge High School more interesting and productive.

Every high school student will be charged a $300 student activity fee. This fee will go towards offsetting the cost of the activities and allow the school to continue to operate these activities. Every student benefits from these activities either through their participation in the activities or by the school climate that is enhanced as a result of these activities.

ELIGIBILITY REQUIREMENTS

The criteria for participation in all extra-curricular activities are as follows:

1. **Passing – Major Courses**
   Courses in English, Foreign Language, Math, Science and Social Studies constitute the major courses of study. Students taking four major courses must be passing three of these courses to be eligible. Students taking five major courses must be passing four of these courses to be eligible.

2. **Minimum Grade Point Average**
   A student must be carrying a minimum Grade Point Average (GPA) of 1.75 both cumulative from the ninth grade and for the marking period immediately preceding their season.

3. **Appeals Process**
   If the application of these rules causes an exceptional injustice or hardship, the student may appeal their eligibility to an appeals board consisting of three teachers and one guidance counselor. **Any appeal must have the written support of the student’s teachers.** The recommendation of the appeals board will be forwarded to the High School Principal for final determination of eligibility.

4. **Credits**
   1. To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th 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 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12 1/2% 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.

ATHLETICS
Since the athletic program contributes so fully to the development of the student and school, all students are actively encouraged to participate.

The following team sports are offered in the Glen Ridge High School Athletic Program:

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheerleading</td>
<td>Basketball, Boys</td>
<td>Baseball</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Basketball, Girls</td>
<td>Golf</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Cheerleading</td>
<td>Lacrosse, Boys</td>
</tr>
<tr>
<td>Football</td>
<td>Ice Hockey</td>
<td>Lacrosse, Girls</td>
</tr>
<tr>
<td>Soccer, Boys</td>
<td>Indoor Track</td>
<td>Tennis, Boys</td>
</tr>
<tr>
<td>Soccer, Girls</td>
<td>* Swimming *</td>
<td>Track, Boys</td>
</tr>
<tr>
<td>Tennis, Girls</td>
<td>Wrestling</td>
<td>Track, Girls</td>
</tr>
<tr>
<td></td>
<td><em>Bowling</em></td>
<td>Softball</td>
</tr>
</tbody>
</table>

CLASS ACTIVITIES
The center of the social activity in the school is the class and its officers. Many of the activities are traditional in nature such as the Junior/Senior Prom, Spring Day and Junior Class Play, but there are many creative and innovative ideas for interesting activities to bring the classes together for a common good time.

CLUBS AND ORGANIZATIONS
Glen Ridge High School offers a wide variety of clubs and organizations consistent with the mission of an academic high school. By providing expressive opportunities for all students, these activities help furnish a balanced school experience. The Student Activities Profile gives a detailed description of all the activities and should be consulted by every student. A number of these activities are open to seventh and eighth grade students. A partial list of activities is:
<table>
<thead>
<tr>
<th>Book Club</th>
<th>HS Marching Band/Color Guard</th>
<th>Societe Honoraire De Francais</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chorus</td>
<td>Hispanic Honor Society</td>
<td>Spanish Club</td>
</tr>
<tr>
<td>Political Science Club</td>
<td>In/Between Literary Magazine</td>
<td>Student Council</td>
</tr>
<tr>
<td>Community Service Club</td>
<td>Journalist/School Newspaper</td>
<td>Habitat for Humanity Club</td>
</tr>
<tr>
<td>FBLA</td>
<td>Key Club</td>
<td>Technology Team</td>
</tr>
<tr>
<td>Environmental Club</td>
<td>Jewelry Club</td>
<td>Theatre Club-Drama(Fall)</td>
</tr>
<tr>
<td>Film Club</td>
<td>Model UN Club</td>
<td>Theatre Club-Musical (Spring)</td>
</tr>
<tr>
<td>Figure Skating Club</td>
<td>National Art Society</td>
<td>Girls Lean International</td>
</tr>
<tr>
<td>French Club</td>
<td>National Honor Society</td>
<td>Weightlifting (Fall/Winter/Spring)</td>
</tr>
</tbody>
</table>

**DANCES**

Attendance at dances is a student privilege. Students are expected to following the rules set up for dances or risk losing their privilege.

