

Maple Shade High School



180 Frederick Avenue
Maple Shade, New Jersey 08052
#856-779-1750

Scott Arnauer, Principal
Steve Ormsby, Assistant Principal
Wanda Pichardo, Assistant Principal
Anthony Ferrante, Director of School Counseling
Bruce Diamond, Supervisor of Athletics & Activities

2008 - 2009 Student / Parent Handbook

Available online at www.mapleshade.org



Home of the Wildcats



Maple Shade Board of Education

Charles Kern, *President*
Terry Maerten, *Vice President*
Joann Soden
Bernadine Calkins-Mealy
Michael McClure
Deborah Simonsik
Ellen Weist
Gregory Lovell
Glenn T. Adams

Mike Livengood
Superintendent of Schools
Mary Ann Bell
School Business Administrator

Mission Statement

The students, parents, staff, and administrators of the Maple Shade school district are a community of learners, each responsible for supporting one another in reaching our highest potential.

We believe:

- All students can learn, but do so differently.
- Each student is entitled to personalized learning from caring adults in an intellectually stimulating environment that is physically and emotionally safe.
- The most influential factor in the learning process and best predictor of student achievement is the teacher.
- An effective educational system anticipates plans and acts in response to a changing world, preparing each graduate for success in a global environment.
- Students thrive in a learning environment that guides self discovery and self determination.
- It is important to infuse technology throughout the curriculum to actively engage students and embrace their learning modalities.
- Education must develop students' understandings of the social, emotional, physical, economic, and environmental implications of their decisions.
- We have the obligation to nurture a culture of respect that honors the uniqueness of the individual, provides a sense of belonging, and fosters responsibility toward the community.

Table of Contents

ATTENDANCE	19
ACCESS TO STUDENT RECORDS	41
BEGINNING OF SCHOOL DAY	7
BELL SCHEDULE	8
BUS REGULATIONS	6
CAFETERIA	31
CLASS CHANGES AND WITHDRAW FROM CLASS POLICY	16
CLASS RANK	17
CODE OF STUDENT CONDUCT	8
COMMENCEMENT EXERCISES AND PARTICIPATION IN SENIOR TRIP	40
CORE CURRICULUM CONTENT STANDARDS	19
CREDIT COMPLETION PROGRAM FOR TARDINESS	25
CRISIS MANAGEMENT	5
DANCE RULES AND REGULATIONS	33
DRESS CODE	26
EMERGENCY CLOSING/DELAYED OPENING	5
EMERGENCY CONTACT PROCEDURE	5
FAMILY LIFE EDUCATION	41
FIELD TRIPS	30
FIGHTING	13
FIRE DRILL	29
FLAG SALUTE AND PLEDGE OF ALLEGIANCE	39
GAMBLING	39
GENERAL RULES AND REGULATION	7
GRADING POLICY	14
GRADUATION POLICY	18
HONOR ROLL	17
HOMEWORK HOTLINE	38
JUNIOR HIGH SCHOOL ACTIVITIES	42
LOCKERS	30
LOST AND FOUND	30
MAPLE SHADE DISTRICT EDUCATION NETWORK	37
MARKING PERIODS, PROGRESS REPORTS AND DATES	17
MEDIA CENTER	36
MEDICAL CARE	28
MOTOR VEHICLE USAGE	6
NATIONAL HONOR SOCIETY	34
PHYSICAL EDUCATION PROGRAM	27
PLAGIARISM	16
POLICY INFORMATION	5
PROMOTION AND RETENTION 7 TH & 8 TH	17
RESEARCH FORM & ACCOUNTABILITY	19
SCHOOL COUNSELING SERVICES	35
STUDENT ACTIVITIES - CODE OF CONDUCT	13
SENIOR PRIVILEGE	40
STUDENT DEMONSTRATIONS	13
STUDENT IDENTIFICATION	7
STUDENT GOVERNMENT	34
STUDENT GRIEVANCES, DISRUPTIONS, DISORDERS	12

STUDY HABITS	38
SUMMER READING	16
TOBACCO POLICY	29
TEACHER'S AUTHORITY	39
VISITOR PASSES	39
WALKING TO & FROM SCHOOL	5
WORKING PAPERS	33

POLICY INFORMATION

This Student/Parent Handbook does not have any Maple Shade School District Policies in it. All students will be given a packet of policies in September or you can visit our website at www.mapleshade.org for policies that pertain to our schools.

EMERGENCY CLOSING/SNOW INFORMATION – DELAYED OPENING OF SCHOOL

In the event of inclement weather, students should tune to Maple Shade High School Cable Channel 19 for information on the closing of school or a delayed opening. Students may also listen to KYW News Radio (AM 1060) for Maple Shade school closing number #660 on the Burlington County list.

Delayed opening of school due to inclement weather or any other possible emergency may be used only if it is clear that travel problems have been alleviated, and, it is determined that this shorter school day will better serve our students than extending the school year as outlined in the adopted school calendar.

The delayed opening time for all students in grades 7 through 12 would be 9:20 a.m. All bus services inside and outside the district would be delayed ninety minutes in the morning. Lunches will be served. The delayed opening bell schedule is following on page 4.

In the event of an emergency closing of school, students will be dismissed to their homes and information will be provided on Maple Shade High School Cable Channel 19 and on the website.

EMERGENCY CONTACT PROCEDURE

In the case of an emergency, our procedure is to contact the parent/guardian either at work or at home. However, it is the parents/guardians responsibility to make arrangements for the proper care of the child. Parents/guardians must provide the school with two other emergency contacts, in addition to the home and work numbers. One of those persons would be contacted in the event that the child becomes injured or sick and the child's parents/guardians cannot be contacted. If any information regarding these contacts changes, it is the parents/guardians responsibility to contact the school's main office or guidance office immediately to make necessary changes. If there are any legal issues regarding custody or restraining orders, please contact the student's school counselor as soon as possible. For a secondary mailing address for a non-custodial parent for school mailings and/or report cards or progress reports, notify the student's school counselor.

WALKING TO AND FROM SCHOOL

Students walking to and from school are under school jurisdiction. Walkers are expected to:

1. Obey traffic regulations at street crossings and intersections. Allow traffic to flow by not walking in groups in the street.
2. Respect the personal property of neighbors by walking on pavements where possible and the requests by residents not to cross lawns or other property.
3. Refrain from littering, vandalism, and other anti-social activity.
4. Refrain from any physical confrontation with other students.

CRISIS MANAGEMENT

The Maple Shade School District has a crisis management plan in place that addresses a variety of crises from a medical problem to an armed intruder and is constantly reviewed and revised to ensure our readiness to respond in any type of emergency or crisis.

In any emergency, the school district would work closely with, and be directed by, local police, fire, and other emergency management officials. Parents and guardians also play an essential role in keeping

students safe during an emergency. Please follow these guidelines so that you can help our staff respond effectively during an emergency:

- Be prepared for emergency dismissals. Some situations might warrant a building evacuation and early dismissal. Information would be provided through Cable Channel 19, the district website (www.mapleshade.org), PTA phone chains (elementary schools), and local television and radio stations. We will try to use these resources listed to provide the most up-to-date information, including how students will be reunited with their parent/guardian. *Please have a plan in place with your child, in the event that an evacuation is necessary, whom they should contact and where they should meet their parent or guardian. School office telephones will not be available, as staff will be using them for contact with emergency personnel, transportation, etc. When the emergency management officials clear the building and or determine that it is safe for students to be released, they will only be released to their parent or legal guardian.

Any questions regarding the district crisis management, secured environment, or building evacuations can be directed to the Principal's Office. Any statements regarding a specific situation will be announced through the Superintendent's Office once all students and personnel are secured or reunited with their family.

MOTOR VEHICLES USAGE

1. Maple Shade High School does not encourage the use of motor vehicles by students for transportation to and from school. If it is necessary for students to use any form of motorized transportation; they must abide with the following regulations:
2. The student must be a licensed driver in the State of New Jersey.
3. Vehicles may not be used (nor are students to be in them) during the school day (7:50 a.m. to 2:15 p.m.) except in case of an emergency, with the permission of an administrator.
4. Students are to keep cars locked at all times when they are not in use.
5. Students must park on the school parking lot in the area designated.
6. All student parking will be assigned by an administrator. The parking permit issued must be displayed in the vehicle front window (hung on rear-view mirror).
7. Students must follow established traffic routes on the school premises. Maximum speed is 5 miles per hour.
8. Students are not to loiter in or about cars before, during or after school.
9. The administration reserves the right to rescind the parking privilege of any student and to tow away any vehicle that is illegally parked at the owner's/driver's expense.
10. At the end of the school day all vehicles must exit the parking lot using the Center Street exit.

BUS REGULATIONS

Authority: *The bus driver is in full charge of the school bus at all times and shall be responsible for order; he/she will never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school which he/she attends. A pupil may be excluded from the bus for disciplinary reasons by the principal (or his designee), and the parent or guardian will have to provide transportation to and from school during the period of exclusion. (NJSA 18A:25-2)*

Student Conduct on Bus:

1. Pupils must adhere to the bus schedule. Pupils who miss the bus must find other means of transportation on that day. Arrive at the bus stop approximately ten minutes before schedule time.
2. Wait safely off the roadway until the bus comes to a full stop.
3. Board and leave the bus without pushing or crowding.

4. Only board your assigned bus. Always sit in your assigned seat.
5. Pupils are required to conduct themselves in an orderly well-behaved fashion. Violations of rules may result in suspension of bus privileges.
6. Cooperate with the bus driver at all times.
7. Respect property at all times, this includes the property around you while waiting for the bus, the bus seats, seat belts, etc. while on the bus and other student's belongings. The offender and his/her parent or guardian will be responsible for any damages.
8. Buckle your seat belt! It's the law. Your bottom should never leave the seat while the bus is in motion.
9. Be courteous, speak softly, and always use appropriate language.
10. Food and/or drinks are not permitted on the bus.
11. Use of tobacco in the bus is forbidden.
12. Skateboards, live animals, or any project too large to fit on you lap is not permitted on the bus. Keep book bags, lunch, and hands on your lap.
13. In case of emergency, remain in your seat, and wait for direction.
14. Report any student problems or bus damage to the driver.
15. Always take all your belongings and your trash with you when you leave the bus. Do not throw anything out the windows of the bus.
16. If you are not going to be riding the bus in the morning (or anymore), tell the driver the day before or have your parent or guardian contact the Transportation Office at 856-779-1750, ext. 201.
17. The Maple Shade School District does not provide a late bus system. Therefore, all students going home on the school bus must be on that bus for the daily 2:20pm departure. Buses cannot return to pick up students who missed the bus because these buses are doing transportation of Steinhauer, Wilkins, and Yocum Schools students following our school's routes. The 2:20pm departure time gives students 5 minutes to leave their last period class and get on the bus. This is one additional minute that students get in passing time between classes.

STUDENT IDENTIFICATION (ID CARDS)

Students must have their school picture ID card with them at all times when school is in session and during after school activities. New school year ID cards are issued shortly after picture day in the fall. That card is to be used until the new card is issued in the fall. The ID card must have a bar code in order for student to use in the Media Center and computer labs.

BEGINNING OF THE SCHOOL DAY

Doors for students will open at 7:40 a.m. It is requested that students not arrive before this time. If it is absolutely necessary for a student to arrive earlier, he/she may enter the door near the cafeteria and must remain in the cafeteria until 7:40 a.m. The cafeteria doors will open at 7:10 a.m. Upon arrival in the morning, students should go to their lockers to store clothes, lunch, etc. Students should avoid unnecessary trips to their lockers. Take materials and books that you will utilize for several periods. A warning bell at 7:48 a.m. will alert students two minutes before the beginning of first period. First period begins at 7:50 a.m. If you arrive to school after the beginning of first period, you are considered late for school. You must report to the Counseling Office or other designated area to sign in and get a pass to your first period class.

