

Cranford High School

**201 West End Place
Cranford, NJ 07016
Telephone: (908) 709 – 6272**

2017-2018 STUDENT HANDBOOK

Principal's Message

We believe that we all have a stake in the success of Cranford High School. This school belongs to each and every one of us. Our successes are dependent on the commitment each of us has to the mission of our school. That commitment includes academic excellence, an extensive co-curricular activity program, and a clean, orderly environment.

The Student Handbook will provide you with information that will help you throughout the 2017/2018 school year. It will answer many of the questions you have about the activities, expectations, schedules, policies and procedures here at Cranford High School. Take time to read it through and refer to it throughout the year. I also encourage you to use resources and planning pages contained in the book to help you manage your time effectively.

During your school career, commit yourself to the pursuit of excellence in your work, in your behavior, and in your relationships.

Mark Cantagallo, Principal

ADMINISTRATION

Dr. Scott Rubin, Superintendent	709-6201/6202
Mr. Mark Cantagallo, Principal	709-6282
Ms. Barbara Carroll, Assistant Principal for Academic Affairs	709-6278
Mr. Gary V. Sorrentino, Assistant Principal for Student Affairs	709-6998
Mr. Darren Torsone, Director of Athletics Health & Physical Education	709-6294
Ms. Lisa Burfeindt, Director of Guidance	709-6296

GUIDANCE DEPARTMENT

Ms. Jeanine Boyll, Counselor	709-6300
Ms. Gretchen Conway, Counselor	709-3342
Mr. Peter Corea, Counselor	709-6297
Ms. Gina Klemm, Counselor	709-6298
Ms. Alexandra Vazquez, Counselor	709-6308
Ms. Danielle Capozzoli, Counselor	709-6299
Ms. Felicia Spinola, Student Assistance Counselor	709-6290

DEPARTMENT SUPERVISORS

Applied Technology/Science - Ms. Lisa Hayeck	709-8870
English – Ms. Susan Ritter	709-6314
FCS/World Languages - Ms. Annamaria Bellino	709-3496
Fine & Performing Arts – Mr. Anthony Rafaniello	709-6291
Health & Physical Education – Mr. Darren Torsone	709-6294
Mathematics – Dr. Gregg Caverly	709-6318
Social Studies/BMIS – Ms. Judith Podbelski	709-3495
Special Education – Dr. Heather Austin	709-6218

ATTENDANCE OFFICE

Ms. Cathy Ducusin, Secretary	709-6316
Ms. Jill Warren, Clerk	709-6285

CRANFORD SCHOOL DISTRICT

TO: Parents and/or Guardians of Cranford School District Students

FROM: Superintendent of Schools

RE: Emergency Procedures for Cranford School District

The Cranford School District has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your children in the event of a crisis.

In most emergencies, your children will remain and be cared for at the school they attend. In the rare event of an emergency that prohibits reentry to a school building (such as a broken gas or water main, a fire, or a toxic spill), elementary students will be transported via school transportation/or walk to the nearest and most appropriate school building. High school students will be dismissed to return home for the day.

We ask that you follow this procedure if you hear of any school emergency:

- 1. TURN ON YOUR RADIO OR TELEVISION.** We will keep the media informed of any emergency.
- 2. PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines. These **MUST** be used to respond to an emergency.
- 3. PLEASE DO NOT COME TO THE SCHOOL UNLESS YOU ARE REQUESTED TO PICK UP YOUR CHILD.** Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students you will be informed via the media.
- 4. ACCESS TV35 FOR INFORMATION ON SCHOOL CLOSING/DELAYED OPENING.**

CRANFORD HIGH SCHOOL MISSION STATEMENT

We, the community of Cranford High School, are striving to acquire and foster the knowledge and responsibility necessary to preserve our diverse, democratic society and to choose, experience and enjoy a life of consequence in the complex world of the 21st century.

Through a partnership of teachers and students, administrators, and community members, young adults graduating from Cranford High School must learn to respect people and property, progress and preservation.

Our graduates should regard learning as a life-long endeavor and freedom as a right to secure.

PHILOSOPHY OF CRANFORD HIGH SCHOOL Revised 2000

The school is a dynamic institution. Its purpose is to discover and develop the potentialities of each student. It enables all students to acquire skills needed to obtain information efficiently, to think critically, to solve problems accurately and to communicate effectively. Its program encourages responsible decision-making, an understanding of moral, ethical and aesthetic values along with an appreciation of the intellectual discipline of our culture.

The comprehensive program provides a central core of experiences for every student and a varied curriculum to meet individual needs and interests. The program includes provisions for maintaining and developing the traditional areas of study while considering the changes necessary to sustain a meaningful program of study in contemporary times. Students should be able to acquire job entry skills and knowledge necessary to pursue further education. Working cooperatively with the home and community, we hope to foster aspirations towards maximum achievement.

The school seeks to develop in each student the techniques, skills and attitudes needed to meet the demands of a rapidly changing world. Sharing its responsibility with the home and community, the school strives to instill in each student respect for oneself, for the dignity and rights of others, for the protection of public and private property, and for resources, both human and material. We believe the student should understand the guarantee of personal rights in relationship to the rights of others. The school should, therefore, serve as the impetus for the development of the students' abilities and talents so that those students can function as unique and responsible individuals in a free society.

CRANFORD HIGH SCHOOL GOALS **Revised 2000**

1. To offer an academic program which will enable students to acquire skills for problem solving, information gathering, critical thinking and communicating effectively.
2. To help prepare students to achieve future economic independence by acquiring job entry level skills and the knowledge necessary for the pursuit of further education.
3. To develop the students' sense of self worth, abilities, potentials and limitations which will enable the students to set realistic goals and to perform to the best of their abilities.
4. To encourage students to realize that education is a lifelong process and to enjoy the process of learning.
5. To develop a respect for and understanding of other races, creeds, nations and cultures by recognizing the worth and dignity of every individual.
6. To advance cooperation, mutual respect and rapport among students, teachers, administrators and the community.
7. To acquire an appreciation of ethical principles and values and apply them to one's own life.
8. To encourage students to develop ability in creative expression and to understand, appreciate and participate in the arts.
9. To cultivate civic responsibility by promoting the ideals and practices of good citizenship, civil liberties and civil rights.
10. To prepare students to make responsible choices in their personal life in a changing society.
11. To educate students in the areas of health and safety, to foster attitudes that promote personal and public health, both physical and mental.
12. To provide a wide range of co-curricular activities which supplement academic programs by developing talents and interests that can be continued into adult life.
13. To maintain physical facilities so that our highly qualified staff continues to deliver an effective program.

A HISTORY OF CRANFORD HIGH SCHOOL

Cranford High School was established as a four-year institution in 1902. Before that time, it had been a three-year and a two-year high school. For a number of years only the College Preparatory course was offered; however, in 1918 the business education course was added. Since then curriculum has undergone several changes.

Originally, the school occupied the second and third floors of Grant School. In 1914 it was moved to the then new Cleveland School. With the growth of the community, and increased enrollments, that building in time became inadequate.

In January, 1938, the high school moved to its present building. This move enabled the school to expand its facilities and offerings in several departments--art, business education, English, home and industrial arts, health, language, mathematics, music, science, social studies, and physical education.

For a number of years the school functioned as a six-year high school, grades 7 through 12. It was organized as a two-year senior high school, grades 11 and 12 until the completion of the additions to the building in 1973. Beginning in September, 1979, Cranford High School returned to being a four-year school.

The school is approved by the New Jersey State Department of Education and enjoys full certification privileges. Graduates have been admitted to the finest colleges and universities in the country. Others have made their mark in the business world and in other fields.

Through its high scholastic and co-curricular standing, the school has maintained membership in the Middle States Association of Colleges and Secondary Schools since 1928.

SCHOOL COUNSELING SERVICES

The School Counseling Department provides the type of individualized counseling service that will help students in educational, social and career planning. The services provided aim to help the individual in developing self-awareness, in realizing full potential, and in utilizing this knowledge to his/her own best advantage and to the best interests of society.

The Counseling Program

Six full-time counselors, a Student Assistance Counselor, and a director are available to talk with students and their parents. Students meet with their counselor to discuss their educational program, vocational plans, employment prospects, personal issues or further schooling. In addition to individual meetings, small group grade level meetings are planned throughout the year to focus on transition, exploring strengths and interests as well as post-secondary planning. Parents are always welcome to sit in on student-counselor conferences or to schedule a conference separately. Evening presentations for parents and students also accompany this curriculum delivered during the school day.

Student Assistance Counselor

The services of the Student Assistance Counselor are available to all students, staff and parents. He/she will act as a resource person for those in need of information and/or assistance regarding substance abuse concerns.

Alcohol and drug information, alternative coping skills and self-awareness are important aspects of these prevention, intervention and aftercare services. Individual counseling, peer support-groups and referrals are provided in a confidential manner.

State Mandated Testing

The Partnership for Assessment of Readiness for College Careers (PARCC) is a consortium of states that collaboratively developed a common set of assessments to measure student achievement and preparedness for college and careers. The PARCC assessments are aligned to the Common Core Standards (CCSS) and were created to measure students' ability to apply their knowledge of concepts rather than memorizing facts in both English Language Arts and Mathematics. The assessments will also provide teachers information on student progress to inform instruction and provide targeted student support. Copies of all test results are mailed to parents and shared with students and their teachers.

College Admission Testing

Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test. The PSAT/NMSQT is given on a Wednesday in October of each year. The test is offered to sophomores and juniors and serves as the qualifying examination for the National Merit Scholarship Program when taken as a junior and also as practice for the Scholastic Aptitude Test.

SAT I: Reasoning Tests, SAT II Subject Tests and ACT Tests. Cranford High School serves as a Test Center for Admission Test Program offering these tests on designated Saturdays throughout the school year. A schedule of testing dates is published in September and registration materials for the tests are available in the guidance office and on-line.

Advanced Placement Examination. College credit by examination is available by taking advanced placement examinations that are offered in May of each year. The following AP courses are currently offered: Art History, Biology, Calculus AB and BC, Chemistry, Computer Science, English Language, English Literature, Environmental Science, European History, French, German, Government and Politics US & Comparative, Human Geography, Latin Vergil, Macroeconomics, Microeconomics, Music Theory, Physics, Psychology, Spanish Language, Spanish Literature, Statistics, Studio Art, US History, World History. The student enrolled in these courses are expected to take the exams are responsible for paying the testing fee per exam.

Students should consult their counselors to determine which AP courses may be taken each year.

School Counseling Corner

This newsletter sent through email monthly, contains announcements and information of interest to all students. Scholarships, visits by college representatives, test dates, open house, new programs, employment opportunities, and apprenticeship programs are among those topics included in the newsletter and also is accessible on our guidance site.

College/Career Planning

The guidance counselors work individually with those students seeking admission to college as well as other post-secondary plans including employment and the military. The counseling department uses a web-based program, Naviance, to work with students to explore interests and strengths as they relate to course selection, the college search and application process and career awareness and exploration. During the year, representatives of many colleges visit the high school to talk with any students interested in that particular college. Each spring, in April, a field trip is planned to the NJ National College Fair at the Meadowlands to give students the opportunity to meet with hundreds of college admissions officers from around the country. College trips are also planned each year to local colleges for both juniors and seniors to tour the campus, meet with current students and the admissions representatives. During the junior year, all

students meet with their counselors to discuss college and career choices for plans post-graduation. Tutorials are offered for both students and parents to better familiarize them with Naviance and all of its features. Full details of college testing and application procedures are given to students and their parents.