- Students must be in school the day of the dance in order to attend the dance. Any student who is dismissed early may not attend the dance unless they have a doctor’s note for the early dismissal.
- Students are expected to arrive on time to the dance. Any student who will be late by more than a half-hour must notify the administration during the school day and have a parent drop them off in the gym lobby. Otherwise, the student will not be allowed to attend the dance.
- Students must be dress appropriately. This means no halter, tube, thin strap, back less, bare midriffs or low revealing neckline shirts and dresses.
- Glow sticks are not permitted.
- Dances are only for students who are enrolled in the Glen Ridge School District.
- Some students leave dances early; once a student leaves the dance they will not be permitted to return.
- We will allow only one student in the bathroom at a time.

It is our hope and mission to provide school activities that are alcohol and drug free. We make every attempt to monitor students while in our care. I ask your assistance to discuss this with your child. Your child’s health and safety is our primary concern. If you have any questions, please feel free to contact the principal at 429-8303 or Krota@glenridge.org.
NATIONAL HONOR SOCIETY

The objectives of the National Honor Society are to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character. To be eligible for membership a student must be a junior who has completed at least one semester at Glen Ridge. The student must meet the scholastic grade point average at the end of mid-term exams. Candidates are evaluated on the basis of Scholarship, Service, Leadership, and Character during their high school years. The selection of each member is made by majority vote of the Faculty Council (five members). Membership is an honor bestowed upon a student. Once selected, members have the responsibility to continue to demonstrate the objectives of the National Honor Society.

- **Scholarship:** A 3.8 cumulative grade point average.
- **Service:** Demonstration and evidence of the mandated school and community service
- **Leadership:** Demonstration and evidence of leadership both in school and in the community
- **Character:** Exemplifies strong, positive oral and ethical character in the areas of honesty, reliability, integrity, courtesy, concern and respect. Cooperates fully with all school policies and regulations and demonstrates punctuality and faithfulness in obligations.

Disciplinary issues both in and out of school may impact a student’s qualifications for acceptance in the National Honor Society.

STUDENT CONDUCT/DISCIPLINE

STUDENT EXPECTATIONS

Students are expected to exercise self-discipline and to behave in a mature, courteous, and responsible manner at all times. Improper behavior will lead to disciplinary action including, but not limited to, removal or exclusion from participation in student activities (e.g., school trips, assemblies, teams and clubs, leadership positions, proms, special events, the National Honor Society, aware presentations, commencement exercises, graduation year activities, etc.), detention, suspension, and expulsion.

Examples of unacceptable behavior are:
- Truancy
- Unauthorized absence from classes (cutting)
- Tardiness to school or classes
• Failure to follow the attendance procedure
• Leaving the school or school grounds before the end of the school day without proper authorization.
• Having electronic paging or other communication devices (e.g., cellular telephones) in school. *(The devices will be confiscated and returned only to a parent or guardian.)* (N.J.S.A. 2C:33-19)
• Possessing, consuming, selling, or distributing drugs or alcohol in any form while at school, on school grounds, participating in co-curricular and extra-curricular programs and activities, attending a school-related function on or off campus, or coming to or going from school on a school bus. *(In accordance with N.J.S.A. 18A:40A-12, students are subject to medical examinations, exclusion from student activities, and possible legal penalties beyond school sanctions for drug-related offenses on or off school grounds.)*
• Smoking or possessing cigarettes, tobacco products, or smoking materials (e.g., matches, lighters, rolling paper)
• Possession or use of dangerous or illegal substances
• Gambling
• Fighting
• Disrespectful actions, including harassment, discourtesy, and the use of inappropriate language and gestures directed toward staff or students
• Engaging in criminal actions such as assault, extortion, theft, robbery, arson, initiating a false fire alarm or a bomb scare, or tampering with or damaging school property or the property of staff or students *(Note: Parents or guardians are financially liable for the cost of repairs or replacement of damaged property.)*
• Continued disobedience, insubordination, or the use of profanity or abusive language
• Academic dishonesty
• Public displays of affection
• Possession and/or use of a firearm or other facsimile weapon
• Failure to return schoolbooks, materials, uniforms, etc.