GENERAL RULES AND REGULATIONS

1. Gum chewing is not allowed in our school.
2. Smoking by students is not permitted in school or on school grounds.
3. All students should review the *Substance Abuse, Weapons, and Fighting* policies. These offenses are accumulative during the student's attendance at Maple Shade High School.
4. The use of a hard ball (baseball) or snowballs is forbidden on the school grounds or within the immediate vicinity of the school.
5. Students are not to be in the halls during classes without permission slips (passes) signed by a teacher.

6. Students should plan to arrive at school at 7:40 a.m.
7. All pupils who have no reason to remain must leave the building at the dismissal bell at 2:15 p.m.
8. If a student breaks or defaces any piece of school property, he/she is to assume financial responsibility.
9. If a student is sent from class for extreme violations of our student code of conduct, he/she is to report directly to the Main Office and remain there until given further directions.
10. Students are not to leave the school building during the school day without administrative permission.
11. All students are expected to be in their assigned classes at the prescribed times.
12. Permission must be secured from the appropriate administrator before notices are posted anywhere in or around the building.
13. Items of any kind are not to be sold in or around the school building unless permission has been granted by the administration.
14. Students are not permitted to utilize any type of paging devices (beepers) or cellular telephones within the building during school hours.
15. Students are not permitted to have any type of MP3 players, iPods, etc. during school hours.
16. Students are not permitted to eat in classes or halls during school hours.
17. All students must abide by the dress code policy as stated in this handbook.
18. All students should familiarize themselves with the Student/Parent Handbook.

BELL SCHEDULES

Regular Bell Schedule

1 st	7:50 – 8:35
HR	8:39 – 8:49
2 nd	8:53 – 9:38
3 rd	9:41 – 10:26
4a	10:30 – 10:53 (Jr. High lunch)
4b	10:56 – 11:19 (Jr. High lunch)
5a	11:22 – 11:45 (Sr. High lunch)
5b	11:48 – 12:11 (Sr. High lunch)
5c	12:14 – 12:37 (Sr. High lunch)
6 th	12:41 – 1:26
7 th	1:30 – 2:15

Four-Hour Session Bell Schedule

(no lunch served)

1 st	7:50 – 8:20
HR	8:23 – 8:32
2 nd	8:35 – 9:05
3 rd	9:08 – 9:38
4 th	9:41 – 10:11
5 th	10:14 – 10:44
6 th	10:47 – 11:17
7 th	11:20 – 11:50

AM ASSEMBLY SCHEDULE

(3A is the assembly period)

PM ASSEMBLY SCHEDULE

(7A is the assembly period)

DELAYED OPENING SCHEDULE

(90 Minute Delayed Opening)

(*Assembly bell schedules may change due to scheduled time of assembly)

1 st	7:50 – 8:27	1 st	7:50 – 8:27	1 st	9:20 – 9:49
HR	8:30 – 8:35	HR	8:30 – 8:35	HR	9:52 – 9:57
2 nd	8:38 – 9:14	2 nd	8:38 – 9:14	2 nd	10:00 – 10:29
3 rd	9:17 – 9:53	3 rd	9:17 – 9:53	3 rd	10:32 – 11:01
3A	9:56 – 10:46	4a	9:56 – 10:19	4a	11:04 – 11:27
4a	10:49 – 11:12	4b	10:22 – 10:45	4b	11:30 – 11:53
4b	11:15 – 11:38	5a	10:48 – 11:11	5a	11:56 – 12:19
5a	11:41 – 12:04	5b	11:14 – 11:37	5b	12:22 – 12:45
5b	12:07 – 12:30	5c	11:40 – 12:03	5c	12:48 – 1:11
5c	12:33 – 12:56	6 th	12:06 – 12:42	6 th	1:14 – 1:43
6 th	12:59 – 1:35	7 th	12:45 – 1:22	7 th	1:46 – 2:15
7 th	1:38 – 2:15	7A	1:25 – 2:15		

CODE OF STUDENT CONDUCT

Description of Student Responsibilities

The primary purpose for the Maple Shade Board of Education adopting a code of student conduct is to create and maintain a positive educational environment that will permit all students to learn, teachers to instruct and administrators to facilitate instruction. The emphasis on positive behaviors creates an atmosphere of mutual respect and the appreciation of individual differences among staff, students and parents.

The Maple Shade Board of Education establishes a code of student conduct that promotes the positive development of students who:

- Have a healthy view of self
- Attend school regularly
- Speak in a courteous, polite and empathetic manner
- Have respect for self, others, and school property
- Follow the school's dress code
- Work well with others
- Strive to meet high academic standards and skills
- Make responsible decisions
- Develop and use effective interpersonal skills
- Utilize conflict resolution techniques
- Demonstrate good citizenship
- Display tolerance and accept diversity of others
- Consider rights and interests of others
- Support a productive learning environment
- Accept responsibility for one's actions

These positive behaviors are expected on school grounds, including on a school bus or at school-sponsored functions, and, as appropriate, for conduct away from school grounds, in accordance with N.J.A.C. 6A:16-7.6.

Students with disabilities are to be held to the same code of conduct procedures as general education students in accordance with their Individual Educational Plan (IEP). It must be determined that the student's behavior is not primarily caused by his/her educational disability, and that the program that is being provided meets the student's educational needs.

Description of Behaviors That May Result in Suspension/Expulsion

- The term *suspension* is defined as the temporary denial of a student's right to attend the regular school program. There are two (2) basic forms of suspensions, short-term, one lasting ten (10) consecutive school days or fewer in duration; and, long-term, one which lasts more than ten (10) consecutive school days in duration.
- A student who is suspended from school cannot participate in or attend any school-related activity, including, but not limited to athletic events, trips, dances, performances, and graduation.
- The term *expulsion* is the permanent removal of a student from school.

The Board authorizes the administration to intervene with support measures such as I&RS (Intervention and Referral Services), counseling, mediation, and Child Study Team referral to foster positive student behavior. The Board believes that students and their parents must be made aware of what conduct constitutes the behavior that will result in progressive disciplinary actions. At the beginning of each school year, and as

needed through the year, the code of conduct, disciplinary measures for violations and suspension/expulsion procedures shall be disseminated to students, parents and staff.

Staff members who interact with students shall model the behavioral expectations for the students. Staff members will intervene when students do not meet the expectations of the student code of conduct. Possible interventions may include: warning, conference with student, change of student's seat, teacher detention, parent notification, I&RS, involvement of the case manager or school counselor, and/or referral to an administrator. Below is a list of some of the behaviors that do not meet the student code of conduct and may result in suspension or expulsion:

- continued and willful disobedience
- open defiance of the authority of any teacher or person having authority over the student
- conduct of such character as to constitute a continuing danger to the physical well-being of other pupils
- physical assault upon another pupil
- taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear
- cutting, defacing, or otherwise injuring school property (please refer to Maple Shade School District Policy 5131.5).
- participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building/s owned by any School District, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility
- incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any School District (please refer to Maple Shade School District Policy 5131.4).
- incitement which is intended to and does result in truancy by other pupils
- knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises or at any school-sponsored event, or being under the influence of intoxicating liquor or controlled dangerous substances while on school property (please refer to Maple Shade School District Policy 5131.5).
- smoking on school grounds (please refer to Maple Shade School District Policy 5131.6).
- harassment, intimidation, and bullying (please refer to Maple Shade School District Policy 2225).
- committing assault upon an employee of the Maple Shade Board of Education acting in performance of his/her duties
- Possession of a weapon (please refer to Maple Shade School District Policy 5131.7).

Repeated and/or overt violations of certain suspendable offenses may result in additional action by the administration, including but not limited to the following: extended suspension, hearing with Superintendent of Schools and/or the Board of Education, beginning of expulsion procedures, filing of complaint with local police authorities.

It is not possible to list all offenses. The above offenses are the most common. Any other infraction that may be considered serious by school authorities will be dealt with accordingly.

The suspension period will be from 1 – 10 days depending on the severity of the offense. A repeat violation of a suspendable offense will result in an increase in the number of days suspended.

Any student who is suspended three or more times during his/her senior year will be denied the privileges of participating in commencement exercises and all other senior activities, including the senior trip and senior prom.

Any drug/alcohol/theft violation while on the senior trip or during the senior prom (even if it does not constitute the third suspension) will also result in the loss of the privilege of participation in commencement exercises and all other senior class activities.

Level 1 Infractions of Code of Student Conduct

Interventions may include but not be limited to: warning, conference with student, change of student's seat, teacher detention, parent notification, I&RS, involvement of the case manager or school counselor, and/or referral to an administrator who may assign an office detention.

Interventions should be:

- 1st infraction - warning by staff member and/or other interventions listed above
- 2nd infraction - detention given by staff member and/or other interventions listed above
- 3rd infraction - parent notification/detention by staff member and/or other interventions listed above
- 4th infraction – referral to I&RS Team, School Counselor, Child Study Team Case Manager, or administrator

Some examples of Level I Code of Student Conduct Infractions:

1. Excessive lateness to class, cutting class, dress code violations
2. Misconduct in hall, cafeteria or bus
3. Class disruption
4. Rudeness and/or disrespect to fellow students
5. Loud, rude, boisterous, or vulgar language in the school or surrounding area.
6. The use of communication devices during class-time/tests/exams will be considered a form of cheating. Corrective measures may be a failure for the specific activity/assignment/test/exam.

Note: It is not possible to list all offenses. The above offenses are the most common. Any other infraction that may be considered serious by school authorities will be dealt with accordingly. Under these procedures, suspensions may be imposed for repeated minor or non-violent transgressions. Repetition illustrates a student's refusal to comply with school rules.

Level 2 Infractions of Code of Student Conduct

Level II infractions are much more serious and usually require immediate attention by an administrator. Such infractions may include, but are not limited to the following: fights; threats to safety of individuals; overt open defiance; vandalism; possession, use or distribution of illegal substances; weapons; violent behavior; etc.

Office Assigned Detention:

- High School Office Assigned Detention will meet for one hour after school three times per week (Tuesday, Wednesday and Thursday) from 2:30 p.m. to 3:30 p.m. under the supervision of an administrator or his/her designee. Jr. High School Office Detention will meet for one hour after school twice per week (Tuesday and Thursday) from 2:30 p.m. to 3:30 p.m. under the supervision of an administrator or his/her designee.
- Students will receive twenty-four (24) hours notice for an Office Assigned Detention.
- A student may be assigned Office Assigned Detention in lieu of a Level I suspension.

- A student will only be assigned a total of three Office Assigned Detentions. All subsequent offenses will result in suspension except under extenuating circumstances and at the discretion of the administrator handling the student.
- A social atmosphere is not permitted. Students will be expected to bring materials and assignments from their regularly scheduled classes.
- Students who do not report for Office Assigned Detention will be suspended. Students who report late to the detention will be sent home and will be suspended.
- Students who do not abide by the rules and regulations and are found to be uncooperative will be sent home and will be suspended.
- Students are not permitted to go to their lockers during the Office Assigned Detention.
- When a student serves an office assigned detention, the parent/guardian will receive notification of the detention.

Process After Suspension

- A. Parent conference may follow any suspension.
- B. Upon the third suspension, regardless of the level of infraction, a parental conference will be held with the high school principal. The vice principal, the school counselor and any other party that may have input will also be at the conference.
- C. The student, upon the third suspension, may be referred to the Maple Shade Child Study Team.
- D. When a fourth suspension occurs the principal may request a parental conference is held with the Superintendent of Schools.
 1. Principal may recommend to the Superintendent an extended suspension.
 2. Principal may refer student to Child Study Team.
 3. Student may not return to school until after the Superintendent's conference.
 4. Expulsion procedures may be considered and initiated by the Superintendent of Schools.
- E. When a fifth suspension occurs the Superintendent may request a parental conference with the Board of Education.
 1. Parents must show just reason as to why pupil should remain in school.
 2. Expulsion will be considered and may be initiated by the Board of Education.