Admission to College

Colleges select their students on the basis of many key components: 1) academic record--grades earned, type of courses taken, and the rigor of a student's coursework, 2) SATs/ACTs, 3) letters of recommendations, 4) essay, 5) interview and 6)co-curricular activities and athletics.

Scholarship and Financial Aid

The school counseling department provides scholarship information to interested students and serves as a clearing house for many scholarship applications. Application to most sources of financial aid is made by the filing of a FAFSA, Free Application for Federal Student Assistance. This is accessible on-line for free at www.fafsa.ed.gov. The FAFSA serves as the informational source for all major financial aid: Federal, State, and College Programs. The students seeking financial assistance for further education should make their counselor aware of this fact as soon as the planning for further education begins. Cranford community scholarships are publicized in March, due in April, and awarded at the Senior Awards Program in June.

Power School

Power School is a web-based information system provided by Pearson that allows you and your child to access graded assignments, final grades, and attendance. An auto e-mail feature is also available for parent notification of missing/late assignments and student attendance. This Parent Portal is a means to further promote educational excellence and to enhance communications with parents through the internet.

Dual Enrollment Courses and College Credit

Students in Ready, Set, Teach may earn 3 college credits by achieving an A or B in the course. Seton Hall University, as well as more than 100 other colleges, will accept Project Acceleration credit. Credits through the Rutgers University School of Health Related Professions may be earned by taking courses in Dynamics of Health Care, Emergency and Clinical Care, Dynamics of Nutrition and Medical Science. Restrictions may apply. Students in Entrepreneurship, Financial Accounting Honors, International Business, MultiMedia Publications and Personal Finance can earn college credit through Fairleigh Dickinson's Middle College program.

SPECIAL SERVICES

Health

The health office provides services to strengthen and help the educational process by improving and protecting the health status of our children. Good health care results when there is cooperation between parents and the school.

Health Services

Certain health services are mandated by the state because they are necessary either to protect the child's health or to support their continued participation in school.

Health screenings are done in the health office. Height, weight and blood pressure are done every year. Visual acuity is tested in Grade 10 and auditory screening is given in Grade 11. Scoliosis screenings are done in Grades 9 & 11. Physical examinations are recommended between Grade 7 to Grade 12.

The health office is available to provide care to students for illness, injuries and emergencies at all times. Students who need care should report to their assigned class first and get a pass for the health office. In case of an emergency the student can go directly to the health office. Exclusions due to illness or injuries are recorded by the nurse and reported to the attendance office.

An emergency card is filled out for every student by his or her parent and/or guardian. It is kept on file in the health office in order that the parent or other designated person can be notified when necessary. This card should be kept up-to-date at all times.

Students are to be excluded from school with contagious conditions including head lice, impetigo, ringworm of the scalp, scabies, discharging eyes and undiagnosed skin rashes. Students may return to school with a doctor's note indicating that they are no longer contagious.

Leaving the building during the school day for reasons of ill health requires the student to sign out to sign out in the health office with the nurse. The nurse will get in touch with a parent or emergency contact. The attendance office will then be notified of the student's dismissal. Failure to follow this procedure will result in the student being truant from school, resulting in appropriate disciplinary action. A parental excuse after the fact is not acceptable.

All student immunizations records must comply with the State's requirements in order to be admitted into the school. The school principal will be informed of any student not meeting these requirements. Exclusion will be recommended. Transfer students must provide an immunization record prior to admission, and a physical is recommended.

Medication

Students who are required to take prescription medications during school hours must submit physician and parental approval in writing. Prescription medications will be dispensed by the school nurse from the original pharmacy

container only; the label must contain the student's name and the dosage. Students who use inhalers for asthma and allergies can carry them as long as they have written permission from their doctor and their parent or guardian. The student's asthma action plan must be renewed every year.

When students require over-the-counter (OTC) medications during the school day, the family physician and parent or guardian must submit a written approval. OTC medication, which must be in the original container, will be stored in the Health Office. The school nurse dispenses all medications. Arrangements for student medication are valid for the current school year only and must be renewed annually after July 1.

Following surgery student's physicians sometime prescribe narcotic pain relievers. The student should not attend school while take these medications. Physician's orders for emergency medications such as Epipen need to be renewed prior to the first day of school. The principal will be notified of those who do not comply. Exclusion will be recommended.

Physical Education Excuses

Physical Education excuses for 3 days or more will require a physician's note which identifies the reason the expected duration of the injury, illness, etc. The note is presented to the school nurse who then schedules a study hall for that student during that time. If a student is excused from Physical Education then they are not permitted to participate with his/her athletic team.

Crutches/Wheel Chairs

Students requiring the use of the elevator, crutches and/or wheelchair must submit a written note from the treating physician to the school nurse when entering the building.

Athletics

Students who participated in competitive sports must have a physical examination every 365 days. The student's parent or guardian may choose the school physician or their own private physician. We offer physical exams prior to every sports season. An updated health history completed by the parent or guardian which indicates any changes in the health of the athlete since the time of the physical will be required for every new sports season. If an athlete is excused from their sport due to illness or injury a clearance note is required by their physician. If an athlete is dismissed during the school day due to illness or injury, then they may not participate with their team later that same day.

Compensatory Education

Students who do not meet the State's minimum proficiency level in reading, writing, or mathematics on the Grade Eight Proficiency Assessment and the HSPA (High School Proficiency Assessment of grade 11) are required to be scheduled for remedial classes.

Speech Therapy

Therapy is provided by specialists for those pupils who are in need of the services. Teachers or guidance personnel may make referrals through the Guidance Department.

Special Education

The Cranford Public Schools offer the full continuum of placements to meet the needs of students with disabilities ages three through twenty-one for special education and related services.

Co-Curricular Program

Cranford High School offers an extensive and varied program of co-curricular activities. There are over 30 activities that include choices in the following areas: school governance, honor societies, competitive clubs, publications, service-oriented groups, subject-related clubs, and clubs that capitalize on leisure interests and hobbies. The diversity of the program attempts to guarantee every student the opportunity to participate outside of the class in an activity of interest to them. Opportunities for personal enrichment abound through a blending of fun, learning, and a sense of accomplishment.

Participation in activities beyond the classroom helps students bond with their school and community as they enjoy a sense of belonging. These activities serve to complement the academic program, which remains as the school's primary purpose. Positive outcomes of the program include leadership, decision-making, socialization, character building, and teamwork.

The co-curricular program subscribes to the overall school commitment to service-learning. All clubs are strongly encouraged to include a service component among the many activities in which they participate.

GRADUATION REQUIREMENTS – see Administration Regulation 6146

The following are the credit, course and testing requirements that must be fulfilled in order to earn a Cranford High School diploma.

Courses To Be Successfully Completed	Units	Credits
English	4	20
Freshman Forum Starting with Class of 2016) (Satisfies 2.5 financial literacy requirement)	1	5
United States History	2	10
World History	1	5
Science (Biology & 2 lab sciences)	3	15
Mathematics (Algebra 1, Geometry and 3 rd year)	3	15
Visual and Performing Arts	1	5
21 st Century Life & Careers/Career/ Tech Education	1	5
Physical Education/Health	4	16-20
World Language	2	10
Personal Financial Literacy Applies to Students entering 9 th grade in 2010 and after. Courses include Personal Finance, Economics, Independent Living, Entrepreneurship.	½	2.5
Electives	10-20	35-40

1 Unit = 1 year of study or 120 hours of classroom time

***Technological Literacy, consistent with the Core Curriculum Content Standards, is integrated throughout the curriculum.**

Credits to be earned: 140 credits

Of the **140** credits required for graduation, **115** or the equivalent of **23** full year courses must be successfully completed in courses that are listed as academic. Courses in almost every department have been designated as being academic and will satisfy the requirement.

*Technological Literacy, consistent with the Core Curriculum Content Standards, is integrated throughout curriculum.

*At least 2.5 credits required in financial, economic, business and entrepreneurial literacy, effective with the 2010-2011 Grade Nine class.

High School Grade Level Promotion

At the end of the school year in order for a student to advance to the next grade level, the following minimum credit status must be achieved:

Grade 9	30 credits
Grade 10	65 credits
Grade 11	100 credits
Maximum credits per year:	40
Total credits required for graduation:	140

Credits:

All courses have equal status. Credit is based on the number of periods per week that the class meets. The majority of classes meets five days a week and earns five (5) credits. Semester courses merit 2.5 credits. Health courses in the ninth, tenth, eleventh and twelfth grades are ten weeks in length and one point two five (1.25) credits.

Students who are taking the **minimum number** of academic courses in any one year **may not drop one of these courses**. Study periods will be based on students' individual needs.

Class Rank

With the class of 2009 class rank is no longer offered at Cranford High School. A 5 year decile range and a Grade Point Average Distribution is provided in its place. Advanced Placement and Honors courses are weighted at the completion of the course. If a student takes an Advanced Placement or Honors class and earns an A grade which is assigned a weighted value of 5.0, that student's GPA gets a boost compared to an A that equals 4.0 in a regular academic class. A student must complete and pass the course in order to receive credit/weight for the course. Decile rank will be available at the beginning of the seventh semester and will be mailed out to parents and students at that time. A decile rank is established for top honors after the first semester of the senior year, or seventh semester. A final decile rank is

calculated at the end of the senior year for transcripts.

College requirements vary somewhat and other subjects may be required to enter a particular field. The student needs to work closely with his/her guidance counselor in planning for college.

The student desiring to prepare for a career in the secretarial field may select a concentration of subjects in a variety of business skills and may combine this with work in world language or advanced math, for example, if he/she wishes. The student desiring vocational training will find twenty-six varied programs available on a shared-time basis with the Union County Vocational School. Cooperative Work Study programs are available for seniors in business and family and consumer sciences.

****A complete list of course offerings can be found in the Program of Studies at:**

www.cranfordhighschoolguidance.com

Independent Study

This program for senior students may be pursued in any area of study. Working with a faculty advisor, the student prepares a proposal for the study of a question, a problem or an event of importance and its systematic investigation. It may be project centered or research oriented on a topic of personal interest which extends beyond the content or scope of current course offerings at Cranford High School. Typically, the proposal for a program or project of independent study would include academic study and research correlated with the topic and may require the use of school, library and community resources. The proposal, too, would include a culminating conclusion to the study--a paper, a report or demonstration of skills or a craft or creative expression.

Courses are not counted in determining the student's GPA.

In order to be admitted to the program, an independent study proposal must be prepared by the student in cooperation with a faculty sponsor. A student's selection of a faculty sponsor must be approved by the appropriate Department Supervisor. The deadline for submission of proposal forms will be May 1.

Special Education Program

The Special Education Program has been developed in response to the needs of our classified students. Every classified student has an Individualized Education Program with a recommended plan.

Classified students' schedules are extremely diverse ranging from enrollment in *none* or in a *few* special education classes to enrollment in *all* special education classes.

Classified students may be enrolled in anyone of the following resource replacement classes; English, Mathematics, Science, Social Studies and Spanish. In addition, many classified students are enrolled in mainstream classes with in-class support. Transition Options is a required 10th grade course.

The High School University of Cranford

The High School University of Cranford is a 4-year program, which serves as the high school gifted and talented program. With the assistance of an academic advisor, students partake in specialized courses, explore additional advanced placement opportunities, and plan a personalized program of academic interests.