Demonstrating any other behavior or possessing any item which does or could endanger the health, safety, or welfare of any members of the school community.

**DRUG AND ALCOHOL POLICY**

Note: Drug, alcohol, and smoking/using tobacco products infractions will be in effect from when the student is enrolled in the Glen Ridge High School Facility until they leave prior to, or at, graduation. These infractions will not be cleared annually.

These policies are in effect when a student is on school property, including non-school events, or at a school function.
Fields leased by the school, Hurrell, Sherman Avenue, Forest Avenue and Carteret, are considered to be school grounds. Any incidents occurring on these fields at any time during the school year will be treated as incidents on school grounds.

POSSESSION / CONSUMPTION / DISTRIBUTION OF ALCOHOLIC BEVERAGES OR DRUGS (SUBSTANCE ABUSE)

Any student who is suspected to be under the influence of drugs and/or alcohol will immediately be reported to the Principal. The Principal shall notify the parent/guardian and the Superintendent and immediately, arrange for a mandatory medical examination and drug and alcohol evaluation including a urine and drug screen of the student regardless of their admission to use. Refusal or failure of a student to comply with the provisions of N.J. S. A. 18 A: 40 A-12 shall be treated as a policy violation and handled accordingly.

Any violation of Board rules prohibiting the use, possession and/or distribution of a substance is a serious offense, and the pupil who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Pupils who violate the substance abuse rules will be disciplined as follows:

1. **First Offense:**
   - Automatic 5-day suspension from school.
   - Students will lose the privilege to attend after-school activities for 6 months from the date of the infraction. (For example: dances, prom, school theatrical productions, athletic competitions (as a spectator), and field trips outside the school day or not directly tied to the curriculum).
   - Students will be removed from and/or not be eligible for any honor group, elected office, position of leadership or selected activity for one year. (For example: Peer Leadership, honor societies, etc.)
   - Note: the selection process for most of these activities starts in the junior year, thus students will not be eligible as candidates if they violate this rule.
   - Tuition students will be removed from school.
   - Seniors will lose all senior privileges for the remainder of the school year.
   - Students will not be eligible or will be removed from positions of leadership on any of our competitive teams or activities while a student at Glen Ridge High School.
   - Formal legal charges (complaint) will be filed against the student.
   - Students will lose the privilege of athletic participation (per the training rules: first week-no contact with team, second week-practice only). For students in other extra-curricular activities, the
training rules will now apply. The two-week rule will apply for fourteen days consecutive or aggregate days (depending on how often the activity meets).

2. **Second Offense**
   - Automatic 5-day suspension from school.
   - Students will lose the privilege to attend after-school activities for one year from the date of the infraction. (For example: dances, prom, school theatrical productions, athletic competitions (as a spectator), and field trips outside the school day or not directly tied to the curriculum).
   - Students will be removed from and/or not be eligible for any honor group, elected office, position of leadership or selected activity for a year. (For example: Peer Leadership, honor societies, etc.) Note: the selection process for most of these activities starts in the junior year, thus students will not be eligible if they violate this rule.
   - Seniors will lose all senior privileges for the remainder of the school year.
   - Students will not be eligible or will be removed from positions of leadership on any of our competitive teams or activities.
   - Formal legal charges (complain) will be filed against the student.
   - Students will lose the privilege of athletic participation (per the training rules: first week-no contact with team, second week-practice only). For students in other extra-curricular activities, the training rules will now apply. The two-week rule will apply for fourteen days consecutive or aggregate days (depending on how often the activity meets).

*Infractions of this disciplinary procedure will be in effect for a student’s entire High School experience. These infractions will not be cleared annually. While we make every attempt to enforce our rules and procedures evenly, we are well aware that all infractions are not always officially brought to our attention. We can only act on information we can verify. Thank you for your understanding in this area.*

**BOROUGH OF GLEN RIDGE TOWN ORDINANCE**

Chapter 9.20

**Offenses by or against Minors**

Sections:

- 9:20.010 Possession of alcohol by minors.
- 9.20.020 Providing alcohol to minors.
- 9.20.030 Serving alcohol to minors – Allowing consumption.
- 9.20.040 Consumption of alcohol by minors.
SMOKING AND/OR THE USE OF TOBACCO PRODUCTS

Smoking/using tobacco products infractions will be in effect from when the student is enrolled in the Glen Ridge School Facility until they leave prior to, or at, graduation. These infractions will not clear annually.