Authority of School District

- The statutory authority of a school district regarding a pupil is found at N.J.S.A. 18A:37-1 and N.J.S.A. 18A:25-2. N.J.S.A. 18A:37-1 states that pupils in public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and other in authority over them.
- N.J.S.A. 18A:25-2 provides that a teacher or other person in authority over such pupil shall hold every pupil accountable for disorderly conduct in school and/or recess and on the playgrounds of the school and on the way to and from school.
- The authority of a school district over its pupils extends, by statute, to the time when a pupil is in school as well as to the times when a pupil is not physically present in the school building, during recess and on the playground, and while the pupil is traveling to and from school.

STUDENT GRIEVANCES, DISRUPTIONS, DISORDERS

It is the desire and intent of the Board of Education that students and parents shall have the means by which they may make known their individual or group concerns or grievances with respect to the operation and conduct of the schools in a legal, peaceful, and orderly manner and have them considered and disposed of fairly.

In establishing such means, the Board makes it known that it cannot and will not condone or tolerate violence, disruption or interference with the normal operation of schools, vandalism, or seizure of school buildings as a method to express protests or enforce demands for the redress of grievances. Resorting to such methods shall constitute good cause for the suspension or expulsion of students and/or prosecution under State Law.

Likewise, persons entering the school buildings or on school grounds to disrupt or cause disruption shall be prosecuted under State Law. The Superintendent of Schools, with his staff, is hereby directed to establish such rules and regulations as may be necessary to provide orderly procedures for the expression of concerns and the redress of grievances, and for coping with student disorders.

STUDENT DEMONSTRATIONS

1. Student demonstrations that disrupt or interfere with the normal operations of the school will not be permitted or tolerated.
2. Walk-outs will be treated the same as any unexcused absence from class. Appropriate action will be taken in each case. If a student is suspended, the parent must arrange a conference with the school before he/she will be readmitted to school.
3. Sit-ins will not be tolerated. Pupils will be warned by the administration to return to class immediately. If any student refuses to leave, he/she will be suspended.
4. A suspended student must leave school grounds promptly. Anyone remaining in the building or on school property will be subject to action by the Police Department as a disorderly person.
5. The administration will attempt to resolve any reasonable grievance through established channels. If there is any indication that violence may take place, the school authorities will turn the matter over to the Police Department to resolve. They will take whatever action they deem necessary to stop the disturbance, protect students, staff, and school property.
6. No printed or written materials will be permitted to be distributed on school property without permission of an administrator.
7. No unusual or extreme attire disruptive in nature will be permitted in the school. The school administration will make this determination.
8. In any demonstration, outsiders will not be permitted in the school or on school property.

FIGHTING

- In the high school, students involved in a fight will be suspended.
- Students involved in a second fight, regardless of the academic year, must have a hearing with the principal before he/she may return to school.
- Students involved in any fight after the second, regardless of the academic year, will have a mandatory hearing with the Superintendent of Schools with the possibility of an expulsion hearing with the Board of Education.
- With the category of fighting, a student's record is accumulative; it carries from year to year.
- With each incident the administration reserves the right to file a formal complaint with the police against the involved students.
- Given extenuating circumstances, the high school administration may waive any or all of the above actions.

STUDENT ACTIVITIES - CODE OF CONDUCT

Student activities at Maple Shade High School are designed to provide a variety of educational, social, and service experiences outside of the classroom. These activities will help students to develop responsibility, initiate leadership, and promote a feeling of unity and school spirit among all students. In order to encourage participation in extracurricular activities, to provide safe activities with positive outcomes, and to

promote the general welfare of our school and community the following code of conduct will apply to all students participating in student activities. Please refer to the Student Activities Handbook.

GRADING POLICY

The method of evaluating a student's progress varies with the content and nature of the course. The breakdown of each teacher's grading system will be provided to the students on the course syllabus.

All courses will use a numerical grading scale to calculate final averages for a course. During the 1st, 2nd, and 3rd Marking Periods, the teacher will not average a marking period grade any lower than 50% into the formulas below. Fourth Marking Period, mid-term and final exam grades may be averaged as lower than 50% if that is the grade the student earns.

All courses will be graded using this chart.

Letter Grade	Numerical Grade
A+	97 - 100
A	93 - 96
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	59 & below

Incomplete

- An incomplete grade may be given in any of the four marking periods.
- The student will have up to ten (10) days to complete his/her assigned work in order to have the incomplete grade removed. Failure to comply will result in receiving a failing grade for all assignments not completed.
- Additional time to resolve an incomplete may be granted with administrative approval.
- Midterms and final exams are not administered in grades 7 & 8

Examinations

- Semester and final examinations will be administered in grades, nine through twelfth, in the following subject areas: English, Social Studies, Mathematics, Science, and World Language
- Any deletion or addition to the above list of subject areas must receive the approval of the principal.
- Examinations are not given in elective courses

Students Absent from Examination;

- Students who are absent from an examination will receive a failing grade for the examination. However, an absent student may be eligible for a make-up examination if the student can verify that his/her absence was caused by serious reason(s) beyond the control of the student. The Department Supervisor in consultation with the teacher of record will make determination. All examinations must be made up within one week of the student's return to school.

Requirements for Passing Course

- In addition to achieving the minimum specified accumulated average, the student must meet the following requirements:

Full-year Course with Examinations:

- A student must pass three (3) of the six (6) marking grades with at least one (1) passing grade in the first semester and at least two (2) passing grades in the second semester.

Full-year Course without Examination:

- A student must pass a minimum of one (1) marking period each semester.
- Under extenuating circumstances, the above requirements may, on occasion, be waived with the discretion of the teacher and administrative approval. It must be fully understood that the waiving of the requirements is the distinct exception and not the rule, and such action must be justified by the teacher.

Assignments

- All assignments, including homework, reports, projects, etc., must be completed and submitted on the due date. Teachers are permitted to use their discretion and, if concerns arise, may consult with administration.

Grade Computation

Full year courses with mid-term and final exams

Each marking period is worth 20% of the final grade. The mid-term and the final exams are each worth 10% each. Teachers will take the weighted average of the four marking periods, the mid-term and final to derive the final grade.

Example:	MP1	$70 \times 20\% = 14$
	MP2	$80 \times 20\% = 16$
	Mid exam	$70 \times 10\% = 7$
	MP3	$75 \times 20\% = 15$
	MP4	$90 \times 20\% = 18$
	<u>Final exam</u>	<u>$80 \times 10\% = 8$</u>
	FINAL GRADE	78%

Another way of deriving this grade is to add the mid-term and final grades together then divide by two. This grade and the four marking periods can be added together and then divided by five for a final average.

Full year courses without mid-term or final exams

Each marking period is worth 25% of the final grade. Teachers will numerically add the four marking periods and divide by four to derive the final grade.

Semester courses without a final exam

Each marking period is worth 50% of the final grade. Teachers will add the two marking periods together and divide by two to derive the final grade.

CLASS CHANGES AND WITHDRAW FROM CLASS POLICY

Students may drop and/or change courses until two (2) weeks prior to the opening of the school year. All changes must be made in the Counseling Office and are subject to class size and class availability in keeping with the student's chosen academic program.

Reality dictates that extenuating circumstances may force a change of schedule during the school year. These reasons will be limited to: 1) Alleviating overcrowding, and 2) Correcting a student's program only with regard to graduation requirements and/or misplacement.

The procedure will be to contact the student's counselor to ascertain the feasibility of such a change. Class availability may be limited and/or impossible. If possible, the student would then have to acquire permission of the administration before such a move will be considered. All possible changes will be approved or disapproved by the Director of School Counseling.

The deadline for any change without receiving a grade will be the third week after the beginning of the class. After this deadline, the student will receive a grade of Withdraw Failing (WF) that will be recorded upon the student's permanent record and remain until the student satisfactorily completes the course. A grade of Withdraw Passing (WP) will only be granted under the reasons aforementioned.

It is the responsibility of the student and the parent to carefully decide and choose their prospective schedule in the spring. Parents should review their student's schedule after the student has consulted with his/her counselor. The deadline date to request a schedule change will be posted in the Counseling Office. This request must be in writing. However, after June 1st the Counseling Office cannot guarantee admittance into the class of your choice.

SUMMER READING

The Maple Shade Board of Education believes that reading is the key ingredient to the success of education. Because the summer months are a time when students lose ground in their reading skills due to the fact that they are not in school, the district has a summer reading program for those students entering grades 1-12. Information about Summer Reading is distributed in June and available at www.mapleshade.org.

PLAGIARISM

Academic honesty is expected of all students at Maple Shade High School. Every student is responsible for maintaining a high standard of academic ethics, personal honesty, and moral integrity. Therefore, plagiarism will not be tolerated.

Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. To avoid plagiarism, students must give credit whenever they use the following:

- Another person's idea, opinion, or theory
- Paraphrase of another person's spoken or written words
- Quotations of another person's actual spoken or written words
- Any facts, statistics, graphs, drawing – any pieces of information – that are not common knowledge

Submitting a borrowed or purchased paper or submitting someone else's work as one's own or allowing someone else to submit one's work as though it was his or hers also constitutes plagiarism. If plagiarism is detected, the student or students involved will receive a failing grade on the assignment.

All MLA research papers must be submitted to www.turnitin.com.

HONOR ROLL

A student may be placed on the Honor Roll for scholastic achievement on each of the marking periods.

The criteria for the three Honor Rolls are:

Principal's Honor Roll– grade point average of 4.0 to 5.2, no grade lower than a 90.

High Honor Roll– grade point average of 3.4 to 3.999 with no grade below an 80.

Honor Roll– grade point average of 2.8 to 3.399 with no grade below a 77.

MARKING PERIODS, PROGRESS REPORT AND REPORT CARD DATES

The following dates are to determine the marking periods, progress report distribution and report card distribution for this school year:

Progress Report Grades Due	Progress Reports Mailed	Marking Period Ends	Report Card Grades Due	Report Cards Mailed
10/7/08	10/10/8	11/10/08	11/12/08	11/17/08
12/16/08	12/19/08	1/28/09	2/2/09	2/5/09
3/5/09	3/10/09	4/3/09	4/7/09	4/9/09
5/15/09	5/19/09	6/17/09	6/18/09	6/24/09

All progress reports and report cards are mailed to the home.

PROMOTION AND RETENTION - Grades 7-8

Students in grades 7 and 8 who fail Language Arts or Math will need to take and pass the summer school course to advance to the next grade level. Students in grades 7 and 8 who fail 2 of the following four courses: Physical Education, Science, Social Studies, and World Language may be retained.

CLASS RANK

With the exception of the Student Aide pass/fail grade, letter grades for each course in the ninth, tenth, eleventh and twelfth grades (9th, 10th, 11th, 12th) are converted to quality points (see scales below). The quality points are multiplied by the number of corresponding earned credits. The quality points and the attempted credits are separately totaled, and the sum of the quality point is divided by the sum of the attempted credits.

A withdrawal grade (W) is not calculated in the determination of the rank in class. An incomplete grade (I), after ten (10) days is converted to an achieved grade, and this grade is included in the calculation of class rank.

The administration of the rank in class is the responsibility of the Director of School Counseling, who will calculate the rank in class at the completion of each student's eleventh (11th) and twelfth (12th) grades.

Conversion Tables

Quality Point Scale - Regular Course (Non-weighted)

A+ = 4.2	B+ = 3.2	C+ = 2.2	D+ = 1.2	F = 0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
A- = 3.8	B- = 2.8	C- = 1.8	D- = .8	

Quality Point Scale - Honor Course (Weighted)

Honor courses include the following:

English 9 Honors, English 10 Honors, English 11 Honors, AP English, American Studies I Honors, American Studies II Honors, AP Calculus, and World Cultures Honors.