The Cranford High School Academy of Performing Arts

The Cranford High School Academy of Performing Arts is a small learning community within Cranford High School that provides the students the opportunity to pursue study in the area of dance, drama, music or technical theater. Following a sequence of required courses, students prepare for college and careers in the performing arts. Students enter the academy in Grade 10 through application and audition.

The Cranford High School Science Academy

The Academy of Sciences will offer its students opportunities by providing them with the knowledge, skills and experiences needed for careers/occupations. Students will be guided individually on their journey to a career/occupation.

Students will choose from different career groups according to the level of education needed. Students of all abilities will be able to explore a career/occupation of their choice. The Science Academy will have three components: Healthcare, environmental science and engineering. Students enter the academy in Grade 10.

ADAPT Program (Alcohol/Drug Assistance Program for Teens)

See Appendix C

Union County Vocational Center Programs
(½ day; Grades 11 - 12)

NOTE: Courses are offered subject to sufficient enrollment

A/C, Heating & Refrigeration Technology	Electrical Technology
Allied Health	Electromechanical Technology
Auto Collision Technology	Graphic Communications
Auto Tech Fundamentals	Horticulture/Landscaping
Automotive Technology	Horticulture/Floriculture
Baking	Law Enforcement
Business Data	Machine Technology
Programming	Maintenance Mechanics
Carpentry/Construction	Masonry
Child Development & Guidance	Office Systems Technology
Commercial Art	Retail Merchandising
Computer Aided Drafting Design	Supermarket Technological Training Academy
Computer Repair Technology	Telecommunications Technician
Cosmetology	Welding Technology
Culinary Arts	Youth Apprenticeship

Cranford Achievement Program (CAP)

For students who are experiencing difficulty adjusting to a traditional high school environment, there is the **Cranford Achievement Program (CAP)**, housed at Lincoln School. Courses there include Mathematics, Science, Social Studies, Reading, English, Physical Education, and Art. The program offers a firm, consistent atmosphere with a small student-staff ratio.

INTERSCHOLASTIC ATHLETICS

The interscholastic sports program is quite extensive and varied providing athletic competition at a highly skilled level. The program is voluntary, and students are encouraged to try out for the sport of their choice. In order to participate on a team, the student must be covered by insurance (either a family policy or the school insurance plan) and have a physical examination by either the school physician or their private physician yearly.

Fall Sports	Winter Sports	Spring Sports
<u>Football</u> Varsity/JV/Freshman	<u>Basketball (girls)</u> Varsity/JV	<u>Baseball</u> Varsity/JV/Freshman
<u>Soccer(boys & girls)</u> Varsity/JV/Freshman	<u>Basketball (boys)</u> Varsity/JV/Freshman	<u>Softball</u> Varsity/JV/Freshman
<u>Field Hockey</u> Varsity/JV/Freshman	<u>Wrestling</u> Varsity/JV	<u>Track & Field(co-ed)</u> Varsity/JV
<u>Tennis (girls)</u> Varsity/JV	<u>Swimming (boys & girls)</u> Varsity	<u>Golf (co-ed)</u> Varsity
<u>Gymnastics (girls)</u> Varsity	<u>Winter Track (co-ed)</u> Varsity/JV	<u>Tennis (boys)</u> Varsity/JV
<u>Cross Country (co-ed)</u> Varsity/JV	<u>Bowling(co-ed)</u> Varsity	<u>Lacrosse (girls)</u> Varsity/JV/Freshman
<u>Basketball (girls)</u> Varsity/JV	<u>Ice Hockey (co-ed)</u> Varsity/JV	<u>Lacrosse (boys)</u> Varsity/JV/Freshman
<u>Volleyball (girls)</u> Varsity/JV/Freshman	<u>Cheerleading</u> Varsity Fall & Winter	

To be eligible for participation in the high school interscholastic athletic program, a student/athlete must be enrolled in the high school and meet all eligibility requirements stated in the Cranford Board of Education Athletic and Co-curricular Eligibility Policy #5137. A complete copy of this policy may be obtained from the Athletic Director.

To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (27.5) **(30 beginning with the Class of 2014)** required by the State of New Jersey for graduation (110) **(120 beginning with the Class 2014)**, during the immediately preceding academic year.

To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of the 12½% of the credits (13.75) **(15 beginning with the Class of 2014)** required by New Jersey for graduation (110) **(120 beginning with the Class of 2014)** at the close of the preceding semester (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

If a student does not comply with academic, attendance, and/or behavioral standards, he/she may be removed from any team during the season at the discretion of the administration. As per the NJSIAA, a student ineligible at the start of a sport season may become eligible during that season as of February 1.

A student, through his/her parent/guardian and/or himself or herself may appeal a decision denying athletic eligibility to the high school principal.

A student/athlete who is suspended from school is not eligible to participate in any athletic activity until an entire school day is attended. Additional suspension from athletic events may be imposed by the Assistant Principal for Student Affairs or Athletic Director on a case by case basis.

Student/Athletes with central detention will serve the detention on the day assigned and miss the practice, game, or activity, and will not be allowed to practice or play the game or participate in an activity until the detention has been served.

Attendance Policy for Interscholastic Athletic/Co-Curricular Activities

No student may participate in an interscholastic athletic contest, a practice, a concert, a rehearsal, dramatic or musical production, or other major afternoon or evening activity unless he/she is in school the entire time he/she is scheduled to be here. A student whose normal arrival time is 8:00 a.m. must be here by that time; a student who is permitted a late arrival must be in by 9:00 a.m.

Each activity advisor, coach and/or adjunct coach will be held responsible for the implementation of this policy. The Attendance Office personnel and the Athletic Director, along with the building Administrators will check for compliance. As with every policy, questions will arise relative to implementation. Questions should be directed to Administrators as soon as they arise. No staff member is permitted to violate this policy. **(Only the building Principal or designee may grant an exception and then only under the most extraordinary circumstances.)**

Practice Policy

Students must abide by team practice and game rules as promulgated by their respective coaches. Practice times will generally run six days per week, Monday through Saturday. Times will vary, but usually 3:00 p.m. to 6:00 p.m. as a rule. Saturday practices will generally be conducted in the morning between 9:00 a.m. and 12:00 noon. Coaches will provide actual times and any other information.

Physical Examination Procedures

- Sports physical examinations may be completed by either the school physician or student's private physician.
- For those choosing to use the school physician, examinations will be offered at Cranford High School.
- Physical examinations are valid for 365 days.
- Prior to receiving clearance to participate in athletics all students must complete the following:
 1. Athletic Participation Consent Form
 - a. Must be completed for each sport season.
 2. Health History Questionnaire
 - a. Must be completed for each sport season.
 3. Pre-Participation Physical Examination
 - a. Must be completed prior to initial participation.
 - b. Students with current examinations do not need new examinations for subsequent seasons.
 4. Steroid Testing Consent Form
- Forms can be obtained from the school nurse or athletic trainer.
 - All completed forms must be returned to the school nurse or athletic trainer.
 - Any student who uses their private physician for the physical examination must use all district forms and must be cleared by the school physician prior to participation.

NCAA REQUIREMENTS

All prospective student-athletes who want to play NCAA Division 1 or 2 intercollegiate athletics must be certified by the NCAA to be eligible to play. Interested students should see their guidance counselors or refer to www.eligibilitycenter.org.

STUDENT BEHAVIOR AND DISCIPLINE

Cranford Board of Education Policy #5131

The intent of the Cranford Board of Education policy regarding student behavior and discipline is to assure and maintain order in the schools. This intent requires that students conduct themselves in a responsible manner, acting with due regard for the supervisory authority of Board of Education employees, and for the rights and welfare of all students.

I. PURPOSE OF POLICY

- A.** The purpose of this policy is to ensure that the physical and mental health, safety, and welfare of all students in the school is protected and maintained. Students will be expected to conduct themselves in a mature and responsible manner at all times and show due respect for staff, students and the property of the Cranford Board of Education.
- B.** The authority of any administrator, teacher or other Board of Education employee shall extend over every student whether or not he/she has direct responsibility for the student(s) in every area of school property, on school vehicles, at any time, and at all school functions, regardless of location, whether or not school is in session.
- C.** Parents/guardians shall be expected to guide and direct their children toward standards of good conduct in the total school environment, as described, as well as to cooperate with school officials in preventive and corrective disciplinary measures regarding their children. Principals and teachers shall afford parents adequate opportunities to work with school staff in helping, supporting and modifying the behavior of students.

Physical Educational Unprepared

If a student accrues 5 unprepareds in one marking period, he/she fails for that marking period. If a student accumulates 15 or more unprepareds during the school year, he/she loses credit. Students must participate in a scheduled Physical Education class in order to be eligible for after school sports.

II. STUDENT RESPONSIBILITY

A. The most effective discipline is self-imposed discipline. Students are expected to learn to assume and accept responsibility for their own behavior and for the consequences of their actions.

B. When students do not successfully discipline themselves and commit any of the offenses listed in this policy or violate other school rules, policies or directives from staff, such students shall be subjected to corrective disciplinary action taken by teachers and administrative personnel in accordance with their level of responsibility. In appropriate circumstances, students shall be turned over to civil and/or law enforcement authorities having jurisdiction for specific violations of the law.

Attendance Policy for Interscholastic Athletic/Co-Curricular Activities

No student may participate in an interscholastic athletic contest, a practice, a concert, a rehearsal, dramatic or musical production, or other major afternoon or evening activity unless he/she is in school the entire time he/she is scheduled to be here.

III. TYPES OF OFFENSES

A. Offenses Against Students

This type of offense shall include any student action which interferes with, or endangers another student's safety, health or right to an uninterrupted education in the school, on school property, at a school-sponsored function, on school vehicles or coming to and going home from school.

B. Offenses Against Teachers, Administrators, Other School Personnel or Board Employees

This type of offense shall include any student action which shall interfere in any way with the discharge by a school staff member of his/her duties and obligations, or shall endanger that person(s) safety, health or welfare in the school environment as described in this policy.

C. Offenses Against Property

This type of offense shall include any student action, which vandalizes the property of the school district, school district's instructional or other equipment, or the personal property of other students, staff members, or other Board employees.

D. Offenses Against the Student Himself/Herself

This type of offense shall include any student action, which shall jeopardize, harm, or interfere with the student's academic, health or social progress in school.

E. Offenses Against the School

This type of offense shall include any action which shall cause a disturbance that will detract from the good order or decorum of the school.

F. Substance Abuse Offenses

This type of offense shall include any action by a student who uses controlled dangerous substances or alcohol on school premises or at school sponsored events; who exhibits in the school the symptoms of the use of such substances, or who gives, sells, possesses or distributes such substances to other students or staff members on school property, or in vehicles on school grounds or at school sponsored events.

IV. ADMINISTRATION OF POLICY

The Superintendent or Administrators are authorized to prescribe and implement any one or combination of the following types of corrective disciplinary action in the case of students committing any one or combination of the types of offenses listed in Section III of this policy.

A. Deprivation of Privileges

A student may be disciplined by depriving him/her for set periods of time of the following privileges: loss of "open campus" privileges; attending school; attending class; moving about in the school freely; leaving school at the normal dismissal time; and attending or participating in any school-related program or activity.

B. Restitution of Damages

A student or his/her parents or guardian(s) may, in accordance with law, be required to make restitution for the cost and labor expended for any piece or property or equipment, whether owned by the school district, by another student, or by any school staff member or employee, which the student has vandalized, stolen, damaged, or misused. The district will pursue restitution from parents for costs and labor if it cannot obtain restitution from the student.