The Town of Glen Ridge has created a Smoke–Free School Zone. It is illegal for any one under the age of 18 to smoke within 1000 feet of school property.

See Disciplinary Guidelines for school consequences.

DISCIPLINE GUIDELINES

CONDUCT IN THE CAFETERIA:

- Follow all instructions given by the personnel supervising the cafeteria.
- All students should be able to eat in healthful surroundings. Students are responsible for making certain that their tables are cleaned before they leave. All garbage is to be placed in the containers provided. Nothing is to be thrown on the floor.
- Never throw anything, stand or sit on tables, or cut in on the lunch line.
- Students who behave improperly in the cafeteria will lose their cafeteria privileges and face other disciplinary action.

DRESS CODE

All students are expected to dress appropriately while attending school. Anyone who dresses in an inappropriate manner will be told to change their clothing. If a student does not have a change of clothing, parent/guardian will be contacted to provide clothes. A student who fails to comply with these standards will be liable for disciplinary actions. School policy prohibits pupil dress or grooming practices that

- Are hazardous to health or safety
- Interfere with school work
- Disrupt the educational program
- Advocate illegal or unhealthy behavior
- Contain inappropriate pictures or words
- Cause excessive wear or damage to school property.
The following types of dress are INAPPROPRIATE:

A. Clothing which is torn or dirty.
B. Clothing which draws attention to physical characteristics.
C. Clothing with anything deemed offensive by any member of the school community.
D. The following types of dress are prohibited: **Spaghetti strap tank-tops, halter tops, tube tops, bare midriffs, short-shorts or short skirts (short shorts and short skirts must be one hand-length above knee), spandex shorts, pajama bottoms form-fitting sweat pants, underwear as an outer garment or exposed, and pants/skirts/shorts with writing or symbols across the backside or anything else deemed provocative.**
   - **Note:** Appropriate shirts/tops with straps will minimally have straps that cover the shoulders. **Undergarments should NOT be exposed.**
E. Inappropriate body adornments, including but not limited to, body piercing jewelry that may jeopardize the safety and well being of the students and others. (Ex: weapons)
   - At no time will any form of jewelry be worn in Physical Education Classes. (This includes, but is not limited to: watches, earrings, rings, bracelets, necklaces, etc.)
F. Appropriate footwear must be worn (slippers are not proper footwear).
G. Headwear (i.e. hats, caps, bandanas) may not be worn inside classrooms or any other academic settings.

**SEXUAL HARASSMENT/HARRASSMENT/HAZING**
- The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil or employee, by an employee of the district at any time or by another pupil on district property or during school-sponsored events.
- Sexual harassment between students can be any unwanted and uninvited behavior, words, threats, or physical contact on a gender or sexual basis that results in physical harm or causes a person to feel uncomfortable or threaten.
- Any student who feels they are being harassed should immediately report the incident to the administration.
- Hazing, the performance of any act or the coercion of another to perform any act of intimidation onto any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm will result in serious discipline consequences. Hazing in any form on or off school grounds is prohibited by Board of Education Policy and State Law.
VANDALISM
Deliberate damage to school property is a most serious offense. Students found to have broken or defaced school materials and equipment will make restitution of its full replacement value. All incidents of vandalism will be reported to the police. *Graffiti in any area of the school is not permitted.*

RADIOS and ELECTRONIC DEVICES
Radios, cassette players, CD players, iPods, electronic games including one’s on calculators etc., are to be off and away from the start of school until dismissal (bell to bell). All items seen on school grounds will be confiscated. The school is not responsible if these items are reported missing or stolen on school grounds. Students who fail to comply with theses standards will have disciplinary consequences.