A+ = 5.2	B+ = 4.2	C+ = 3.2
A = 5.0	B = 4.0	C = 3.0
A- = 4.8	B- = 3.8	C- = 2.8

Quality Point Scale - Advanced Course (Weighted)

Advanced courses include the following:

Pre-Calculus, World Language IV & V, Physics, Biology II, Chemistry II and Calculus

A+ = 4.7	B+ = 3.7	C+ = 2.7
A = 4.5	B = 3.5	C = 2.5
A- = 4.3	B- = 3.3	C- = 2.3

For any future consideration: the decision as to which courses are to be weighted will be the responsibility of the principal.

GRADUATION POLICY

Yearly: There are seven periods in the school day at Maple Shade High School. It is possible for students to select seven classes or 35 course credits per year. Students are encouraged to select seven classes per year.

For Graduation: In order to receive a State of New Jersey endorsed high school diploma from Maple Shade High School; the student must fulfill the following requirements:

The high school student (grades 9 through 12) must successfully complete a minimum of 125 credits. The course work must include the following courses:

1. Four years of English
2. Three years of Mathematics
3. Two years of United States history
4. One year of World History
5. Three years of Science
6. One year of physical education and health for every year a student is enrolled in high school in New Jersey
7. Five credits of Consumer, Family Life Skills or Vocational Technology Education
8. Five credits of Practical Arts
9. Five credits of World Language
10. Passing State Mandated Tests (HSPA)

High school level courses taken prior to grade 9 may be used to meet prerequisites or advancement in a particular subject area. They may be granted Carnegie Unit credit by a particular college or university; however, they may not be granted credit towards the graduation credit requirements.

At the high school level (grades 9 - 12), there are credit requirements for promotion to the next grade level. The requirements for promotion to the next grade level are:

Grade Level Placement: determined by number of credits:

Grade 9/ <i>Freshman</i>	0 – 29 credits
Grade 10/ <i>Sophomore</i>	30 – 59 credits
Grade 11/ <i>Junior</i>	60 – 89 credits
Grade 12/ <i>Senior</i>	90 credits or above
Graduation	125 credits

Any student who fails English or Physical Education in grades 9 through 12 will be required to attend summer school to make-up the credits prior to graduation.

CORE CURRICULUM CONTENT STANDARDS

All state required core content standards can be reviewed on our district website at www.mapleshade.org. Mastery of these standards is required by our students in order to graduate from a New Jersey high school.

RESEARCH FORM AND ACCOUNTABILITY

Research writing is a form of communication that strives to present ideas clearly and cogently. To introduce students to a research form that values scrupulous scholarship and careful documentation, each ninth grade student will be provided the *Maple Shade High School Research Guide* based on MLA style. Each student is responsible for maintaining this book over the course of his/her high school experience. Learning and adhering to the rules set forth in the *Maple Shade High School Research Guide* will help students become writers whose work deserves to be taken seriously.

ATTENDANCE

Policy 5113

New Jersey Code 6A:16-7.8 provides that every parent, guardian, or other person having custody and control of a child between the ages of 6 and 16 years of age shall cause such child regularly to attend the public schools of the district or any day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments, or to receive equivalent instruction elsewhere than at school. The curriculum for pupils enrolled in the Maple Shade Township school district is designed to achieve certain educational goals within the limited number of school days provided by our resources with a minimum requirement of 180 days. Maximum attendance is a prescribed condition upon which all courses of study are predicated. Absence from school jeopardizes the ability of the student to meet minimum attendance requirements for each course and/or school day and may violate New Jersey state law requiring pupils regularly to attend school. The frequent absence of a student from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of the student to complete the prescribed curriculum requirements successfully.

Students are expected to attend school daily when schools are in session. The Maple Shade Board of Education cannot condone nor permit absences from school for any reason not specified in the law. The Board will deny course credit and/or grade level promotion if the pupil attendance requirement is not met.

Parental Responsibility

Parents and/or guardians bear a legal and ethical responsibility for their child's regular attendance at school. Excessive absences for any student jeopardize academic performance and success. In addition, a parent or legal guardian who fails to cause a child to attend school regularly is subject to prosecution in municipal court. If the parent is unable to cause the child to attend school, the school will attempt to assist the parent. If such efforts are unsuccessful, the child is subject to truancy charges being filed in the Municipal Court. Since young children are particularly impressionable, it is appropriate to help them

understand and appreciate the importance of regular and punctual attendance. This is especially so since our society values these attributes.

Additionally, regular attendance improves the opportunity for optimal student learning. In accord with these assumptions, parents can serve as models by encouraging prompt and regular attendance, and by scheduling family vacations, medical and dental appointments, and similar necessities so that they do not conflict with school attendance.

Minimum Attendance Requirements:

The school year consists of those school days scheduled on the district's annual school calendar. For purposes of this policy, a "school day" shall consist of not less than four hours of actual school attendance. Failure to meet the standard for attendance specified in this policy shall be considered grounds for retention/lack of promotion. Students who accumulate unexcused absences totaling sixteen (16) days or more in a school year will not be promoted or advanced to the next grade level.

Excused Absence

All absences shall be presumed to be *unexcused*, unless determined to have occurred for one of the following reasons:

1. Medical disability or illness;
2. Medical or dental appointments which cannot be scheduled outside of school hours;
3. Religious holidays recognized by law;
4. Court appearance;
5. Death in the family;
6. Educational opportunities with written documentation from the visitation;
7. Other good cause approved by the Principal.

Documentation of the nature and causes of all absences shall be the responsibility of the parent/guardian. For anticipated absences, the parent shall provide advance notice to the school prior to the scheduled absence. For unanticipated absences, the parent/guardian must notify the school early in the school day of the absence and the reason therefore. For numbers 1-7 above (excused absences), documentation must be provided within three (3) days of the student's return to school by a written note from the student's parent, a doctor's note, and/or other appropriate documentation. Failure to provide such documentation within the three (3) day period shall result in the absence being considered unexcused. Days absent due to vacations or other family trips shall be counted as *unexcused* absences. Teaching staff members are not required to provide outlines, homework assignments, or related study materials in advance or in anticipation of such trips.

Planned Extended Absence

In the event a student plans to be absent for an extended time, he/she must notify the Main Office one week prior to leaving and present a note indicating the length of absence and reason. If a student is absent, he/she is required to make up all work missed. If he/she is aware of an upcoming absence, he/she should meet with the teachers so that instructional problems can be minimized. Teaching staff members shall not provide outlines, homework assignments, or related study materials in advance or anticipation of a student absence due to a family trip or vacation.

Required Notice and Warnings

N.J.A.C 6A:16-7.8

1. For up to four (4) cumulative unexcused absences, the school district shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;

- b. Conduct an investigation of the cause of each unexcused absence, including contact with the student's parent;
 - c. Develop an action plan in consultation with the student's parent designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance
2. For between five (5) and nine (9) cumulative unexcused absences, the school district shall:
- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Conduct a follow-up investigation, including contact with the student's parent, to determine the cause of each unexcused absence
 - c. Evaluate the appropriateness of the action plan developed pursuant to (1) (c) above;
 - d. Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes, supporting the student's return to school and regular attendance that may include any or all of the following:
 - i. Refer or consult with the building's Intervention and Referral Services (I&RS) team and/or Child Study Team;
 - ii. Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - iii. Consider an alternate educational placement;
 - iv. Make a referral to a community-based social and health provider agency or other community resource;
 - v. Refer to an appropriate agency serving the Administrative Office of the Courts;
 - vi. Proceed in accordance with the provisions of N.J.S.A. 9:6 and N.J.A.C. 6A:16-11, if child abuse and neglect is suspected;
 - vii. Cooperate with law enforcement and other authorities and agencies, as appropriate
3. For cumulative unexcused absences of ten (10) or more, the student, between the ages of 6 and 16, is truant, pursuant to N.J.S.A. 18A:38-27 through 31. The school district shall take appropriate action to compel compliance with the compulsory attendance laws, including use of the following enforcement tools:
- a. File a complaint against the parent in municipal court for violation of the New Jersey compulsory attendance laws;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate.
4. For students with disabilities, the building Principal shall consult with the case manager of the Child Study Team as to the applicability of the IEP and the extent to which the IEP should be utilized to assist the student and the parent in improving the student's attendance and address any related problems.

Make-up Opportunities

Unless, in the judgment of the building Principal, the composition of the student's absences precludes it, a student may overcome a loss of grade advancement or course credit relating from absences by doing one of the following:

- 1. Complete an appropriate instructional program, approved by the building Principal, with a certified tutor at the student's expense.
- 2. Repeat the course the next semester or school year in which it is available

3. Repeat the course at a state-approved summer school at the student's expense
4. Complete a school-sanctioned remediation program

The Maple Shade Board of Education is cognizant of possible unforeseen factors which may create hardships relating to the operation of this attendance regulation. The Principal of the school can utilize a school attendance review committee to hear written requests from parents/guardians of affected students, if necessary. A committee will be composed of people serving in the following capacities:

- Principal or designee
- School Counselor
- School nurse
- A teacher of the student
- Case Manager from the Child Study Team, if applicable

A written request must be presented to the Principal of the school by the parent or guardian no later than five (5) school days after the receipt of notification of non-credit and/or grade promotion status. The Attendance Review Committee shall conduct a conference with the parent/guardian. The committee shall communicate its findings and recommendations to the parent/guardian in writing. In determining whether, and in what manner, the pupil may be permitted to regain or restore his/her academic position, the review committee shall consider the nature and causes of all absences, and the student's overall school performance. A hardship waiver of attendance requirements may be granted, upon recommendation of the review committee, in light of its evaluation, by the Principal of the school.

Make-up Opportunities after an Absence

An incomplete grade is assigned only when work has not been completed during a marking period due to extensive illness or a reason beyond the student's control. The student must complete work to remove the incomplete the grade during the following marking period. If the course work is not completed within the allotted time, teachers are to determine grades by considering both the work completed and the work not finished. [For more information see *Incomplete* under *Grading Policy*]

Make-up Work Responsibilities and Timelines

The student who has been absent is primarily responsible for going to the teacher for making-up work. For short absences, he/she has twice the number of days absent to make-up work. For example, a student absent two (2) days will have four (4) days in which to complete his work. For longer absences, the teacher will determine the length of time, which would normally be no longer than two weeks during the marking period.

Physical Education teachers will review specific procedures for Physical Education make-up.

Tardiness to School

Students are tardy if they arrive to school after 7:50am. These students will report to the Counseling Office or designated area for a late pass. All tardiness shall be presumed to be unexcused, unless determined to have occurred for one of the following reasons:

1. Medical disability or illness;
2. Medical or dental appointments which cannot be scheduled outside of school hours;
3. Religious holidays recognized by law;
4. Court appearance;
5. Death in the family;
6. Educational opportunities with written documentation from the visitation;
7. Other good cause approved by the Principal.

If students are tardy for any of these reasons, their parent/guardian should notify the school with proper documentation. These students will receive an excused tardiness code in our computerized register. Students who arrive tardy to school without a note or for reasons above will receive an unexcused tardiness code. Students may accumulate 6 unexcused tardies per semester without incurring a sanction. Tardiness to school may cause students to lose attendance credit. Students who accumulate more than six (6) unexcused tardies per semester will be assigned to the Credit Completion Program. Class cuts/truancy issues may also cause a student to lose credit in his/her classes or be removed from his/her assigned program of study.

Late to School Procedure

Students arriving to school after the late bell at 7:50 a.m. must report to the Counseling Office or other designated area to sign-in and receive a pass to class.

Rules and Regulations:

Lateness to school will be charged in the following manner. To be credited for a full day of school, the student must attend 4 hours of school.