C. Counseling

A student may be counseled or admonished by any school staff member for any offense or infraction, by oral, and/or written means. A staff member engaging in such disciplinary action shall place emphasis on explaining to the student why a particular type of behavior is unacceptable in the school. The consequence of the continuation of such conduct and more appropriate types of behavior should also be explained to the student.

D. Referral

A student may be referred by a teacher, counselor, principal or superintendent to: the Pupil Assistance Committee, the Child Study Team, special services staff member, an appropriate agency for evaluation, intervention or counseling. The cooperation of the student and his/her parents or guardians in seeking outside services may be a recommendation of the school district as a condition for continuation in the district.

E. Corrective Instruction

A student may be required by school officials to engage in prescribed self-corrective behavioral modification educational program or other learning experience. Such programs shall be prescribed by the district. Students with similar problems may be assigned to small-group programs.

F. Due Process Requirements

In appropriate circumstances a student may be excluded from school by the Board of Education in accordance with due process of law. These circumstances are contained in other policies, regulations and statutes.

The following Student Conduct Code, which is a list of rules developed over the past years, has been compiled in such a manner that students can see and understand the disciplinary consequences for their actions.

The consequence as stated will be imposed on a case by case basis at the discretion of the Administrator. In situations deemed extraordinary, a determination other than that listed may be imposed. Inherent in all of this is the understanding that:

1. **This document is not meant to be inclusive of all infractions and penalties that may occur at Cranford High School.**
2. **Appropriate counseling take place between staff and student.**
3. **Appropriate referrals will be made to a Guidance Counselor, Student Assistance Counselor, or other individuals or agencies.**
4. **In lieu of a Saturday School up to four central detentions may be assigned.**
5. **The disposition for the infractions listed on the following pages are meant to serve as a guide. Administrative discretion will be considered in all disciplinary situations.**
6. **Saturday school, although rarely used, may still be an assigned consequence for flagrant and egregious rule violations and/or repeat offenders.**
7. **Lunch detention may be assigned in lieu of a central detention.**

INFRACTION		DISPOSITION		
		1 st Offense	2 nd Offense	3 rd Offense
1.	Cutting a graded subject class (See Note)	1 Central Detention	2 Central Detentions	Loss of credit
2.	Cutting HR, study, lunch	1 Central Detention	2 Central Detentions	3 Central Detentions
3.	Tardy to class	See Chart at end of section		
4.	Tardy to study, HR, lunch	1 Central Detention	1 Central Detention	2 Central Detentions
5.	Truancy	A cut in every class; appropriate disciplinary action (See #1 and #2)		
6.	Leaving school or building w/o permission	1 Central Detention	3 Central Detentions	1 Saturday School
7.	Leaving class w/o teacher permission	1 Central Detention	2 Central Detentions	3 Central Detentions
8.	Violation of hall pass	1 Central Detention	2 Central Detentions	3 Central Detentions

9.	Loitering in unauthorized areas on school property	1 Central Detention	2 Central Detentions	3 Central Detentions
10.	Smoking on school premises and/or in vicinity of High School	SEE BOARD OF EDUCATION POLICY 3515		
11.	Unauthorized use of elevator	3 Central Detentions	4 Central Detentions	5 Central Detentions
12.	Parking on school property w/o authorization	3 Central Detentions	4 Central Detentions	5 Central Detentions
13.	Being on school property w/o authorization	1 ADDITIONAL DAY SUSPENSION OUT OF SCHOOL; POSSIBLE TRESPASSING COMPLAINT FILED WITH POLICE		
14.	Failure to report to an administrator	2 Central Detentions	3 Central Detentions	1 Saturday School
15.	Failure to report to a Teacher Detention	2 Teacher Detentions	1 Central Detention	2 Central Detentions
16.	Failure to report to, or being removed from a Central Detention	2 Central Detentions	3 Central Detentions	Saturday School
17.	Disobeying Teacher instructions/directions	1 Central Detention	2 Central Detentions	3 Central Detentions
18.	Disruptive behavior in class or on school property	2 Central Detentions	4 Central Detentions	2 Saturday Schools
19.	Threat to a staff member	UP TO 10 DAY SUSPENSION.* A longer suspension or expulsion may be considered. REPORT TO POLICE		
20.	Insolence/Insubordination to a staff member	3 Central Detentions	4 Central Detentions	1 Saturday School
21.	Use of profanity to a staff member	4 Central Detentions	2 Saturday Schools	Up to 3 Day Out of School Suspension
22.	Use of coarse language (swearing, obscenity, etc.)	1 Central Detention	3 Central Detentions	5 Central Detentions
23.	Using obscene gestures	1 Central Detention	3 Central Detentions	5 Central Detentions
24.	Forgery of a document (passes, notes, etc.)	3 Central Detentions	4 Central Detentions	5 Central Detentions
25.	Unauthorized use of any electronic devices	Confiscate until end of day	Confiscate until end of day – 1 Central Detention	Confiscate, Return to Parents

26.	Taking food out of the cafeteria/ upper gym	1 Central Detention	2 Central Detentions	3 Central Detentions
27.	Eating/drinking out of cafeteria/ upper gym	1 Central Detention	2 Central Detentions	3 Central Detentions
28.	Littering	1 Central Detention	3 Central Detentions	1 Saturday School or School Service
29.	Throwing of snowballs	1 Central Detention	3 Central Detentions	5 Central Detentions
30.	Throwing food or objects in the courtyard	3 Central Detentions or School Service	1 Saturday School or School Service	3 Saturday Schools or School Service
31.	Throwing food or objects in the cafeteria	3 Central Detentions or School Service	1 Saturday School or School Service	3 Saturday Schools or School Service
32.	Throwing food/objects in the cafeteria leading to or during a food fight	1-10 DAY SUSPENSION/SATURDAY SCHOOLS AND/OR SCHOOL SERVICE (RESTITUTION FOR CLEAN-UP)		
33.	Graffiti placed on school property	1-10 DAY SUSPENSION AND RESTITUTION FOR CLEAN-UP		
34.	Destruction of school property	1-10 DAY SUSPENSION AND RESTITUTION FOR CLEAN-UP		
35.	Theft of school and/or personal property	1-10 DAY SUSPENSION/REPORT TO POLICE BY ADMINISTRATION		
36.	Causing harm to another student	1-10 DAY SUSPENSION/REPORT TO POLICE BY ADMINISTRATION		
36a.	Inappropriate hands on another student	3 Central Detentions; Notify Parent. Depends on severity of situation	4 Central Detentions; Notify Parent. Depends on severity of situation	1-5 Day Suspension. Depends on severity of situation
36b.	Provoking, intimidating another student	1-10 DAY SUSPENSION/REPORT TO POLICE BY ADMINISTRATION		
37.	Use of insensitive comments including racial, ethnic, or sexual slurs	3 Central Detentions; Possible report to HIB coordinator; Notify Parent. Depends on severity of situation	Up to 1 Day out of school suspension. Possible report to HIB coordinator; Depends on severity of situation	Up to 3 Day Suspension. Possible report to HIB coordinator; Depends on severity of situation
38.	Fighting (less severe)	1-5 Central Detentions	Up to 5 Day Suspension	Up to 10 Day Suspension
38a.	Fighting (more severe)	UP TO 5 DAY SUSPENSION		
39.	Assault with a weapon	10 DAY SUSPENSION*REPORT TO POLICE		

40.	Possession of a weapon	5-10 DAY SUSPENSION*REPORT TO POLICE		
41.	DRUGS/ ALCOHOL	ADAPT PROGRAM-APPENDIX C		
41a.	Under the influence	3-10 day suspension* Report to police (Adm. Discretion)		
41b.	Possession of either in school	3-10 day suspension* Report to police		
41c.	41a on a field trip or at a school-sponsored activity	3-10 day suspension* Report to police if appropriate		
41d.	41b on a field trip or at a school-sponsored activity	3-10 day suspension* Report to police if appropriate		
41e.	Selling or possession with intent to distribute	1-10 day suspension* Report to police		
42.	Computer Usage: inappropriate use of Internet from home/school that results in potential threat against any member of school or community	Suspension and/or expulsion from school to be determined by Super. of Schools		
43.	Unauthorized use of a cell phone during school hours	Up to 2 Central Detentions	Up to 3 Central Detentions	Up to 4 Central Detentions
44.	Gambling	Warning & notification of parents	Actions taken based on severity of situation	
45.	Extortion	Up to 10 day suspension. Report to police.	5 day suspension . Report to police	10 day suspension. Report to police
46.	Possession & use of fireworks	1-3 day suspension. Report to Police	Removal from Class (Restitution for any damages, labor, etc.)	
47.	Unauthorized use/modification of computer systems	3 days Central Detention (Restitution for any damages, labor, etc.)		
48.	Cheating/Plagiarism	See Appendix A at the end of the handbook		
49.	Bullying another student	See Board of Education Policy		

CONTINUED VIOLATION OF RULES BEYOND THE THIRD OFFENSE WILL RESULT IN DISCIPLINARY ACTION AT THE DISCRETION OF THE ADMINISTRATOR. ALL DISCIPLINARY ACTION IS DEPENDENT UPON THE SEVERITY OF THE SITUATION!

Attendance Policy

Cranford High School has established a program that acknowledges any student who has achieved perfect attendance. To achieve perfect attendance, students must be present for every class period each day, unless they are at an approved school-sponsored function. Recognition will be given to students with perfect attendance at the conclusion of the first marking period, first semester, and end of the school year. Special recognition will be given to any student achieving perfect attendance for four years.

***ANY ABSENCE WHICH IS CONSIDERED A CUT OF A CLASS WILL RESULT IN THE FOLLOWING DISCIPLINARY ACTION:**

- A student who is out of class for more than 5 minutes without teacher authorization will be subject to a cut of that class.
- Disciplinary action as listed in Rule #1. A “O” for all work missed, including tests and quizzes.
- Teacher notifying Administration.
- Administrator/Student conference.
- Parent/Guardian notification by letter.
- A student who loses credit in a class due to absences, tardiness, cuts may elect to remain in that class for no credit. However, disruptions to the educational process will not be tolerated and will result in student removal from class by administration.
- Possible loss of “open campus” privileges.

Action of an Extreme Nature

If a student exhibits an action of an egregious nature not addressed by the school’s disciplinary code, disciplinary action may be expanded to reflect the severity of the offense. The Assistant Principal for Student Affairs shall make such a determination; upon his discretion, suspension from school, athletics, and co-curricular activities may extend beyond the limitations indicated in the disciplinary code.

**TARDY OR ABSENT FROM CLASS DUE TO
OVERSLEEPING WILL NOT BE ACCEPTED AS AN EXCUSED ABSENCE.**

GENERAL INFORMATION

Assembly Programs

Assembly programs are not regularly scheduled, but are held at various times during the school year. Programs may be presented by various classes and school organizations. A limited number of paid programs of an educational nature also are presented. Assemblies are part of the educational program of the school. Attentiveness to the program and courtesy are absolutely essential.

Hats must be removed when entering the auditorium.

Attendance: Class Cutting Policy

Objective

One of the main functions of the Cranford School District is the establishment and maintenance of an atmosphere in each of the schools that is most conducive to the learning process. Daily student attendance is essential if the maximum benefits of a thorough and efficient education are to be realized. The interaction of teacher with student and students with students, as well as participation in group discussions, are activities that are a vital part of the classroom experience and cannot be “made up” at a later date. Regular attendance is vital and anything that interferes with the regular attendance and participation detracts from the maximum education benefits.