CELL PHONES AND REMOTELY ACTIVATED PAGING DEVICES
We recognize that many students have cell phones that are used for completely legitimate reasons. **Cell phones may not, however, be used during the course of the school day.** **Cell phones should be placed in the student’s locker, or turned off so as not to disturb academic instruction.** Cellular telephones used during the school day will be taken and delivered to the office. The **first time a cell phone is confiscated** from a student, it will be returned to the student at the end of the school day. **Each subsequent time** a phone is confiscated, it will be returned only to the student’s parent/guardian. **A second offense will result in a central detention and a 3rd offense, a Saturday detention.** Subsequent offenses will be at administrator’s discretion.

AEROSOL CANS
Aerosol/Spray cans are not allowed in school. They are a health risk for students with asthma problems and when sprayed effect the surrounding students.

LASER POINTERS
Laser pointers or other similar laser/infrared devices, if used improperly, can be dangerous and cause serious eye injuries. Their use and possession by students is prohibited. These items will be confiscated and the student subject to disciplinary action.

CARD PLAYING Card playing is prohibited on school grounds. Individual cards and decks will be confiscated and the student subject to disciplinary action.
RULES FOR SATURDAY DETENTION
1. Students must be on time. Detentions start at 8:00 and run until 10:00. If you are late, you will not be admitted.
2. Students must bring books to do homework or bring reading materials with them.
3. There will be no talking or sleeping whatsoever while serving detention.
4. If you do not respond when your name is called, you will be considered truant.
5. No food or drink is permitted during Saturday Detention.
6. No student will be permitted to leave the room. Bathroom facilities should be used prior to the start of detention.

RULES FOR IN SCHOOL SUSPENSIONS (ISS)
1. Students must report to Room 211 by 8:00 am when assigned an ISS.
2. School assignments will be given to student. Student needs to bring all text books to ISS. They will not be allowed to their locker.
3. **Students are to bring their own lunch.** They will not be permitted to use the cafeteria.

CENTRAL DETENTION
Students can be assigned a central detention. Central detention will run from 7:15-8:00 and 3:15 – 4:00.

LUNCH DETENTION
Students can be assigned a lunch detention. Lunch detentions will run during scheduled lunches in a designated classroom.

SUSPENDED STUDENTS
Suspended students will be permitted to make-up work with no points off their average, but are not allowed to attend any school functions during the suspension. If a student is suspended on a Friday, this includes weekend activities and events.

Note:
All detentions and suspensions are assigned at the expense of school activities, athletics and employment.

RIGHTS & RESPONSIBILITIES OF STUDENTS
The following are excerpts from the state handbook on students’ rights and responsibilities.

1. You have the right and responsibility to live by the rule of law and to equal protection under the law, in school as in the larger society. It is your responsibility to obey school regulations and the school authorities that enforce them. This responsibility extends to your conduct to and from school as well as in the building it-
self. Public information such as state school law, decisions by the Commissioner of Education, rulings by the State Board, and county and district by-laws, and directives are available to you as students at your local board of education office.

2. New Jersey law requires you to show respect for the flag of the United States of America. If you are conscientiously opposed to the pledge or salute, you may abstain from these ceremonies.

3. Your right to assemble and circulate petitions carries with it the equal responsibility to respect the orderly operation of the school. School authorities have a right to restrict the time and places of such activities and may require advance notice when necessary to avoid conflicts and to ensure protection of the school community.

4. Your parents are entitled to inspect the official or permanent school records (those which are retained after you leave school) relating to you. This means that they themselves have the right to inspect the actual record, and not merely have items selected from the record by school officials. However, school authorities may withhold items of information which, in their judgment, are of a confidential nature or in which the applicant for such information has no legitimate interest. School authorities may determine the time and manner of presentation of this information; for example, they may suggest that a counselor, qualified to interpret data in the records, be present.

5. Under the Constitution, all citizens are protected from unreasonable searches and seizures. However, this does not mean you are legally protected from search or seizure of any materials in your locker, which is school property.

6. Students that are eighteen years old can take legal responsibility for themselves. If a student desires to have the responsibility, he/she must sign an affidavit declaring that they are now assuming the rights of being eighteen. A parent must sign this affidavit. Once the completed form is turned into the main office, all notes and permission slips by the eighteen-year-old student will be honored as long as they are within the guidelines of the district attendance policy.