Late arrival times and attendance credit:

7:50 AM – 10:15 AM	→	Tardy
10:15 AM – 2:15 PM	→	Absent (no credit)

Student Responsibilities for Lateness to School:

- A student will not be penalized for the first six (6) unexcused latenesses per semester. Once six (6) unexcused latenesses are exceeded, the student will be assigned to the *Credit Completion Program*.
- *Credit completion* will be held at the end of each semester. A student must attend credit completion. Specific hours and dates will be determined by the high school administration on an annual basis.
- Those students eligible for the *Credit Completion Program* must attend all specified sessions on time, without any absences, and complete all assignments to the satisfaction of the teacher/monitor.

The *Credit Completion* process is as follows:

7 – 9 days late per semester	=	1 session of credit completion
10 – 12 days late per semester	=	2 sessions of credit completion
13 – 15 days late per semester	=	3 sessions of credit completion

- Students who fail to complete the *Credit Completion Program* will be placed on *No Credit Status* and will not receive credit for courses taken.
- A student who accumulates more than 15 days of “unexcused” lateness per semester will be at “no credit status” and NOT be eligible for the *Credit Completion Program* and not advance to the next grade level or graduate.
- A student who accumulates more than 15 days of “unexcused” lateness per semester in two consecutive semesters will remain at “no credit status” and NOT be eligible for the *Credit Completion Program*.
- A student who fails to sign in when arriving late to school is considered cutting class.
- Willful intent to be late to school is considered *truancy* and a suspendable offense.

Early Dismissal Procedure

If the student needs to be excused from school before the end of the school day, a written request, which includes the student’s first and last name, the reason for the early dismissal, a telephone number where the parent/guardian may be reached for verification, and the signature of the parent/guardian, must be received by the Main Office on the day of the requested early dismissal.

Students who are excused early must sign out in the Main Office before leaving the building and a parent/guardian must come to the Main Office, show proper identification, and sign the student out for the dismissal. Once the student arrives at school, he/she must remain in school unless excused by a school administrator. Attendance in school on a regular basis is essential if a student is going to take advantage of every educational opportunity. The school administrator reserves the right to approve or deny the request for an early dismissal. If a student returns before the end of the school day, he/she must sign in at the Main Office upon re-entering the building. Leaving the building or school grounds without permission is a violation of our student code of conduct. Permission to leave school because of illness may only be granted by the school nurse or by the administration if contact can be made with a parent or guardian.

Rules and Regulations:

Early dismissal/absences will be charged in the following manner:

7:50 AM – 10:15 AM → Absent (*no credit*)
11:50 AM – 2:15 PM → Tardy

Procedures and particulars for an early dismissal are as follows:

- a. An early dismissal is to be considered an exception and not the rule. The Administration discourages early dismissals since many of the appointments (doctor, dentist, college interview) can be conducted after school, on weekends or during holidays.
- b. Requests for early dismissals must be submitted in writing to the main office before 1st period.
- c. Requests must be signed by a parent or guardian and contain reason, time, date of dismissal and telephone number where the parent can be reached for verification.
- d. All requests will be confirmed by a telephone call to the parent or guardian or the student will not be released.
- e. Students are to show early dismissal passes and sign the "sign –out" (blue/gold) sheet located in the Main Office.
- f. In all student emergency situations, a parent or designated substitute must appear at school and sign the student out (with administrator approval).
- g. Upon Administration request, documents must be submitted to verify doctor's appointment, college interview, court appearance, etc. If proper verification is not forthcoming, the student will be considered truant and disciplined accordingly.
- h. A record of all early dismissals will be maintained.
- i. The Administration reserves the right to approve or deny a request for an early dismissal.

Students Leaving and Returning after the start of School

Students are not permitted to leave school after the start of the school day. The exception to this rule is for emergency situations that are granted by an administrator, and with the parent's knowledge and permission.

Student participation

Students at Maple Shade High School must be in school prior to 8:45AM and must remain in school until dismissal to participate in co-curricular activities that day. Student-athletes who are absent from school are not permitted to participate in or attend interscholastic competitions, athletic practices or team meetings on the same day of the absence. Extraordinary circumstances that prohibit meeting this requirement can be approved by the Supervisor of Activities and Athletics in advance of the absence.

Truancy

Truancy is defined under N.J.S.A. 18A:38-27 as any child between the ages of six and sixteen years who is repeatedly absent from school, and any child found away from school during school hours whose parent, guardian, or other person having charge and control of the child is unable to cause said child to attend school.

Attendance Review Person(s)

The Maple Shade Board of Education is cognizant of possible unforeseen factors which may create hardships relating to the operation of this attendance regulation. The Principal of the school may choose to utilize a school attendance review committee to hear written requests from parents/guardians of affected students, if necessary. A committee may be composed of people serving in the following capacities:

- Principal and/or
- School Counselor and/or
- School nurse and/or
- A teacher(s) of the student and/or
- Case Manager from the Child Study Team, if applicable

A written request must be presented to the Principal of the school by the parent or guardian no later than five (5) school days after the receipt of this notification of non-credit and/or grade promotion status. The Attendance Review Person(s) shall conduct a conference with the parent/guardian. The person(s) shall communicate its findings and recommendations to the parent/guardian in writing. In determining whether, and in what manner the pupil may be permitted to regain or restore his/her academic position, the review person(s) shall consider the nature and causes of all absences, and the student's overall school performance. A hardship waiver of attendance requirements may be granted, upon recommendation of the review committee, in light of its evaluation, by the Principal of the school.

No Credit Status

No Credit Status is a term used to describe the academic condition of a student who, due to a lack of regular school attendance, will not be granted credits for completed courses. Pursuant to the Student Attendance Policy (5113) and the NJ State compulsory education statutes, students who do not have regular school attendance will be placed on *No Credit Status* and will not receive credits for completed courses and not advance to the next grade level or graduate.

Students are placed on *No Credit Status* when they have accumulated sixteen (16) or more *unexcused* days absent at anytime during the school year, and/or sixteen (16) or more *unexcused* days late in a semester. Such students will not be promoted or advanced to the next grade level or graduate.

The State compulsory statute requires attendance be on all the days and hours that school is in session.

The State laws are very clear requiring attendance all the days school is in session. Furthermore, absenteeism of any duration may impact upon the educational process and may negatively affect grades. Therefore, the "maximum" should not be construed as permissible absences. Rather, they acknowledge the time when illness, serious personal or family business, or professional appointments make it impossible for students to attend school.

Students/parents may appeal the *No Credit Status* through the high school principal. Appeals will not be granted for excessive tardiness in two consecutive semesters in the same school year.

CREDIT COMPLETION PROGRAM FOR TARDINESS

A series of instructional sessions are established as the process to restore credit status.

In order to eliminate no-credit status, a student must attend all specified sessions and complete all assignments to the satisfaction of the teacher/monitor. The number of sessions required for completion of the *Credit Completion Program* will be determined by an administrator after a careful review of each individual case.

The *Credit Completion Program* will be conducted at the end of each semester. Specific hours and dates will be determined by the high school administration on an annual basis.

Conditions

1. In order for the program to be completed successfully, a student must complete the prescribed assignments to the satisfaction of the teacher/monitor and attend the specified number of sessions.
2. The teacher/monitor must verify the successful completion by the student and report same to the administrator in charge.
3. Course(s) which students have failed cannot be addressed ("made-up") in the completion program.
4. Any senior student who is placed on a no-credit status must first successfully complete the program before being issued a diploma at graduation.
5. Since it may be necessary for some students to attend both summer school and credit completion, the program will be held during those hours that are most convenient for the majority of the students.
6. The *Credit Completion Program* is not a social session. The same rules and regulations apply to this program as applies to the regular school situation. If a student assigned to the program does not comply with the general rules and regulations of the school, he/she will forfeit his right to the program.
7. If the program is not successfully completed, no-credit status will continue, and NC (no-credit) will be placed on the student's permanent record until such time as the student eliminates the no-credit status.
8. If a student must attend the *Credit Completion Program* and needs to attend a summer school program, the student's first obligation is to the *Credit Completion Program*. The student should inquire and attend a summer school program that starts after the completion date of the *Credit Completion Program*.

DRESS CODE

It is the responsibility of the Board of Education, administration, and staff to create and maintain an appropriate learning environment, which is void of unnecessary distractions and protects the health and safety of the students. Students should take pride in their appearance. All students are expected to dress and groom themselves neatly in clothes that are suitable and safe for school activities. The following regulations will provide students with specific and reasonable direction for acceptable dress:

1. Clothing which is soiled, torn, worn, defaced or ripped is prohibited. This rule will apply regardless of clothing item or style.
2. Clothing that is low cut or revealing, pants or shirts above or below the waist, as to be distracting, provocative, or immodest are prohibited.
3. Mesh clothing is allowed if there is a shirt underneath. No undergarments should be visible at anytime--sitting, reaching or standing.
4. Shorts/Skorts/Skirts: Shorts, skorts, and/or skirts may be worn. However, they are to be worn in good taste and reflect an appearance of modesty. Cut-off or frayed bottoms are prohibited. With arms extended at your sides, finger-tips extended, shorts, skorts, and/or skirts may not be above your fingertips. They should not have anything written across the buttocks. Side slits should not expose the upper thigh.
5. Flannel pants, loungewear, or sleepwear may not be worn in school. Jeans or pants should not drag on the floor. Pants or shorts with words or graphics printed on the buttocks are not permitted.

6. Shirts: Tank tops are not permitted. All shirts must have a sleeve. No spaghetti or string-type straps are permitted. Halter/tube tops are not permitted. Shirts designed primarily as undergarments must be worn under regular clothing. Bare midriffs are prohibited. All shirts must cover the waistband of the pants, shorts, or skirt. Shirts that expose the bare midriff or undergarments are not acceptable,
7. Graphics: Graphics or language that is suggestively obscene or offensive, or display or refer in any way to drugs, tobacco, or alcohol are prohibited on any garment, badge, patch, or pin. No graphics on the buttocks of shorts or pants is allowed.
8. Footwear: Footwear must be safe and worn at all times. Footwear deemed unsafe by an administrator cannot be worn. No roller shoes (Heelys), slippers, or shoes that do not protect the bottom of the foot may be worn.
9. Hats: (Headdress, hats, bandanas, head covering, or sweatbands) are not permitted during the school day, except in the case of documented religious or medical need. Students with long hair may wear accessories to secure their hair.
10. Coats: Heavy winter coats may not be worn during the school day.
11. Chains/Pins: Pocket/wallet (thick/heavy) chains, leash type/collar chains around the neck are not permitted. No spike jewelry or safety pins on clothing or self is permitted.
12. Face painting and costumes are not permitted unless the principal allows these for school spirit purposes.
13. Due to the constantly changing variety of apparel styles, administration has the authority to determine if clothing items or accessories not specifically covered in this dress code are appropriate for school attire and has the authority to make a determination on any questionable attire. All students and parents will be involved in the process.

Students who do not abide by the dress code may not attend class and may be asked to call home for appropriate attire. Students will receive one warning before corrective measures are taken. Communication to the parents of repeated violators will be made. Repeat violators will be subject to corrective measures.

PHYSICAL EDUCATION DEPARTMENT

Procedures And Grading System

I. Physical Education Attire

A. Uniform

1. Athletic shoes that tie or have Velcro closures and sweat socks are required.
2. Blue or gray plain T-shirts.
3. Blue or gray plain athletic shorts or sweat pants.
4. No cut-off shirts or tank-tops.

B. No jewelry may be worn during class. Lock all valuables in locker at all times (jewelry, money, handbags, bookbags, etc.).

C. Clothing apparel worn to school may not be worn for physical education class.

D. Wearing the physical education uniform in other parts of the building is prohibited.

E. To maintain favorable individual and group health standards, the uniform should be frequently cleaned and all students should use appropriate body deodorants.