The objective of this policy is to stop the practice of class cutting thereby increasing period-by-period student attendance. Increased attendance in conjunction with carefully planned, delivered and evaluated lessons play a significant part in providing a thorough and efficient education to each of our students.

Implementation

For purposes of this policy, a cut shall be defined as follows:

The unauthorized absence of a pupil from any scheduled class during a day in which the pupil is legally present in school shall be defined as a cut of such class or study. To work with another staff member a student must obtain the permission of his/her subject teacher PRIOR to missing the class.

- I. First cut of school year – graded subjects.
 - A. The assignment of one central detention.
 - B. Teacher notified in writing that cut has occurred.
 - C. Administrator records cut in his/her office and has conference with student.
 - D. Parent/Guardian notified by letter that cut has occurred and penalty for this and subsequent cuts.

- E. A “0” for all class work during the time of the cut.
- II. Second cut of the school year (same subject) – graded subjects.
 - The assignment of two central detentions
 - A. Notification and recording as above.
 - B. In addition to C(above) there will be an attempt made to contact the Parent/Guardian by telephone when possible (or conduct a face-to-face meeting). Inability of the administration to accomplish this shall not affect the due process of this policy. This is simply a courtesy to the Parent/Guardian and student in an attempt to solve the attendance problem.
 - C. **A “0” for all class work during the time of the cut.**
- III. Third cut of the school year (same subject) – graded subjects.
 - A. Any third cut within the school year shall be cause for the student’s loss of credit for the class.
 - B. A student charged with a third cut will have a hearing before the Assistant Principal for Student Affairs at which time he/she will be given an opportunity to explain his/her absence. The Assistant Principal for Student Affairs will make a decision concerning the alleged cut based upon the information submitted by the teacher, the information provided by the student and any other relevant information. If the Assistant Principal for Student Affairs decides the absence is a third cut, he/she will inform the student, inform the Parents/Guardians via telephone and by Certified Mail, Restricted Delivery, Return Receipt Requested. A five (5) day waiting period will begin prior to the student’s actual loss of credit for the class. During the five (5) day period the student and /or his/her Parents/Guardians may appeal the decision of the Assistant Principal for Student Affairs to the Principal. The student and/or his/her Parents/Guardians is entitled to representation at the appeal.
- IV. Study Hall, Homeroom and Lunch Cuts
 - A. First cut – one central detention and notification of Parents/Guardians.
 - B. Second cut – 2 central detentions.
 - C. Third cut – Three central detentions.
- V. Truancy
 - A. Truancy is defined as any absence not covered by personal illness, death in the family, religious observance, or other absence for good reason arranged with school officials in advance.
 - B. Each truancy constitutes a cut of each class, study hall, homeroom and lunch for each day of truancy with above penalties (I to IV) to apply.
 - C. Truancy of students over 18 years of age is to determined by school administration.
 - D. In the event that the administration has reasonable belief that students planned a “cut day,” the following actions may be imposed:
 - 1. Proof of a doctor’s visit
 - 2. Zero for all class assignments
 - 3. Suspension from school sponsored activities including prom and graduation
 - 4. Other action determined by administration
- VI. Lateness
 - A. Definition: A pupil is late to class when he/she enters the room after the signal beginning the class or homeroom has sounded.
 - B. The Assistant Principal for Student Affairs shall determine if a lateness is excused or unexcused (invalid).

TARDINESS TO GRADED SUBJECT CLASSES

- Unexcused lateness is defined as being five minutes (or less) late to class.
- Unexcused lateness of more than five minutes will be considered a cut.

<u>LATENESS</u>	<u>CONSEQUENCE</u>
1 st & 2 nd Lateness	Personal Detention (Teacher Discretion)
3 rd Lateness	Teacher Contacts Parent
4 th Lateness	Teacher-Assigned Central
5 th Lateness	Refer to Administration; Guidance to Contact Parent; 2 Central Detentions
6 th Lateness	Refer to Admin; Loss of credit in Semester course; 2 Central Detentions
7 th Lateness	Refer to Admin; 3 Central Detentions
8 th Lateness	Refer to Admin; Guidance to Contact Parent; 4 Central Detentions
9 th Lateness	Refer to Admin; Loss of Credit-Full Year Course

Frequent tardiness to school (class), with or without a note, may result in loss of “open campus” privilege.

Central detentions, Saturday Schools and suspensions supersede all other school sponsored activities. Unexcused absence or dismissal from a central detention will result in 2 central detentions being assigned. Unexcused absence or dismissal from these central detentions could result in a Saturday School or suspension being assigned. Any student who gets a third cut or a ninth lateness in a Resource room or any remedial course such as HSPA which requires attendance for the entire school by the New Jersey State Department of Education will remain in the class and

receive no credit.

Attendance: Absence with Parental Notification/Excessive Absence – Policy 5113

The objective of this policy is to maximize the day to day attendance of students in Cranford High School so that these students may realize the greatest benefits of classroom instruction and activity. The maximum potential benefit of classroom instructions and activity cannot be achieved unless and until attendance on a day to day basis is at the highest possible level.

This policy is designed to address absences with parent notification; unexcused absences (truancies), class cutting and chronic tardiness are addressed by Policy 5113.1.

Implementation

I. Definition

For purposes of this policy, an absence with parent notification is an absence from school for one of the following reasons:

- A. Illness of student
- B. Death in the family of the student
- C. Religious observance as provided by law (NJSA 18A:36-14 through 36-16)
- D. Other good reasons arranged in advance with the school and which have been approved by the school.

II. Requests to be absent

The request that an absence from school be considered an absence with parent notification must be written by the student's Parent/Guardian. Requests are to be submitted to the attendance office in accordance with the following:

- A. Requests *prior to the date of absence* should be submitted to the attendance office at least one (1) day prior to the anticipated absence.
- B. Requests to have a previous absence declared an absence with parental notification must be submitted to the attendance office upon the student's return to school.
- C. Absence Verification – All student absences require
 - a. written verification by parents or guardians (Doctor's notes when appropriate).

In all cases the school reserves the right to verify the statements submitted to the attendance office and to investigate the cause of each absence.

I. Excessive Absences

- A. Absences with parental notification in excess of fourteen (14) days in a full year course or seven (7) days in a course of one-semester length shall be deemed excessive and may result in loss of credit for that course(s) except as indicated in IV below.
 - a. Absences for religious holidays or school sponsored activities shall not be counted in determining the total number of absences with parental notification.
 - b. Consecutive absences of two (2) or more days for medical reasons may be counted as a single absence toward the total number of permitted excused absences provided that the reason for the prolonged absence is verified by a doctor's certification **at the discretion of administration**. The doctor's written certification must be submitted to the school when the student returns from the prolonged absence.
 - c. It is the responsibility of the student to meet with his/her teachers upon his/her return to school following an excused absence to arrange for make-up work which must be done in a timely manner. A schedule for the completion of the make-up work would be agreed upon by the teacher and student, taking into consideration the length of the absence and the amount of work to be made up.
 - d. Courses for which credit is withdrawn shall not count toward the satisfaction of the curricular requirements necessary for the earning of a high school diploma, those requirements listed in a separate Board of Education policy.
- B. The school has a responsibility to communicate with the Parents/Guardians of student whose attendance patterns may lead to the loss of credit. In order to be certain that Parents/Guardians and students are aware of the serious ramifications of excessive absences, the following procedures will be followed by notifying the Parent/Guardians and the students whose attendance patterns could result in a loss of credits:
 - a. After five (5) excused absences in one-semester course, a letter will be sent to the Parents/Guardians explaining the serious ramifications of continued absences. The letter will be sent by the Assistant Principal for Student Affairs responsible for working with the particular student. He/she will also meet with the student.
 - b. After ten (10) excused absences in a full year course, a letter will be sent to the Parents/Guardians explaining the serious ramifications of continued absences. The letter will be sent by the Assistant Principal for Student Affairs responsible for working with that particular student. He/she will also meet with the student.
 - c. Following seven (7) days of excused absences in a one-semester course or fourteen (14) days of excused absence in a full year course, a letter will be sent to the Parents/Guardians indicating that credits will be lost upon the occasion of the next excused absence.
 - d. The student who has been absent as in 3 above will meet with the Assistant Principal for Student Affairs, or his designee, who will warn him/her that the next excused absence will result in a loss of credit for that course.
 - e. Following eight (8) days of absence in a one-semester course or fifteen (15) days in a full year

course, the Parents/Guardians will be informed by **certified mail, return receipt requested**, that credit is being withheld for the course(s) for which the absences are excessive. The Parents/Guardians will also be informed by telephone whenever possible. The student shall be informed of the loss of credits by the Assistant Principal for Student Affairs.

II. Appeal Process

Recognizing that there are possible extenuating circumstances that would call for permitting excused absences beyond seven (7) days in a one-semester course and fourteen (14) days in a full year course without the loss of credit, the following appeal procedures are available:

- A. Within five (5) school days of being informed of the withdrawal of credits, the Parents/Guardians and/or the student may request a hearing before the Attendance Committee. The committee, composed of the Assistant Principal for Student Affairs, the Assistant Principal for Academic Affairs, the Director of Guidance and the school nurse, the attendance officer, and the counselor, will schedule an appeal hearing to be held within ten (10) school days during normal working hours. At this hearing the student and/or his/her Parents/Guardians may present reasons and documentation for the excessive absences.
- B. The committee will report its findings to the principal with a recommendation that the additional excused absences be permitted or that credit be withheld. The decision will be sent by certified mail, return receipt requested. The decision may be appealed to the Principal within five (5) school days of receipt of the decision.
- C. If necessary, the decision of the Principal may be appealed to the Superintendent of Schools. Should the Parents/Guardians and/or the student desire, they may appeal the Superintendents decision to the Board of Education.

Telephone calls are made *daily* to the parents of students who are listed on the absentee report. Parents are requested to call and notify the Attendance Office (709-6284 or 6285) of a student's absence. In a school of this size it is not feasible to deliver messages or reminders phoned in for students. To do so would result in frequent disruption of instruction in every classroom. It is suggested that students check at the office for forgotten lunches or expected messages.

Surveillance Cameras

Cranford High School has security cameras inside the building and around the perimeter of our school to ensure the safety of all staff, students, and visitors and to safeguard our facility from vandalism and theft. Cameras will be used in locations as deemed appropriate by the administration. Video recordings will be reviewed if there is evidence that a violation of board policies, administrative regulations, building rules, or law has occurred.

Cell Phones

Cell Phones will be allowed on school premises as long as they are turned off during the school day and stored in a non-visible manner (i.e. locker or book bag). Phones can only be used prior to the start of school and after dismissal. **Teachers may allow students to use cell phones or electronic devices if it is pertinent to their curriculum.**

Books

Each textbook issued a student must be covered with a book cover or wrapping paper supplied by the student. The book must remain covered, adequately protected, throughout the entire school year. Fines for lost or damaged books are assessed and must be paid at the end of the school year. No report card, diploma or schedule for a new year will be issued to one still owing fines.

Cafeteria

Lunch is served from 11:00am-12:00pm in the cafeterias and upper gym. The cafeterias and upper gym, during this time, are the only places in which food and/or beverages may be consumed. Eating is discouraged elsewhere in the building (exception: home economics).

Students are to return dishes, utensils, and trays to the dish window when finished with them; garbage is to be placed in the receptacles provided. Courtesy and good manners must always be observed.