In order that teachers and parents will have a clear understanding of the rights and responsibilities under the eighteen-year-old law, it is the policy of the school that no student may withdraw from school without his parent's/guardian's signature.
AFFIRMATIVE ACTION STATEMENT

It is the policy of the Glen Ridge Board of Education not to discriminate on the basis of race, color, creed, religion, sex, handicap, ancestry, national origin or social or economic status in the education program or activities. Inquiries regarding compliance should be directed to the district Affirmative Action Officer, Mary Lynn DePierro. The district affirmative action grievance procedure is available through Mary Lynn DePierro. The grievance procedure may be utilized by any student, parent, staff or community member who has a concern arising from the application of policies or administration decisions arising from prejudice or discrimination on the basis of the aforementioned items.

ACADEMIC HONESTY

Glen Ridge High School recognizes that societal forces and academic pressures tempt or even encourage students to cheat. It is our goal to encourage students to earnestly embrace an academic ethic. The faculty assumes students will be honest in their academic work. Academic work represents not only what we have learned about a subject, but also how we have learned it. Therefore, it is unethical and a violation of academic integrity to copy the work of others or to submit their work as one’s own. Cheating, falsifying research or stealing the words or ideas of another damages the educational process. As we strive to reinforce ethical values and practices, the Glen Ridge High School faculty will not tolerate cheating, and to this end, will minimize opportunities for students to cheat and will enforce serious consequences for students who are caught cheating.

Cheating includes, but is not limited to: copying homework, having parents or tutors write papers, plagiarizing, copying answers on a test, using illegal information stored on calculators/computers during a test, passing information during a test, presenting false or forged excuse notes, re-using past papers for a new course, lying to teachers, including substitutes, leaving a test paper exposed to others’ view and doing others’ assignments for them.

An ethic against cheating, like all values, is formed primarily at home; still, the school clearly has an interest in academic honesty and students who are honesty committed to doing their own best work. The health of the school community and the integrity of each student’s sense of self and accomplishment depend upon this ethic.

WHAT IS CHEATING?

In schools, cheating is wrong for several reasons. Cheating . . .

- **Distorts educational priorities.**
  Cheating is based upon the idea that competing for a grade, not mastering materials or skills, is what really matters, nonetheless, cheating both destroys the basis and meaning of competition and
gives the cheater an unfair advantage over those who are honest about their achievements.

- **Interferes with assessment and instruction.**
  Cheating makes it harder for a teacher to identify students’ real strengths and their real depth of knowledge and understanding. As a result, teachers are also less able to identify when and how to help their students master information and develop skills.

- **Destroys educational experience.**
  Cheating helps a student avoid real challenges – real learning and growth – thus defeating the whole purpose of schooling.

- **Threatens an atmosphere of trust.**
  Cheating undercuts the trust and openness that underlie the thoughtful collaboration and sincere debate, which are the basis of true education.

**Examples of Cheating**

- Discussing homework with other students is encouraged, but copying homework from another student or from your textbook is unacceptable. Homework must be written in your own words.

- Copying from the test or quiz of another student is cheating. You must avoid even the appearance of cheating by putting away all notes, keeping your eyes on your own paper, working in silence and refraining from leaving your seat.

- Offering or receiving specific or general information about the content of tests or quizzes is not permitted.

- Often assignments and experiments are collaborative in nature. Such collaboration should bear the names of all the students who participated. Your teacher will specifically state whether an assignment is independent or collaborative.

- Getting extra help or tutoring is allowed, but should be brought to the attention of the teacher. It is important that your work be an accurate representation of your own idea, effort and ability. Our goal is to help each of you become independent and responsible learners.

**WHAT IS PLAGIARISM?**

In its brochure, “Academic Honesty Misconduct – Stop and Think,” Ohio University defines plagiarism as “the presentation of the ideas or the writing of someone else as one’s own work.” It includes the following:
• Reproducing another person’s work, whether published or unpublished, including using materials from companies that sell research papers.

• Submitting as your own any academic exercise prepared totally or in part by another.

• Allowing another person to alter or revise your work substantially and submitting it as your own.

• Using another’s written ideas or words without properly acknowledging the source. If a student uses the words of someone else, he or she must put quotation marks around the passage and add indication of its origin. Simply changing a word or two while leaving the organization and content substantially intact and failing to cite the source is plagiarism. Students should also take note that failure to acknowledge study aids such as Cliff Notes or common reference sources constitutes plagiarism.