F. Students will be given the opportunity to make-up no more than TWO unprepared in a marking period, and those unprepared must be made up within two weeks.

II. Excused From Physical Education Class

A. Medical

1. A doctor's note will excuse a student from dressing and participating in physical education class in accordance with the written request.
2. If a student is medically excused he/she will be assigned to a classroom or the Media Center. The doctor's written request must be presented to the teacher on the first day of the occurrence.

3. Students will receive work to do while medically excused. The work will be done in an assigned room or at the Media Center. Work will be due in a timely basis in accordance with the physical education teacher.
 4. A student medically excused from physical education cannot participate in any other physical activity during or after school, until cleared by the physician.
- B. Parental Request
- By producing a parental note, a student who is present and dressed for physical education may be excused from participating in physical education due to illness or injury. The written parental request is limited to one (1) day. The student will be given an assignment to do during class.
- C. Teacher Discretion
- Teacher discretion will be implemented to excuse students from gym class for specially approved activities and immediate wellness. Student will be asked to complete make-up work or make-up physical education class.
- D. School Nurse
- A student dressed for physical education must first request permission from the physical education teacher to consult with the school nurse about possibly being excused from physical education. The school nurse, based upon her professional judgment, may excuse the student from participation in physical education.

III. Grading Criteria

The criteria for computing the physical education grade are based on three distinct areas:

- Preparation (40%), participation (40%), and skills (20%). These three areas are defined by the following categories:
- Preparation (40%): attendance, lateness, appropriate class attire
- Participation (40%): cooperation, teamwork, individual performance, and safety. Skills (20%): written tests, teacher observation, authentic assessment

IV. Absence From Physical Education Class

Five (5) points for each absence will reduce the preparation portion of the grade. Completing teacher assigned activities can reinstate this point reduction. The student must complete this work within two weeks of returning to school. (Only a note from a doctor would excuse the student's absence without penalty. The note must be presented to the teacher on the first day the student returns to school.)

V. Physical Education/Promotion/Graduation

Any student (grades 7 through 12) failing physical education for the year must attend summer school to make-up the class prior to promotion or graduation.

MEDICAL CARE

The school health program is under the direction of the school nurse. The Nurse's Office is located in the "B" wing, near the gym, between classrooms B10 and B11.

A school nurse will be on hand in case of illness or accident. The teacher will complete a pass when sending a student to the nurse. Upon leaving the nurse's office, this pass will be signed by the nurse and returned to the teacher. When the school nurse is not in her office or in the building, report to the Main Office.

Administration of Medication in School

1. Written permission form from parent or guardian is required.
2. In addition to the parent/guardian form, a physician's note is required for all medication.
The physician note must include the following:
 - a) Purpose of the medication
 - b) Dosage
 - c) Time or special circumstances under which the medication should be administered
 - d) The length of time for which the medication is prescribed
 - e) Possible side effects of medication
3. The medication must be in original labeled container.
4. All medication must be brought to school by a parent/guardian or adult student and must be picked up at the end of the school year or end of the period of medication.
5. Students in grades 4 through 12 may self-administer medication for asthma or other life-threatening illness. They must have the necessary forms completed by the student's physician and the parent/guardian.

If the above conditions are not met, the medication will not be given in school. It is the student's responsibility to come to the nurse's office at the appropriate time to take the medication.

If the dosage schedule permits, the school advocates that the medication be taken at home. Please check your dosage schedules carefully and attempt to administer the medicine outside of school hours.

Thank you in advance for your cooperation in this matter. If you have any questions regarding the administration of medication, please call the high school nurse, Mrs. Veronica Manlove, RN at 779-2880 ext. 229.

Accidents and Illness

Any student who is injured or feels ill must ask his teacher for a pass, and then report to the Nurse's Office. Injured students should not go to the nurse without an escort.

FIRE DRILLS

In accordance with the requirements of school law, fire drills are necessary. Each drill is considered an emergency whether for practice or in case of a fire. One continuous buzzer signals a fire drill.

When the signal sounds ALL STAFF AND STUDENTS ARE TO EVACUATE THE BUILDING according to the fire drill plan posted in the area in which you are located. Staff and students are NOT to re-enter the building until notified (usually by bell).

TOBACCO POLICY

Policy 5131.6

It is within the purview of the Board of Education to express deep and realistic concern over the health and safety of the students of Maple Shade High School. Consequently, it is the Board's responsibility to initiate policy and encourage procedures that would enhance greater health and safety of the students.

Furthermore, the Board of Education recognizes that the use of tobacco presents a health hazard that can have serious implications both for the smoker and the non-smoker and that smoking habits developed by individuals may have lifelong deleterious consequences.

Hence, the Board of Education, as well as the State of New Jersey prohibits the smoking/using of any tobacco products and/or the possession of any tobacco products by pupils in the school building, on the school grounds, on the school buses and during school activities/field trips unless otherwise indicated.

TOBACCO POLICY RULES AND REGULATIONS

For the purposes of this policy, "smoking" means the burning of a lighted cigarette, cigar, pipe or any other matter or substance that contains tobacco and the use of any form of smokeless tobacco. In most situations, a smoking violation is obvious. However, an administrator may make a decision of a violation of policy based on reasonable belief from the evidence and circumstance associated with the incident.

All violations of this policy will be processed under the approved *Code of Conduct* and within regular school procedures. The school district reserves the right to contact police for violations of this policy.

1. Smoking/using tobacco products
 - a. First Offense - Student may be suspended. However, in lieu of suspension, the student may elect two (2) hours of Office Assigned Detention.
 - b. Second Offense - Students will be suspended for one (1) day, and a parental conference may be required with an Administrator.
 - c. Other Subsequent Offenses - Students will be suspended for two (2) days, and a parental conference may be required with an Administrator.
2. Possession of Tobacco Products
 - a. Visible/noticeable tobacco products will be surrendered upon request to a professional staff member.
 - b. Students who do not cooperate with staff members will be subject to additional disciplinary action.
3. Review
 - a. The Rules and Regulations will be reviewed each year, and the high school principal reserves the right to modify same.

LOCKERS

- A hall locker will be assigned to you by your homeroom teacher. Gymnasium lockers will be assigned by the Physical Education Department.
- Remember, the locker assigned to you is still the property of the Board of Education. As such, you are responsible for its contents, cleanliness and damage. The administration reserves the right to enter your locker at any time with or without your consent. The implementation of this will be applied with discretion.
- At the discretion of the administration, locker privileges may be modified, restricted or eliminated.

LOST AND FOUND

All lost and found articles are held in a box in the Main Office for a reasonable length of time. Students who find articles, with the exception of handbags, jewelry, and money, are to take them to the lost and found area in the Main Office. Handbags, jewelry, and money should be given to a secretary in the Main Office. Students who have lost articles should go to the Main Office before or after school.

Lost physical education clothing will be located in the Physical Education Office or the lost and found area in the Main Office.

FIELD TRIPS

Field trips may be taken by individual teachers during the school year in conjunction with their subject areas. The principal, administrators, and teachers have discretion as to which students may attend field trips based on the following guidelines:

Better than 90% attendance rate

Less than 7 Student Code of Conduct violations
Eligible for athletics and activities

A field trip eligibility list may be generated on the 1st of each month, maintained by the Principal, and shared with all teachers. It is a privilege for students to attend field trips. A Trip Authorization card must be on file for every student in the Main Office. (This is filled out and signed by parent/guardians at the beginning of each school year.)

CAFETERIA

CHILD NUTRITION PROGRAM:

Complete the *Child Nutrition Program Household Application* only if your family is applying for the free/reduced lunch/breakfast program and return to school with the family's oldest student. You only need to complete one form per family. If your family is not applying for the free/reduced lunch/breakfast program, this form does not need to be returned. The form must be completed entirely. Be sure names of everyone in the household are listed (Part 1 & Part 4) as well as information (grades K-12). Provide income received by everyone in the household and be sure that the parent/guardian signs the form. All information must be printed legibly. If you need a form in Spanish, please contact your child's school office. Please direct all inquiries to Mrs. Rosita Lopez at #856-779-1740.

Breakfast

Breakfast program will be available every day school is in session in the cafeteria beginning at 7:10 a.m. and ending at 7:40 a.m. The cost is \$1.25 per student. Those students who participate in the reduced lunch program will pay \$0.30 and those students who participate in the free lunch program will receive a breakfast at no cost. Examples of breakfast items available are cereal, bagels & spread, fruit, juice, milk, yogurt, muffins, donuts, and one hot item. The breakfast program must be completed by the start of the school day at 7:40 a.m. If you have any questions, please contact Mrs. Judy King, Food Service Director at 856-779-2880 ext. 224.

Lunch

Students may bring lunch from home or purchase a meal in the cafeteria. However, all students must report to and eat their lunch in the cafeteria.

Being in the cafeteria during the lunch period is as much a requirement of your daily schedule as being in any scheduled class. No one may leave the school grounds during the lunch period.

To meet the requirements of good home training and of good school citizenship, students will use courteous behavior, self-control, and good table manners. Students may not cut in line.

Each student has the responsibility of returning all implements to the tray washing room, depositing refuse in the proper receptacles, and leaving the table, chair, and floor clean. Food and beverages are not to be taken outside of the cafeteria.

Our cafeteria is operated by the Board of Education, and this service is supplied without profit. We operate under the National School Lunch Program and will endeavor to keep food costs low. Students' care of equipment and thoughtful use of cafeteria facilities will help keep prices at a minimum.

Lunch Schedule – Regular School Day

(times will change when alternate bell schedule is in effect)

4A - 10:30 - 10:53 Grade 7-8

4B - 10:56 - 11:19 Grade 7-8

5A - 11:22 - 11:45 Grade 9-12

5B - 11:48 - 12:11 Grade 9-12

5C - 12:14 - 12:37 Grade 9-12

Price of Cafeteria Lunch

The price of the cafeteria lunch this year is as follows:

- High School Student Platter or Salad Bar - \$2.65
- Reduced Lunch - \$.40 (determined by Free/Reduced Lunch Program)
- Milk (white, chocolate, skim) - \$.50
- Second Entrée w/ purchase of lunch for student - \$1.75
- Ala Carte items available, all prices are listed in cafeteria (examples: hoagies (platter price), peanut butter & jelly (\$1.75).
- Snack bar has variety of chips, crackers, soft pretzels, ice cream, juice—prices vary (\$0.35 - \$1.50)

Lunch Menu

The daily lunch menu is posted on the school website www.mapleshade.org, in the student's homeroom, and in the monthly PTSA newsletter. Extra copies of the menu are available in the main office.

Point of Sale Lunch Program

This program provides all of our students the opportunity to have an account (advanced money) to use to purchase their food in our cafeteria. The students will use their student identification card to purchase their food. We have computerized registers that keep track of each student's account. The following are some answers to questions you might have.

How does the system work?

- The database of all students and staff with ID numbers will be entered into the computer. This number was selected so that the student ID number will follow the student all the way through school. Please be assured that there are many checkpoints to assure that students do not use each other's ID number.
- Each student has an account, which holds a balance. Each meal and/or item they purchase will be deducted from their account. Students and parents will have the ability to inquire about their account balance at any time. Students will also be able to pay cash for their food; however, they will need their ID card to make all purchases.
- The cashier will be able to quickly key in the meals and/or extras.

What if my child participates in the Free/Reduced lunch program?

- If your child participates in the free or reduced lunch program, the same criteria already established will be in effect. The student must scan their ID card to complete the purchase of their lunch.
- If your child participates in the reduced lunch program, they may pay daily with cash or you may establish a Point of Sale account for the student to deduct the daily reduced amount for their lunch. The students who participate in the free program will scan their card and automatically come up free.

What if my child cannot enter/scan their ID card?

- The cashier will always be there to provide assistance to students.