Students may not leave the school during lunch period or at any other time during their school hours unless they have earned "open campus" privileges. Violations of this rule may result in disciplinary sanctions. Food may not be purchased from any vendor other than the cafeteria or school store unless permission is received from the administration.

Counseling, college and other. (See School Counseling Services)

Cuts (See Attendance in Class)

Delayed School Openings

If the decision is made to have a delayed opening rather than closing schools completely due to snow or other conditions, school will open at 10:00 a.m. Announcements will appear on radio station 101.5 FM and TV 35. Prior to 5:30 a.m. the Superintendent will make a decision as to whether we will have a delayed opening day or a traditional no school day because of the weather. On delayed opening days lunches will be served as they normally are.

Bus contractors will be called so that their vehicles will not leave the garage at the normal 6:30 a.m. time.

Detention

Detention may be assigned to a pupil by any teacher for any reason considered necessary by the teacher. The pupil is required to report to the teacher at the time and place designated.

Arrangements with the teacher concerning obligations are the responsibility of the pupil. Such arrangements must be made at the teachers' convenience and satisfaction.

Central detention, assigned for tardiness or for other infractions, is served from 3:00 to 4:00 pm. Assignment to central detention takes precedence over other detention and also over any other obligation.

Any student who is absent from an assigned central detention because of absence from school is expected to serve that detention on the day of his return to school.

Students who work after school are expected to make arrangements with employers to change work hours and serve detention as assigned.

Dress Code

All students are encouraged to dress in a way that reflects good taste and is appropriate for school. Clothing must be clean and neat. It may not be a disruptive influence, present a threat to safety and health, or violate the law.

It is the intention of Cranford High School to ensure that all students recognize the need to be appropriately dressed each time they enter the school building. This means that the student's clothing should be consistent with the seriousness and importance of the educational process; it should not make a statement that would offend good judgment, be in poor taste, or incite others, but it should reflect good judgment and respect for peers, teachers, and staff.

Fashion trends often include clothing that may be acceptable outside of school but may not be acceptable inside of school. The guidelines listed below will ensure that students are dressed appropriately for school.

- A. Flip flops are not permitted due to safety concerns. Footwear must minimally have a strap that secures footwear to the back of the foot (heel).
- B. Any article of clothing that is excessively tight or loose or which may display excessive nudity (including but not limited to strapless tops, low cut tops, transparent blouses, bare midriffs, or visible undergarments is not permitted.)
- C. Any article of clothing that displays indecent or offensive writing, pictures, or slogans that promotes or glorifies the use of drugs, alcohol, tobacco, or violence is not permitted.
- D. Any article of clothing that could cause damage to another student's person or property is not permitted.

Shorts, which cover the thigh, may be worn during excessively hot weather. An excellent guide for length of shorts, dresses, and skirts would be halfway down the thigh.

Hats are only permitted in the hallways and cafeteria. Hats must be removed prior to entering classrooms, offices, and the auditorium, except where such use is pursuant to the observance of religious beliefs or medical reasons. Sunglasses may be worn indoors by students only if a medical excuse has been officially filed with the school nurse and administration.

Regulating student dress shall be the responsibility of the principal and/or designee. The teacher is to play an important role in monitoring student dress and is required to refer a student to the Office of the Assistant Principal for Student Affairs whenever an individual's attire may interfere with the educational process. The administration reserves the right to make the final decision regarding school-appropriate clothing.

Appropriate dress for students can only be achieved with the total cooperation of parents. In order to achieve good taste in student dress Cranford High School appeals to parents to ensure that they purchase appropriate school attire for their children and supervise what they wear to school.

Distribution and Posting of Information

No student is permitted to distribute or post any material on school property without permission of an administrator.

Driver's License Test

To be excused from school time for taking the Road Test the parent/guardian requesting such permission must submit a request to the principal at least one day before the appointed test. No pupil will be excused to accompany another pupil for a driver's test. Pupils 18 years of age or older may write their own notes.

Driving to School

The school distributes parking decals to all juniors. They are to be used for two years. It is strongly recommended that students who drive to school place their parking decal on the back windshield of the passenger's side. Students' decal numbers will be kept on record at the high school. Note: decals are not parking permits. The administration does not have the authority to designate parking on public streets for students. The decals are just a means for the high school to identify a car's owner.

Those whose very special needs require them to drive to school will have to find parking space on the streets where local ordinances permit. **No students are to park in spaces provided for faculty and staff.**

Any student parking on school grounds without permission from an Administrator will be disciplined. Cars may be towed at student's expense. Students may not leave school to move their automobiles without permission of an Administrator.

Drug and Alcohol Use

The use of alcohol or drugs on school grounds or in school is illegal. Students who are suspected of illegally transmitting, using or possessing drugs and/or alcohol or who are under the influence of drugs and/or alcohol during school hours or on school premises or during any school activity, may be considered a danger to the educational establishment and may be reported to the police for possible court action and immediately suspended from school. Parents of such suspected students shall be promptly notified of such action. Teachers and other staff members should observe and report any unusual physical and/or behavioral changes in any individual student to the building principal or Assistant Principal for Student Affairs. See Board of Education Policy 5131.6.

Elevator Use

An elevator is available to students in the school who have had surgery, are on crutches, etc., and who have received a note from their doctor. In the event of a fire emergency or fire drill, those students needing the elevator must proceed to the staircase located by the elevator on each floor and wait for assistance. If the hallway by the elevator is smoke filled, proceed to the staircase next to the upper gym and wait for assistance.

Fire Drills

Instructions for the procedure to be followed in fire drills are posted in a conspicuous place on the bulletin board of each room. The signal for the fire drill is the clanging of the bell in the hall. Pupils are expected to follow directions given. During a fire drill, the building must be vacated immediately; pupils report to the outside area assigned, and remain in class groups for attendance.

Hats

In keeping with proper decorum, etiquette, manners and good order, hats or other head gear will be removed when: 1. saluting the American flag; 2. at assemblies; 3. entering an office; and 4. in every class, study, homeroom or other group setting.

Homeroom

Each student is assigned to homeroom according to the number of credits earned by September of the school year. For important clerical, procedural and informational matters, administrative homeroom is scheduled. Attendance is taken during second period. Morning announcements take place during this time.

Home Instruction

Tutoring at home is provided for students who will be absent from school for more than two weeks. A request for home tutoring is initiated through the school counselor. A doctor's note must be provided, stating the nature of the illness and the approximate length of absence.

Honor Roll

Those students who receive grades of A, or A and B in all subjects for the marking period are listed as honor roll students for that marking period.

Insurance

Pupils may buy an insurance policy at a nominal cost per year. This policy provides protection against loss in case of accident. The cost of this insurance varies according to the amount and kind of coverage desired. Those pupils who expect to participate in team sports at any time during the school year, or who expect to participate in a cooperative work experience, must be covered by school accident insurance.

Job Placement

The School Counseling Department maintains a job placement bureau. The department gets calls from sources in the community asking for typists, stenographers, clerks, and other workers, both on a full-time and part-time basis. Any student qualified for such jobs should consult his/her school counselor.

Late Arrival/Early Dismissal

Refer to the Open Campus information in Appendix B.

Leaving School/Open Campus

No student is allowed to leave school for any reason without written permission of a school administrator. **Any student who leaves school without permission will be considered truant and will receive a cut in every subject, study, etc. that is missed.** Open Campus is a privilege that is earned by 12th grade students in good standing. Please see Appendix B at the end of the handbook for specific information.

Library Media Center

The Cranford High School Library is a centralized location for all users to get help on all of the complex issues of being a student. We offer a central hub for research, instruction and learning as well as a space to use technology and information resources. The library is open daily from 7:30 am to 3:45 pm. Students are welcome to use the library and its resources before and after school and during study periods. Students are asked to refrain from eating and drinking beverages in the library. If you are visiting the library during your lunch period, please eat before you arrive, and don't forget your pass. Cell phones should not be used so that those working are not disturbed.

The Library offers over 15,000 books and subscribes to numerous magazines. Our computer workstations provide access to the Internet, our online catalog, and online databases. Our catalog and all of our databases can also be accessed at:

<https://cranfordpsd.follettdestiny.com>. The user name is: cranford and the password is: cougars. The Library is also equipped with wireless Internet and netbooks are available for use in the library.

Most book materials are loaned for a three week period with renewal possible. To borrow materials simply see a library staff member. Students are responsible for materials that are checked out to them. Lost or damaged materials must be paid for by the borrower at the current market price.

The Cranford High School Library is committed to providing our students with the ability to meet tomorrow's challenges with the resources we can provide today. For more information visit us on the third floor or on the Internet at: <https://cranfordpsd.follettdestiny.com>

Lockers – NJ State Assembly Bill # 422

Each student will be assigned a locker, which is to be used for the storage of books, lunches, wraps and other personal items. This locker is school property and is loaned to the student who is held responsible for all items stored therein. It should not be defaced or marked in any way. The school assumes no responsibility for locker security. If a student defaces or abuses a locker, he/she may be charged for damages. Lockers will be subject to periodic inspections to determine their condition. Each student is provided with the combination to a locker which remains his or her personal locker; however, school officials reserve the right during periodic inspections to use their master keys to gain access to the lockers.

“The principal or other official designated by the local board of education may inspect lockers or other storage facilities provided for use by students so long as students are informed in writing at the beginning of each school year that inspections may occur.”

Reasonable suspicion that a student has broken school rules or a law will result in a search of the student's locker. Use of lockers for the storage of contraband, drugs, alcohol, weapons, and/or any other illegal paraphernalia will result in immediate suspension from school and will be reported to the police.

Students are advised to secure all valuables in their locker, making sure the lock is properly fastened. This includes hall, gym and team room lockers before, during and after school. Do not share locker combinations with anyone!

Lost and Found

The Custodian's Room on the first floor is the location of the Lost and Found. Items of real value such as jewelry, wallets, etc., should be turned in to or reclaimed from the main office.

Search and Seizure

Lawful searches may be initiated with a reasonable suspicion and will be conducted as per State Statute.

MARKING SYSTEM

ALPHA Grade	Percentage
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	65 – 66
F	64 and Lower

Marking period tests count for 1/3 of the mark; daily work elements in determining the grade may include oral recitation, written homework and quizzes on it, special written themes or projects, laboratory experiments, manuals, or testing materials.

Formal Midterm and Final Examinations will be given.

Any student with an incomplete grade has ten (10) days to complete work. After that time the incomplete will become an F.

Married and/or Pregnant Students

All curricular offerings, co-curricular activities and athletic activities are available to all Cranford High School students regardless of marital status. Entry into specific courses may require the completion of a pre-requisite course being the same for all students. Married students are encouraged to avail themselves of all the opportunities available to students in the high school, particularly co-curricular and athletic activities to maintain peer contact and the usual socialization processes that are part of a complete high school education.

Pregnant students are permitted to attend Cranford High School and may participate in all curricular offerings, co-curricular activities and athletic activities subject to the conditions imposed by their physician(s). Pregnant students are permitted to attend until such time as their physician(s) indicates that continued attendance is no longer advisable due to the nearness of the delivery date or medical complications of the pregnancy. Home instruction is available based upon the recommendation of the student's physician and the policies and procedures of the Cranford Board of Education. Participation in interscholastic athletics will be based upon consultation between the student's physician and the school medical inspector with the final decision left to the school medical inspector.