• All sources, including the sources of ideas, must be acknowledged and cited in ways appropriate to one’s discipline. Electronic sources, such as found in the Internet or on the World Wide Web, must also be cited.

• Failure to acknowledge sources is plagiarism, regardless of intention.

If a student is unsure about a question of plagiarism or cheating, he or she is obligated to consult his or her teacher on the matter before submitting the material.

Examples of Plagiarism
You have found the following passage in Thomas Kiernan’s 1979 work, The Intricate Music: A Biography of Jon Steinbeck.

“The Red Pony, a minor American classic about a boy’s discovery of the accidental but uncompromising cruelty of nature, was a tale that Steinbeck simply had to write, given his own boyhood perceptions. The story, as in all of Steinbeck’s works, was nothing more than a vehicle for his larger theme, a theme that runs like a unifying thread through most of his literature: the eternal struggle between man as a fated, helpless component of that order.”

The following are three ways in which this material may be used unethically within the student’s work:

1. Plagiarism through undocumented, verbatim use of Mr. Kiernan’s actual words:
2. The story, as in all of Steinbeck’s works, was nothing more than a vehicle of this larger theme: the eternal struggle between man as
a unique deviation from mindless natural order, and man as a fated, helpless component of that order.

3. Plagiarism through undocumented, verbatim use of Mr. Kiernan’s actual words:
The novel is only yet another way for Steinbeck to express his recurring and overriding theme, that humanity is caught between two contradictory relationships to nature.

4. Plagiarism through undocumented use of Mr. Kiernan’s main idea:
Therefore, the major theme in Steinbeck’s work surfaces in *The Red Pony*. As in most of his other novels, the author is preoccupied with the adverse role of humanity in relation to the natural world.

Here are two correct ways of dealing with Mr. Kiernan’s work:
1. Correct documentation of verbatim quotation:
According to Thomas Kiernan, Steinbeck’s *The Red Pony* “was nothing more than a vehicle for his larger theme . . . the struggle between man as a unique deviation from mindless natural order, and man as a fated, helpless component of that order.”

2. Correct documentation of a specific idea from Kiernan’s book: The major theme of *The Red Pony*, therefore, as Kiernan has suggested, seems to be the same as is to be found in Steinbeck’s other novels: the examination of humanity’s relationship to nature.

CONSEQUENCES: The academic consequences for cheating and plagiarism are clear: Students will not receive credit for the work in question. Failure to acknowledge sources is plagiarism, regardless of intention. The teacher will speak to the student, contact the parents and a “zero” will be averaged into the student’s grade. There will be no exception to a zero grade. A zero grade will be calculated into a student’s grade regardless of weighted value, whether homework, quiz, test, project, term paper, mid-term, final or any form of assessment assigned by our faculty. Please be advised that the faculty and staff will work together in meeting the expectations detailed in this document. Therefore, a staff member other than the teacher who issued the assignment may report any incident. In addition, the faculty and administration reserve the right to conference and pursue further disciplinary action should it be deemed necessary.