How do I set up my student's *Point of Sale* account?

- The student can bring money to the cashier who will deposit the money in the student's Point of Sale account.
- A check can be sent in for payment towards a Point of Sale account. The check should be made payable to: Maple Shade H.S. Cafeteria. The check can be hand-delivered or mailed to Maple Shade High School, attention: Judy King, Food Services Director, 180 Frederick Avenue, Maple Shade, NJ 08052. (Please allow enough time for delivery and processing of check to be credited to student's account – approximately one week ahead.)
- Parents can specify if they choose to have the money used for meals only. This gives the student the option to have the scheduled hot meal of the day, the alternate meals, or the deli bar. If a parent does not specify meals only their child will also be able to use their account for all purchases, which includes the snack bar. Vending machines are not included for Point of Sale purchases.

How much money do I send in for the *Point of Sale* account?

- If you choose to open a Point of Sale account for your student, the average cost of a lunch is \$2.65 per day, which includes milk. A student can purchase a variety of juices at a range of \$1.00 - \$1.50 at the deli or snack bar. Vending machines are not included in the Point of Sale account purchases.

To Review The *Point of Sale* Program:

- Students can continue to pay for their food as in the past but they will need their ID card to scan in the register to make the transaction.
- Students can have a "Point of Sale" account to draw money from each day at lunch. Students must have their ID card to scan in the register.

All students are required to have their ID card with them at all times while at school, and to purchase lunch. Students who have lost their issued ID card may apply for another card in the Media Center (library). Replacement cards cost \$4 and are available during homeroom or after school.

Should you have any questions, please feel free to contact Mrs. Judy King, Food Services Director, at 856-779-2880 ext. 224.

WORKING PAPERS

There is one form to be filled out for working papers. A new set of working papers is needed for every job change. This form is issued by the Counseling Office before and after school hours. Parts of this form include:

1. Promise of Employment (to be filled out by employer)
2. Physician's Form (to be filled out by the school doctor or family physician)
3. Before returning the paper to the Counseling Office, it must be signed by parent/guardian

After this form is correctly filled out, it is returned to the Guidance Office with your BIRTH CERTIFICATE or BAPTISMAL PAPER and the working papers will be issued. You must sign your working paper and then it is taken to your employer.

Working papers may be secured for out-of-school employment in limited occupations and for limited hours at age fourteen. Papers for full-time employment may be secured for each job although the procedure is not the same after the first set of working papers has been issued.

DANCE RULES AND REGULATIONS

1. School dances are for the students of Maple Shade High School. However, students who do not reside in Maple Shade may attend dances provided they come as a guest of a Maple Shade student and are registered (submit name and address in the Main Office during the designated time).
2. Maple Shade High School students are limited to one guest. The Maple Shade student is responsible for the conduct of the guest.
3. Students will not be permitted to leave the dance and then re-enter. Once a student leaves, he/she leaves the dance for the remainder of the evening. For junior high students (grades 7 & 8) students wishing to leave the dance early must have written permission from their parent/guardian.
4. The head chaperone (or the administrator in charge) reserves the right to reject or dismiss any individual due to attitude, dress, discipline, appearance, age, lateness or any other reason that he/she deems appropriate/necessary.
5. The same rules and regulations that apply to a regular school day apply to all dances. Students are subject to the same Code of Student Conduct.
6. Students are not permitted to loiter in cars or on the school property before, during or after the dances.
7. Students who are suspended from school are not permitted to attend the dance.
8. Students in grades 9-12 must have a signed breathalyzer form on file in order to attend dances.

STUDENT GOVERNMENT

The Student Government is organized to uphold the standards of Maple Shade High School, encourage the separate abilities of individual students, maintain a high standard of self-discipline among the students of our school, and sustain an enthusiastic school spirit. The membership is composed of a Representative and Alternate from each homeroom who will be elected in September by their homerooms. The President, Vice-President, Treasurer and Secretary of the Student Government will be voted for in May of the preceding year. These students should maintain a good average in academic work and display good citizenship and leadership qualities. Students are reminded that these elections are not popularity contests. Meetings are held monthly or when necessary under the leadership of a teacher advisor.

NATIONAL HONOR SOCIETY (NHS) (Grades 10, 11, 12)

JUNIOR NATIONAL HONOR SOCIETY (JNHS) (Grades 8, 9)

Induction Criteria

To be eligible for membership to the National Honor Society (NHS) the candidate must be a member of the sophomore, junior or senior classes. To be eligible for membership to the Junior National Honor Society (JNHS), the candidate must be a member of the eighth or ninth grade class. Candidates must have been in attendance at Maple Shade High School the equivalent of one semester. If a student's family is forced to move frequently due to employment or military service, the principal of the previous school may be contacted for a recommendation.

NHS candidates demonstrate scholarship by a cumulative scholastic average of at least 3.5. Students achieving this average will be asked to supply information to help the faculty committee proceed to evaluate candidates on the basis of service, leadership, and character. Academic grades provide a cutoff for eligibility but do not guarantee selection.

JNHS candidates demonstrate scholarship by a cumulative scholastic average of at least 3.5. Students achieving this average will be asked to supply information to help the faculty committee proceed to evaluate candidates on the basis of service, leadership, citizenship, and character. Academic grades provide a cutoff for eligibility but do not guarantee selection.

For both NHS and JNHS grade point average from the previous semester is used for scholastic average.

The selection of each member shall be determined by a majority vote of the Faculty Council, selected by the principal. The honor society advisor will convene the council and provide information supplied by the students as well as other school staff. The selection procedure shall be determined by the Faculty Council and shall be consistent with the national rules and regulations of the National Honor Society and National Junior Honor Society.

Appeals regarding non-selection are to be made first to the faculty chapter advisor. The principal has appointed the Faculty Council and must assume the members have evaluated the student candidates in good faith. If the student or parent is not satisfied after meeting with the advisor, the principal may be contacted, but may only intercede if a technical or procedural error may have been made. The National Council does not review selection of students to membership in local chapters.

SCHOOL COUNSELING SERVICES

Counseling services provided by counselors with specialized training are an essential part of the educational program at Maple Shade High School.

These services represent a continuing effort by the school to help each student determine his/her goals in the light of his/her aptitudes and capabilities and assist him/her in achieving these goals.

The counselor is available for help in the following essential areas:

1. Program planning for course selection.
2. Identification of educational strengths and weaknesses.
3. Assistance in the interpretation of test scores.
4. Occupational guidance and career information.
5. Counsel in the vital area of day-to-day personal problems.
6. Planning for education beyond high school.
7. Providing information on job opportunities.
8. Interpretation of college entrance requirements.
9. Frequent contact with parents to provide progress reports on students.
10. Assistance in selecting the right college.
11. Providing information on scholarships and financial assistance in college.
12. Counsel regarding individual obligation in the Armed Forces.

Interviews are scheduled each year by counselors with all students. These are concerned primarily with the selection of proper subjects and their relations to the educational and vocational objectives of the individual. Various college catalogs are maintained in the Counseling Office. Representatives visit the school each year to discuss requirements for job placement and admission procedures with interested students.

Each student will be assigned to a counselor. This counselor will be the person in the Counseling Office you will contact when you are requesting counseling services. There are certain procedures we ask you to follow so that the Counseling Program can be operated to your best advantage. There will be times when it will not be possible to follow these guidelines, but we request your complete cooperation so that the total Counseling Program can effectively serve the total school community.

When You Are Requesting An Appointment:

1. Make the appointment through the secretary in the Counseling Office.
2. You will need a pass issued by the Guidance Office and approved by your teacher.
3. It may not be possible to be released from your class because of a test or another academic responsibility. You should then contact the Counseling Office when you are free to make another appointment.

4. Do not leave your class to make an appointment. Appointments can be made before or after school or during a study period by obtaining a pass from the teacher in charge.

When Your Counselor Is Requesting An Appointment:

1. You will be notified in your homeroom.
2. Follow the same procedure with the pass.
3. If you cannot make the appointment at the designated time, you should contact your counselor as soon as possible so that other arrangements can be made.

Student's Class Load

- All students, grades 9-11, must have a scheduling load of at least seven academic classes per semester or are taking a minimum of 34 credits. No student, grades 9-11, will be able to schedule a study hall. Twelfth grade students may schedule only one study hall or student aide period.
- There are no exceptions to the above policy, including those students who will have earned more than the minimum required number of credits for graduation.
- All students, grades 7-8, must take the required program of seven periods of academic and cycle courses. No student, grades 7-8, will be scheduled for a study hall.
- Any deviation of the above policy must be fully and clearly justified with the most serious circumstances/cause and must receive the final approval of both the Director of School Counseling and the principal.

MEDIA CENTER

Our Media Center contains numerous volumes plus magazines covering a variety of interesting and informative subjects. In addition, much information can be accessed over the network at the various computer workstations. There are also career and college information pamphlets. The Media Center is open from 7:40 a.m. to 3:00 p.m.

When a student is sent to the Media Center, a pass must be completed by the teacher and then taken to the Media Center. These passes are then given to the Media Specialist or a designee. Substitute teachers may not write passes to the Media Center. Only ten students are permitted passes during lunch periods.

Computers are available for student use. Internet access is available once a signed Technology Acceptable Use form is on file in the Main Office. There are two printers available for student use – one color, one black and white. These are to be used for class assignments ONLY. Anyone printing for personal reasons or printing excessive copies will be required to pay .05 cents per black and white copy and .10 cents per color copy. “Excessive copies” is defined as more than ten pages without permission of the Media Specialist. Any unpaid copies will be considered a school obligation.

General fiction and non-fiction books can be checked out for two weeks and renewed if not on hold. Reference books and books placed on reserve by a teacher may not be checked-out. Back issues of magazines may be checked out overnight. There is no fine for overdue books; however, students must pay full price for lost books. Any overdue materials are also considered a school obligation.

All students must place bookbags in cubicles provided in the Media Center.

The following regulations are enforced in the Media Center:

1. Students must pay full price for loss of a book.
2. Books may be charged out for use for two weeks. Reserve books may be taken out for overnight use.

3. Magazines are to be read in the library, but may be checked out for school assignments. They should be returned to their proper places in the rack.
4. Please leave library books on the table when you are through using them. The Media Specialist and/or assistant will return books to the proper places on the shelves.
5. Reference books (encyclopedias, manuals, etc.) are to be used in the Media Center only and are not available for general circulation.

MAPLE SHADE SCHOOL DISTRICT EDUCATION NETWORK

The Maple Shade School District has provided the students of Maple Shade access to the district's network and the Internet with the goal of enabling our students to explore thousands of libraries, databases, computers, universities, and to communicate with people throughout the world. The intent is to make this network an electronic resource available for all to enhance the learning process. Electronic information research skills are now fundamental in preparing our students to assume the role of future citizens as we enter the Information Age. With this educational opportunity, comes responsibility. The information available over this network on the Internet may also contain inappropriate language, pornography, racism, solicitation, illegal or inaccurate information, and other abuses. The board does not condone this type of misuse nor will it knowingly permit this to happen in the school environment.

Students are responsible for appropriate behavior when accessing network services in the same way that they are responsible for behavior in the classroom or school hallways. All general rules for appropriate behavior and communication apply. Network storage areas may be treated in the same manner as school lockers. District personnel may review files and communication logs to determine whether the network services are being used appropriately.

In order to access the Internet, the following rules apply:

1. The student and their Parent(s) or Guardian(s) must have signed the Maple Shade School District Education Network Acceptable Use Policy. No students will be allowed to access the Internet without this form being properly signed and returned to school.
2. The technology office will provide a CONFIDENTIAL screen name (sign-on) and password to all students once the Acceptable Use Policy form has been properly signed and returned.