Midterm and Final Examinations

Midterm and final examinations are required in Business Management and Information Systems, English, World Language, Mathematics, Science and Social Studies. In the remaining departments (Applied Technology, Family and Consumer Sciences, Fine Arts, Music and Physical Education) mid-term and final exams are optional as determined by the department supervisor. An unauthorized absence from a final exam will result in a failure for the year in that subject.

Any student who cuts a final exam in a subject will not be allowed to take that subject in summer school as a review subject but may take it for original credit in summer school. Any student who leaves the exam room without teacher permission or does not return in a reasonable amount of time after having teacher's permission will receive a "O" for the exam.

The final grade for full year courses with examinations shall be determined as follows:

- Each marking period - 20%
- Midterm Examination - 10% (Medical Excuse covers 10 days)
- Final Examination - 10%

Courses without mid-term and final examinations should be graded by averaging the marking periods equally.

The final grade for semester courses shall be determined as follows:

Each marking period - 40%

Final Examination - 20%

Marks in Advanced Placement courses in which students are excused from taking the final exam are determined by adding each marking period grade (multiplied by 2) to the midterm exam (by 1), and dividing the total by 9.

Final Exam Exemptions:

- **Any student at any grade level that takes and AP exam and is enrolled in the course and maintains an 85 average or above may be exempt from a final**
- **Any 12th grade student that maintains an 90 average or above may be exempt from a final (same as current)**

National Honor Society

The Cranford Chapter of the National Honor Society received its charter in 1924. Its aims are to encourage the pupils to develop an all around program, including high attainment in scholarship and in all those activities which develop the best citizenship.

Membership is open to juniors and seniors only with members being selected by the Faculty Council. Students may not apply for membership, but are invited to join. Member selection is decided in the Spring of the year with an induction ceremony which is held for the candidates selected.

Membership selection is based on four areas of consideration -- scholarship, leadership, character and service. Candidates must earn a 3.75 GPA for consideration. The Society desires members who are not only excellent academically, but who are of the highest character, involved in school and community organizations and provide leadership and service both in the classroom and in their activities.

Parent Teacher Association

The P.T.A. functions in the best interest of the students, the teachers, the parents, and the school and community generally. The P.T.A. contributes generously to the scholarship fund for graduates; it raises funds, supports the school program, assists with the annual prom, plans Project Graduation and is active in school-community relations.

Parent Visitation

The administration, guidance staff, and faculty are interested in the school life of each student and are glad to confer with parents regarding progress, school work, personal problems, co-curricular activities, College Preparation, and future plans. When parents wish to speak with a member of the staff, they should arrange beforehand for an appointment so that the person to whom they wish to speak will be available to see them.

Parking

No students are permitted to park in the visitors' spaces in the school driveway, in the side parking lot or in the back parking lot. Students working on their cars in Autos class will be issued temporary parking passes for special reserved spaces only.

Part-Time or Shortened Schedules for Pupils

A shortened or part-time schedule may be prepared only for certain fourth year and fifth year students. A student must present a letter from his/her parents/guardians to the principal asking for a shortened or part-time schedule and explaining that a financial need exists.

The employer must write a letter to the principal indicating that the student is employed, specifying the nature of the position, and stating clearly the hours of employment.

The nature of the student's job must indicate that it supplements his/her formal education in school and that it prepares him/her for purposeful employment in the future. A definite job commitment must have been secured before the time of the request--that is, no student can request a part-time schedule on the promise that he will seek employment.

While the letters above will be addressed to the principal, decisions will be made jointly by guidance personnel, teachers and the principal.

The attendance, punctuality, behavioral and academic records of the student will have to indicate that the student would benefit from such a schedule and that he/she would be realistic and dependable in his/her pursuit.

A shortened schedule would consist of the usual four majors and physical education. Release time would be no earlier than 12:30 p.m.

Once the school year has begun, schedules cannot be changed or adjusted to accommodate work experiences.

Pupil Passes

In general, pupils are not excused from classes or studies, and are to go to lockers and lavatories, etc., between classes. When an emergency does occur, the pupil will be issued a hall pass with a specific time and destination. These passes will be checked by faculty members on duty in the corridors. Violators of hall pass restrictions are subject to disciplinary

action.

Pupils are not to be kept by one teacher from reporting to an assigned class with another teacher. Unfinished projects, rehearsals, assignments or lab experiments are not exceptions.

A pupil expecting to work in another area during a study period should get a pass in advance of the period to be missed from the teacher with whom the work will be done and should present it to the study teacher. When a pupil fails to make this arrangement in advance, the absence can be treated as a “cut”.

Electronic Devices

Students may not display or listen to electronic devices during the school day.

Report Cards

Report cards are issued four times a year: in November, February, April, and June. Each marking period is divided into a period of ten weeks, and the report card is issued at the end of the ten-week period. Letter grades and numbers are both on the report cards. Holds are placed on report cards for library fines, textbook fines, and other school obligations not satisfied.

Schedule Changes

Cranford High School allows each student a maximum amount of freedom in selecting courses. Selections are then approved in writing by parents. When final grade are available, counselors go over each student’s record and contact those who need to make schedule revisions. Requests for level changes during the summer are accepted until the end of the summer and are honored **if enrollment permits**.

Honors Courses All schedule change information can be directed to the www.crandfordhighschoolguidance.com website.

Scholarships (See School Counseling Services)

Skateboards

No skateboards may be carried or used during the school day. Students using skateboards as transportation to and from school must store the skateboard in their lockers. When a skateboard is carried or used on school property during the normal school day, it will be confiscated by an administrator and kept until the end of the school day. Upon the second infraction of this rule, the student will be assigned three detentions and again the board will be confiscated. Any further infraction of this rule will result in suspension for the student involved, and the skateboard will be surrendered only to a parent or guardian.

Any student riding a skateboard in school will be immediately suspended and the skateboard will be confiscated.

Smoking Prohibited

Smoking is prohibited in all areas of the building at all times. This ban on smoking was signed into law by Governor Thomas Kean on June 14, 1989, and prohibits smoking in school by staff, students or any individual in school. **As of July 1, 1995, Board of Education policy prohibits smoking and using smokeless tobacco on school premises. Tobacco products and lighters are not allowed in school.** Any student found smoking on school premises will be appropriately disciplined.

SMOKING POLICY

The following regulations and procedures are established for monitoring, implementing and evaluating Board Policy 1330.2 **Prohibition of Smoking in School Buildings and on School Premises**.

The building principal and/or designee shall be responsible for the implementation, supervision and evaluation of Policy 1330.2 for this accompanying administrative regulation.

Any staff member who believes that a smoking related violation has occurred shall report the matter as soon as possible to the principal or designee. Violators will be appropriately disciplined in accordance with the following enforcement penalties:

Students are prohibited from smoking and from using smokeless tobacco in any school building or on school premises. Tobacco products and lighters are not allowed in school. The consequences for student non-compliance are as follows:

VIOLATIONS BY STUDENTS:

1st Offense (in building or on school property)

1. 1 Day Suspension Out-of-School
2. Referral to Public Health Department for violation of NJSA 26:3D-20
3. Written Parent/Guardian notification

2nd Offense: (in building or on school property)

1. 3-day Suspension Out-of-School
2. Referral to Public Health Department for violation of NJSA 26:3D-20
3. Written Parent/Guardian notification

4. Referral to Student Assistance Counselor
5. Parent/Student conference with counselor & administrator

3rd Offense: (in building or on school property)

1. 5-Day Suspension Out-of-School
2. Referral to Health Department for violation of NJSA 26:3D-20
3. Written Parent/Guardian notification
4. Referral to Student Assistance Counselor
5. Parent/Student conference with counselor & administrator

Further Offenses:

1. Parent/Guardian conference with Administration
2. Other consequences as decided by administration & counselor
3. Referral to Public Health Department for violation of NJSA 26:3D-20

Student Rights and Responsibilities

This handbook and the rules and regulations in it are designed to conform to New Jersey guidelines for students' rights and responsibilities. Copies of the publication, *Students' Rights Handbook*, are available for students to read upon request in the library.

Study Hall

Pupils who have a study included in their schedules report to the cafeteria or a classroom assigned for study. Two periods of study hall are not permitted. Students in Grade 9 may not have a study hall.

Summer School

No student shall be allowed to attend summer school if he/she has been removed from class.

Any student who is in a no credit (NC) status must remain in the course for the year and can take the course in summer school for review credit. (60 hours).

If, however, the student does not complete a course during the school year, he must take it for original credit (120 hours) either in summer school, **if offered**, or repeat the course the following year.

Cranford School District does not operate a Summer School Program, but information regarding area offerings can be obtained in the guidance office.

Suspension

A student may be suspended from attending school for the following:

1. Fighting.
2. Possession and/or use of weapons.
3. Possession and/or use of drugs/alcohol.
4. Use of profanity toward a teacher or staff member.
5. Vandalism.
6. Other serious violations of school rules and regulations, including bullying, harassment, intimidation and disregarding authority.

Depending on the severity of the offense, the filing of a police complaint may result.

A student who is suspended may not be on school property or attend any school function until one day of attendance has been met.

Testing Program (See Guidance Services)

Traffic

These rules must be adhered to in corridor passing: (1) Keep to the right, (2) Report to class promptly and quietly, (3) Avoid shouting and whistling, (4) Do not run or push.

Visitors

Visitors to the school must report to the Main Office. The principal or assistant principal will determine whether the person should be given a visitor's permit. No one is permitted to visit the building without first reporting to the Main Office.

Before a pupil may bring a guest into the school, he/she must obtain permission from the school and from each teacher whose class is to be visited. This permission must be sought at least one day in advance of such a visit. The visitor must be someone staying at the student's home overnight. All other visitors will not be given guest passes.

Working Papers

Every young person under the age of 18 must have working papers in order to work. The pupil must first secure a promise of employment--in writing from a prospective employer, and pass a physical examination by a doctor. After these credentials are presented to the high school principal, along with the student's birth certificate, he/she may be issued the working papers. All jobs (including recurrent baby-sitting) filled by people under the age of 18 require working papers.

TELECOMMUNICATIONS

The Cranford School District continually pursues the use of advanced technology and high-speed access to enrich and broaden learning opportunities for students and staff. With this learning tool, students and staff must understand and practice proper and ethical use. All staff will have the opportunity to attend workshops regarding procedures, ethics and security involving telecommunications. All students will be instructed on appropriate use of telecommunications before using the system.

CONDITIONS AND RULES FOR USE

1. Acceptable Use

The purpose of telecommunications is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the Cranford Public Schools. Access to telecommunications is made possible through an appropriate provider to be designated by the Cranford Public Schools at its sole discretion. All users of telecommunications must comply with existing rules and Acceptable Use Policies of providers that are incorporated into this document and are available from the District office.

Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

2. Privilege

The use of telecommunications is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. Cranford Public Schools, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, suspend any user access at any time based upon a determination of inappropriate use.

3. Monitoring

Cranford Public Schools reserve the right to review any material on user accounts. Users should have no expectation of privacy. Certain aspects of your use of the electronic environment are being recorded in logs either for the purpose of performance monitoring or for assistance in authorized legal investigations of alleged misbehavior under the policy. The actual contents of these logs will only be reviewed by authorized district or external law enforcement officials.

4. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette.

5. Security

A. Telecommunications involve many users. A user must never allow others to use his/her password. Users should also protect their passwords to ensure system security and their own privileges and ability to continue use of the system.

B. Attempts by a student or non-authorized user to log on to the telecommunications provider as a system administrator may result in cancellation of user privileges.

C. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to telecommunications by Cranford Public Schools.

6. Vandalism and Harassment

Vandalism and harassment will result in cancellation of user privileges.