HOMEWORK HOTLINE
Teacher’s extensions may be accessed by dialing 973-429-8300. Extension numbers are available on the district web site, and on the district issued calendar. Teacher web pages can also be accessed.
<table>
<thead>
<tr>
<th>INFRACTION</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; OFFENSE</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; OFFENSE</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; OFFENSE</th>
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</thead>
<tbody>
<tr>
<td>Late to class</td>
<td>Teacher Detention</td>
<td>Teacher Detention</td>
<td>Central Detention</td>
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<tr>
<td>Misconduct in halls or cafeteria</td>
<td>Central Detention</td>
<td>Saturday Detention</td>
<td>Saturday Detention</td>
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<tr>
<td>Eating outside the cafeteria</td>
<td>Warning</td>
<td>Central Detention</td>
<td>Saturday Detention</td>
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<tr>
<td>Disruptive behavior **</td>
<td>Central Detention</td>
<td>Saturday Detention</td>
<td>In School Suspension</td>
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<td>** A lunch detention will be assigned to all students removed from a class during the school day</td>
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<tr>
<td>Insubordinate behavior</td>
<td>Saturday Detention</td>
<td>Saturday Detention</td>
<td>In School Suspension</td>
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<tr>
<td>Disrespectful behavior</td>
<td>Central Detention</td>
<td>Saturday Detention</td>
<td>In School Suspension</td>
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<tr>
<td>Failure to report to teacher detention</td>
<td>Central Detention</td>
<td>Saturday Detention</td>
<td>Saturday Detention</td>
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<tr>
<td>Failure to report to Central detention</td>
<td>Saturday Detention</td>
<td>Saturday Detention</td>
<td>In School Suspension</td>
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<tr>
<td>Misconduct during an assembly</td>
<td>Removal from the assembly</td>
<td>Removal from the assembly</td>
<td>Removal from the assembly</td>
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<td>Saturday Detention</td>
<td>Saturday Detention</td>
<td>Suspension</td>
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<td>Principal conference</td>
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<tr>
<td>Truancy &amp; leaving the building and/or school grounds</td>
<td>2 Saturday Detentions</td>
<td>Suspension</td>
<td>2 days Suspension</td>
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<tr>
<td></td>
<td>Police notification</td>
<td>Police notification</td>
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<td>Zero for all work missed</td>
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<tr>
<td>Smoking / Using or Possession of tobacco and tobacco products</td>
<td>Suspension</td>
<td>Referral to SAC for smoking cessation assistance</td>
<td>Referral to Municipal Court for maximum fine</td>
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<td></td>
<td>Referral to SAC for smoking cessation assistance</td>
<td>Complaint filed w/Health Dept Summons to appear in court</td>
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<td></td>
<td>Parents contacted/conference suggested</td>
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<td>Complaint filed with police</td>
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<td></td>
<td>Suspension</td>
<td>2 days suspension</td>
<td>5 days suspension</td>
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<td></td>
<td>Referral to SAC for smoking cessation assistance</td>
<td>Referral to Municipal Court for maximum fine</td>
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<td>Forged notes and passes.</td>
<td>Saturday Detention</td>
<td>In School Suspension</td>
<td>In School Suspension</td>
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<tr>
<td>Cutting</td>
<td>Saturday Detention</td>
<td>2 Saturday Detentions</td>
<td>In School Suspension</td>
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<tr>
<td>Profanity</td>
<td>Central Detention</td>
<td>Saturday Detention</td>
<td>Saturday Detention</td>
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<td>Profanity directed at a staff member</td>
<td>Immediate Suspension</td>
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<tr>
<td>Failure to report to Saturday Detention</td>
<td>2 Saturday Detentions</td>
<td>In School Suspension</td>
<td>Suspension</td>
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<tr>
<td>Throwing snowballs on school property</td>
<td>Central Detention</td>
<td>Saturday Detention</td>
<td>In School Suspension</td>
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<tr>
<td>Vandalism, gambling, theft and attempted theft</td>
<td>Police notification</td>
<td>Administrative conference:</td>
<td>Depending on the nature and seriousness of the offense, as determined by the administration, penalties may range up to, and include, suspension and/or removal from student activities</td>
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<tr>
<td>Dress Code Violation</td>
<td>Warning/change of clothing</td>
<td>Central Detention</td>
<td>Saturday Detention</td>
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<tr>
<td>Fighting</td>
<td>1 – 10 days suspension</td>
<td>Parent Conference; Peer Mediation</td>
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<td>Distribution, possession and/or consumption of alcoholic / controlled substances</td>
<td>Medical examination: including blood and/or urine testing</td>
<td>Principal’s conference and disciplinary action including, but not limited to: removal or exclusion from participation in student activities (e.g., school trips, assemblies, teams and clubs, leadership positions, proms, special events, National Honor society, award presentations, commencement exercises, graduation year activities, etc.)</td>
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<tr>
<td>Tardiness to School</td>
<td>Per Marking Period: If a student is late 5 times he/she will be assigned to a Saturday detention. A lunch detention will be assigned for every late after 5 on the same day the late occurs</td>
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</tbody>
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Note: All discipline actions are made by the administration. This list does not preclude or limit the school’s right to take other, different disciplinary actions where appropriate.