Violation Of Technology Acceptable Use Policy

The use of the Maple Shade School District's information system is a privilege and not a right, and inappropriate use will result in cancellation of these privileges. The intended use and goal of the network and Internet access is for students to conduct educational research and to communicate with others for educational purposes. Access to network services is a privilege and is given to students who agree to act in a considerate and responsible manner. The district will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the district's information network.

The following Code of Student Conduct applies to any student who violate the district's policy:

- 1. Using someone else's login account or allowing someone else to use your account.**
 - a. First Offense: Student will lose Internet endorsement for a period of 2 weeks and will be given 1 Office Assigned Detention
 - b. Second Offense: Student will lose Internet endorsement for a period of 4 weeks and will be given 2 Office Assigned Detentions
 - c. Third Offense: Student will lose Internet endorsement for a period of 2 months and will be suspended from school.
- 2. Accessing the Internet without a signed acceptable use policy form.**

- a. First Offense: Student will lose Internet endorsement for a period of 1 week and will be given 1 Office Assigned Detention
 - b. Second Offense: Student will lose Internet endorsement for a period of 2 weeks and will be given 2 Office Assigned Detentions
 - c. Third Offense: Student will lose Internet endorsement for a period of 1 month and will be suspended from school
- *NOTE: #2 and #3 can be cumulative depending on the offense*
- 3. **Using the network for inappropriate purposes or wastefully using finite resources,**
 - a. First Offense: Student will be assigned 2 Office Assigned Detentions and will lose Internet endorsement for a period of 1 month
 - b. Second Offense: Student will be given 3 Office Assigned Detentions and will lose Internet endorsement for a period of 3 months
 - c. Third Offense: Student will be suspended and will lose Internet endorsement for a period of 6 months or remainder of the school year
 - 4. **Vandalism, violation of copyright laws, gaining access to unauthorized areas of the network, disrupting of network traffic, using the district’s resources for commercial gain, forging electronic mail, posting anonymous messages, possession of materials in violation of these rules, not abiding by general rules of etiquette, divulging of personal information, or using the network for illegal purposes.**

These violations will be considered a Level III offense and may result in one or more of the following: suspension, expulsion, the filing of criminal charges, and the loss of all computer privileges for up to the remainder of the school year.
 - 5. **Adding, modifying hardware, or modifying system configurations or settings.**
 - a. First Offense: Student will be assigned 3 Office Assigned Detentions and will lose Internet endorsement for a period of 1 month
 - b. Second Offense: Student will be given 5 Office Assigned Detentions and will lose Internet endorsement for a period of 6 months
 - c. Third Offense: Student will be suspended and will lose Internet endorsement for the remainder of the school year

Any violation of these rules will result in the immediate confiscation of your Media Center card. This card will be held by the administrator until the outcomes of the violation have been resolved.

Any concerns or questions can be directed to Mr. Stephen Cappello, District Technology Administrator at 856-779-2880 ext. 223.

HOMEWORK HOTLINE

If a student will be out of school three (3) or more days, his/her homework can be sent to the Counseling Office. A school employee will access your message and send homework sheets to their teachers. Please leave student’s name and grade and how many days he/she will be absent. Please call by 9:00 AM and please do not leave any confidential information on this voicemail. If the student is only out one or two days, please contact the faculty members directly for missed assignments or wait until the student return to school. The homework hotline number is 856-779-2880 ext. 800

STUDY HABITS

The difference between success and failure in school is related directly to the ability of the student to develop good study habits. Learn how to study and you will be successful in school.

The following suggestions will help you to study more efficiently:

1. Set up a home study schedule with a definite time allotted to each subject.
2. Make certain that you understand the assignment; if you do not, clear it up before you leave the class.
3. Keep a notebook in which you enter your homework assignments regularly.
4. Be sure that heating and lighting in your home are conducive to efficient study.
5. Start your assignments briskly; do without the radio or television.
6. Review quickly the important points in the lesson completed in class.
7. Prepare your work every day; don't let it pile up.
8. Scan the advance assignment; then slowly assimilate the entire lesson.

TEACHER'S AUTHORITY

By law the teacher is the single authority in the classroom. New Jersey school law states, "The use of profanity, failure to follow the prescribed courses of study, and open defiance of the authority of the teacher are grounds for suspension or expulsion".

"Open defiance" is any word, look, or action which disputes or denies the right of the teacher to operate his/her class as he/she determines is unacceptable.

The classroom is not the stage for personal argument. The student who wishes to clarify a situation with the teacher has an obligation to do so privately after class or after school.

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

New Jersey law requires that each day all students salute the United States flag and recite the following Pledge Of Allegiance to the flag: "I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all," which salute and pledge of allegiance shall be rendered with the right hand over the heart. Pupils who have conscientious scruples against such pledge or salute, or are children of accredited representatives of foreign governments to whom the United States government extends diplomatic immunity, shall not be required to render such salute and pledge but shall be required to show full respect to the flag while the pledge is being given merely by standing at attention, the males removing hats/headaddress. (18A:36-3).

GAMBLING

Card playing, regardless of the type or game, and gambling in any form are prohibited in any part of the high school or its campus.

VISITORS/VISITOR PASSES

- Visitors to school will be permitted if the visitor has school business or if the visitor has a special purpose.
- Requests for a visitor must be made two days in advance of visit.
- All visitors must report to the Main Office. All visitors will have a special visitor's pass, which must be worn at all times.
- Students are not permitted to bring small children to school.
- School authorities have the responsibility to limit or refuse to grant a visitor's pass. Furthermore, all visitors must abide by the same rules and regulations of the students.

SENIOR PRIVILEGE: FIRST/SEVENTH PERIOD

A senior privilege is granted whereby senior students may report to school for homeroom period (8:38 a.m.) or may leave early from school (1:27 p.m.).

Conditions:

1. This 1st and 7th period privilege is for seniors only.
2. If there exists any abuse of this privilege, the privilege for the offenders will be immediately withdrawn.
3. If the school returns to the conventional bell schedule (homeroom coming first), the first period privilege will be terminated.
4. Students must submit a signed parent permission form.
5. If a student with the 1st period privilege enters school prior to 8:38 a.m., he/she must report to the Counseling Office.
 - A pattern of lateness to homeroom will be cause to terminate 1st period privilege for that student.
6. The seniors accepting the 7th period option must leave the building immediately after sixth period (1:27 p.m.). There will be no loitering in the halls or any other part of the building.
7. Students must provide their own transportation to and from school. District busing will not be available at these times of the day.
8. The school will not be held responsible for students who accept these privileges prior to entering the building for first period or once they have left the school premises.

Senior students may apply for this privilege by reviewing and completing the senior privilege packet that will be distributed during the first week of school. The building principal will review all requests. Approved students will receive a senior privilege pass.

COMMENCEMENT EXERCISES AND PARTICIPATION IN SENIOR TRIP

The Board of Education recognizes the solemnity and uniqueness of commencement exercises symbolizing the formal termination of a student's high school career. Ceremonies occasioned for the granting of a high school diploma are provided through voluntary action of the Board of Education and are not mandated by statute. Therefore, the Maple Shade Board of Education feels constrained to limit participation in such ceremonies to those students who have met all graduation requirements prior to commencement exercises as prescribed by policy, along with noted requirements of attendance, citizenship and conduct as have been promulgated by board and/or administrative policies, rules and regulations.

Any student who is suspended three or more times during his/her senior year will be denied the privileges of participating in commencement exercises and all other senior activities, including the senior trip and senior prom.

Any drug/alcohol/theft violation while on the senior trip or during the senior prom (even if it does not constitute the third suspension) will also result in the loss of the privilege of participation in commencement exercises and all other senior class activities.

Senior Class Trip Participation – Policy

The Senior Class Trip at Maple Shade High School is a most important and integral part of the total educational program, and the purpose/intent of the trip is social, cultural, pleasurable as well as educational, and, as such, it is endorsed and encouraged by the staff and administration.

However, since the trip is not a mandated requirement, but a voluntary segment of the educational program, student participation is to be considered a privilege and not a right.

Furthermore, due to the unusual circumstances of the trip (time, distance, expense, safety, etc.), the school authorities assume an inordinate amount of responsibility, and any extraneous concerns or additional burdens must be avoided or eliminated. Therefore, it is not only the responsibility but also the obligation of the school authorities to determine eligible student participation so that the school can administer the trip within the designed purpose/intent and with a high anticipation for success.

Senior Class Trip Participation-Rules and Regulations

Terms and conditions for the participation/ implementation of the Senior Class Trip:

1. Eligibility
 - a. Each student must be academically eligible for graduation at the time of the sign-up for the Senior Class Trip.
 - b. A student can only participate on one (1) Senior Class Trip.
2. Code of Student Conduct
 - a. The senior trip is a privilege for those students who have exhibited themselves as cooperative citizens of the school.
 - b. Any student who is suspended three or more times during senior year will be denied the privileges of participating in commencement exercises and all other senior activities, including the senior trip and prom.
 - c. Any drug/alcohol/theft violation while on the senior trip or during the senior prom (even if it does not constitute the third suspension) will also result in the loss of the privilege of participation in commencement exercises and all other senior class activities.
3. Attendance
 - a. Senior students, who have not been removed from “no credit status” by the end of the first semester’s *Credit Completion Program*, will be ineligible for participation on the senior class trip.
4. Approval/Cancellation
 - a. The school reserves the right to approve or cancel the participation of any student based not only on the above criteria but any other circumstances which it deems serious and detrimental. Such a decision will be made by the principal after consultation with his/her administrative team and the class advisor.
5. Cancellation Penalties
 - a. The amount of money returned from any cancellation, whether it is initiated by the student or the school authorities, is determined by the contractual agreement with the travel agent.
 - b. Cancellation penalties will be adhered to, and the school will not be held responsible for any monies that fall within the cancellation penalties clause of the agreement, regardless if the cancellation was initiated by the student or school authorities.

FAMILY LIFE EDUCATION (Parents Right to Conscience)

Any child whose parent or guardian presents to the school principal a signed statement that any part of the instruction in family life education is in conflict with his conscience or sincerely held moral or religious beliefs shall be excluded from that portion of the course where such instruction is being given, and no penalties as to credit or graduation shall result there from.

ACCESS TO STUDENT RECORDS

In accordance with the policy (5125/5125.1) of the Board of Education, the following determinations have been established for the right to inspect and view student records:

1. Parents or legal guardian of a pupil
2. An adult pupil (at least 18 years of age) or a senior student

3. A non-adult pupil who has written permission of the parent or guardian. Although the right to access may be asserted only through the parent, this shall not prohibit certified school personnel, in their discretion, from disclosing pupil records to the non-adult pupil.
4. The teacher of the pupil, with administrative approval.

JUNIOR HIGH SCHOOL ACTIVITIES

Being social, cultural and educational, the Junior High Activities, including but not limited to the seventh grade trip, eighth grade trip and the end of the year activity, are considered an important part of the educational process, and, as such, they are endorsed by the staff and administration.

However, since these activities are not a required segment of the program and since involvement in these activities is on a voluntary basis, participation is to be considered a privilege. Therefore, participation in these activities is not automatic; the student must earn the privilege.

Furthermore, due to the unusual circumstance of the activities: time, social nature, distance, expense, safety factors, to name a few, the school authorities assume additional responsibilities. It is, therefore, the obligation of the school to make the activity as productive and safe as possible by eliminating any student who may be a detriment to its success.

Consequently, any student whom the school authorities believe did not earn the privilege to participate in the activity or any student whom the school authorities believe to be a "poor risk" student (unwillingness/inability to follow directions, behavior problem, safety problem) will not be permitted to participate in the activity.

All seventh and eighth grade students are placed on notice that a committee of the faculty or an administrator will recommend to the administration those students whom it believes did not earn the privilege to participate or are considered "poor risk" to participate. The recommended students will not be permitted to participate. The administrator or committee's recommendation will be based on the students' behavior/attitude for the current academic school year.