7. Procedures for Use

A student may only use Cranford Public Schools' telecommunication accounts.

8. Encounter of Controversial Material

Users may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is impossible to control the content of data and a user may discover controversial materials when using telecommunications. It is the user's responsibility not to initiate access to such material. Cranford Public Schools shall not be held liable for any decision to restrict or regulate access to telecommunication provider materials.

PENALTIES FOR IMPROPER USE

1. Any user violating these rules, applicable state and federal laws, or posted classroom and district rules is subject to loss of privileges and any other District disciplinary options.

2. In addition, pursuant to State of New Jersey law, any unauthorized telecommunications access, attempted access, or use of any state computing and/or network system is a violation of the New Jersey Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

PUBLICATIONS, VIDEO, INTERNET CONSENT AND RELEASE AGREEMENT

Students who attend school in the Cranford School District are occasionally asked to be a part of school and/or District publicity, publications and/or public relations activities. In order to guarantee student privacy and ensure your agreement for your student to participate, the District asks that you sign this form.

The form indicates approval for the student's name, picture, voice or verbal statement to appear in school publicity or District publications, videos, TV or on the District's Web site. For example, pictures and articles about school activities may appear in local newspapers or district publications. These pictures and articles may or may not personally identify the student. The pictures and/or videos may be used by the district in subsequent years.

AGREEMENT

Student and Parent/Guidance release to Cranford School District: Student's name, voice, verbal statements, portraits(video or still) and consent to their use by CSD.

Cranford School District agrees that the student's name, voice, verbal statements, portrait or picture shall only be used for public relations, public information, school or district promotion, publicity, and instruction.

C Cranford Public Schools Cranford, New Jersey

The following is taken from *Bullying at School* by Dan Olweus, 1993, Blackwell Publishing

Definition of bullying:

A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students

Clarification:

A negative action is when someone intentionally inflicts, or attempts to inflict, injury or discomfort upon another. Negative actions can be carried out verbally or by physical contact. It is also possible to carry out negative actions without use of words or physical contact, such as by making faces or inappropriate gestures, intentionally excluding someone from a group, or refusing to comply with another person's wishes.

The term bullying should not be used when two students of approximately the same strength (physical or psychological) are fighting or quarreling. In order to use the term bullying, there should be an imbalance in power.

It is useful to distinguish between direct bullying – with relatively open attacks on a victim and indirect bullying in the form of social isolation and intentional exclusion from a group.

POLICY: HARASSMENT, INTIMIDATION, BULLYING AND HAZING

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

Expected Behavior

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

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply the best practices designed to prevent discipline problems and encourage pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils and the mission and physical facilities of the individual school(s) in the district. This policy requires all pupils in the district to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines.

The district prohibits active and passive support for harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or his/her designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff.

Each school Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship and academic success.

The Superintendent will provide annually to pupils and their parent(s) or legal guardian(s) the rules of the district regarding pupil conduct, pupil's due process and other rights. This policy will appear in all publications of the district's comprehensive rules, procedures and standards of conduct for school(s) within the district, including pupil handbooks. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

Consequences and Appropriate Remedial Actions

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation or bullying:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm;
3. The surrounding circumstances;
4. The nature of the behavior(s);
5. Past incidences or continuing patterns of behavior;
6. The relationships between the parties involved; and
7. The context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation of this Policy requires a determination based on all of the facts and surrounding circumstances.

An appropriate consequence will be determined after meaningful consideration of these factors. Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The appropriate consequence will be consistent with the case law, Federal and State statutes, and district/school policies and regulations.

Reporting Procedure

Complaints alleging violations of this Policy shall be reported to the Principal or his/her designee. All school employees are required to report alleged violations of this Policy to the Principal or his/her designee. All other members of the school community, including pupils, parent(s) or legal guardian(s), volunteers and visitors are encouraged to report any act that may be a violation of this Policy. While submission of an Incident Report Form to the Principal or his/her designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Principal of each building or available at the school district office. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of anonymous report.

Investigation

The Principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or his/her designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

Response to Incident of Harassment, Intimidation or Bullying

Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

In considering whether a response beyond the individual level is appropriate, the administrator will consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences, past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may include participation of parent(s) or legal guardian(s) and other community members and organizations, to small or large group presentations for fully addressing the actions and the school district's response to the actions in the context of acceptable student behavior or the consequences of such actions and involvement of law enforcements officers, including school resource officers.

Reprisal or Retaliation Prohibited

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial actions for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies and procedures.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the Principal or his/her designee, after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus. The Superintendent shall develop an annual process for the Principal(s) to discuss the school district's policy on harassment, intimidation and bullying with pupils.

Harassment, Intimidation and Bullying Prevention Programs

Pursuant to N.J.S.A. 18A:37-17.c., information regarding the district's Harassment, Intimidation and Bullying Policy shall be incorporated into a schools' employee training program.

Pursuant to N.J.S.A. 18A:37-17.a., the district will establish bullying prevention programs, and other initiatives involving school staff, pupils, administrators, volunteers, parent(s) or legal guardian(2), law enforcement and community members in developing such programs and initiatives.

Pursuant to N.J.S.A. 18A:37-17.b., the district is encouraged to, and to the extent funds are appropriated for these purposes, provide training on the school district's harassment, intimidation and bullying policies to school employees and volunteers who have significant contact with pupils and develop a process for discussing the school district's harassment, intimidation and bullying policies with pupils.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

The Superintendent will forward a copy of this Policy to the County Superintendent of Schools by September 1, 2003.

N.J.S.A. 18A:37-13 through 18A:37-19

Adopted: August 25, 2003

SEXUAL HARASSMENT

It is the policy of the Cranford Board of Education to maintain an environment that is free from sexual harassment.

Sexual harassment shall consist of unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal of physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, when made by a student to another student, or when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when:
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or when:
3. Such conduct has the purpose or effect of substantially interfering with an individual's professional performance or creating an intimidating, hostile, or offensive employment situation.

Sexual harassment, may include, but is not limited to the following:

- verbal harassment or abuse
- pressure for sexual activity
- repeated remarks to a person, with sexual or demeaning implications
- unwelcomed touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job or educational opportunities.

Any person who alleges sexual harassment by any staff member in the school district may complain directly to his or her immediate supervisor, building principal, or district Affirmative Action Officer. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment or work assignments.

Any student who alleges sexual harassment by another student may report his or her allegations to a teacher, guidance counselor, building administrator or student assistance counselor. A substantiated charge against a student will subject each student to disciplinary action, including suspension. If such behavior continues, disciplinary action may rise to the level of expulsion, consistent with laws, rules and regulations regarding expulsion.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a staff member in the school district may subject such staff member to disciplinary

action, including discharge.

Notice of this policy will be circulated to all schools and departments of the Cranford Public Schools on an annual basis and incorporated in teacher and student handbooks.

SATURDAY SCHOOL

Saturday school may be assigned to a student in lieu of an out-of-school suspension. The determination of a Saturday school or a suspension will be made by the appropriate administrator.

AFFIRMATIVE ACTION

TITLE IX of the Education Amendments of 1972 requires that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sex discrimination is prohibited in the treatment of students, including:

- Access to programs and courses
- Access to and use of school facilities
- Counseling and guidance materials, tests and practices
- Vocation Education
- Physical Education
- Competitive athletics
- Graduation requirements
- Student rules, regulations, and benefits
- The treatment of married and/or pregnant students
- Health Services
- School-sponsored extra-curricular activities
- Most other benefits or services

The Cranford Board of Education hereby establishes a Grievance Procedure providing for prompt and equitable resolution of complaints alleging any action which would be prohibited by Title IX (Federal regulations) or by NJAC Title 6 (State regulations).

Any complaints concerning any action which would be prohibited by Title IX or by NJAC Title 6 should be directed to Affirmative Action Officer for the district, Dr. Paul Ward, 709-6207.

POLICY: AFFIRMATIVE ACTION AND CHAPTER 504

Grievance Procedure

A. Definitions

- a. A grievance shall be defined as a complaint alleging a violation or regarding some aspect of the affirmative action program or the application of Chapter 504 within the district.
- b. A "grievant" is the person or persons making the complaint.

B. Procedure

A grievance to be considered under this procedure must be initiated by a grievant within thirty (30) calendar days from the time when the grievant is apprised of the occurrence constituting the grievance.

- a. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits may be deemed to be a waiver of further appeal of the decision.
- b. A grievant shall first submit a written statement of the grievance and the remedy sought to the building principal and the affirmative action officer in an attempt to resolve the grievance at this level. The principal shall schedule a discussion of the matter and render a written decision within ten (10) school days after receipt of the written grievance.
- c. The grievant, no later than ten (10) school days after receipt of the decision of the principal, may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing specifying: [a] the nature of the grievance; [b] the nature and extent of the injury, loss, or inconvenience; [c] results of the previous discussions; [d] his/her dissatisfactions with the decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed fifteen (15) school days from the receipt of the appeal. The Superintendent shall communicate his/her decision in writing to the grievant and to the principal.
- d. If the grievance is not resolved to the grievant's satisfaction, he/she no later than ten (10) school days after the receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education. After a hearing has been held, the Board shall review the grievance and render a decision in writing and forward copies thereof to the grievant within thirty (30) days following the hearing or if no hearing is held, thirty (30) days following the receipt of the appeal. The hearings shall not be plenary in nature and shall only permit the grievant and/or his/her representative to present whatever evidence the grievant and/or the representative deems

appropriate; this shall not include any right to cross-examine any members of the Board of Education, administrators or staff members. Decision of the Board is final.

Section 504 Of The Rehabilitation Act of 1973

Any complaints/grievances relating to physically impaired persons relating to equality of educational opportunity should be directed to the Section 504 Officer for the district, 709-6210.

Student Grievances

The procedure outlined herein in no way limits students' opportunities to communicate their grievances to members of the professional staff. It provides an additional means of having them heard. The extent to which one or the other means is used may vary with the maturity of the students.

The Student Government serves as the principal coordinating body between students, faculty and administration. Constitutionally designed to "unify all our (student) activities under one head . . ." and to "provide for the general welfare of the school . . ." the Student Government is the central body through which student grievances are expressed. All students have the right to make their grievances known to the Student Government and to request appropriate action by the body. It is the responsibility of the Student Government to decide on appropriate action and function as a true representative body of all students.

Specifically, the grievance procedure is:

1. A student communicates his grievance in writing to a Student Government Senator or to an officer, indicating the specific nature of his/her grievance and the desired Student Government action.
2. A preliminary discussion will be initiated at a regular Student Government meeting, and if interest warrants, the grievance will be assigned to the appropriate committee. The student who initiated the grievance will be required to attend this meeting and present his/her grievance.
3. The Committee will discuss the grievance and respond to the grievant within ten school days.
4. Based on the Committee's findings, the Student Government will then:
[a] Act on the committee recommendations; [b] request further investigation by the committee; or [c] take no action, indicating the matter should no longer be considered. The results of the Student Government action will be reported to the student body or interested students.

STATEMENT OF NON-DISCRIMINATION

The Cranford School District complies with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 (the "ADA"), and the Age Discrimination Act of 1975 (the "Age Discrimination Act"), and their respective implementing regulations which prohibit discrimination on the bases of race, color or national origin, sex, disability and age, respectively. The District provides equal access and opportunity in employment and enrollment and in all its programs and activities, regardless of race, color, national origin, sex, disability, or age.

Questions or complaints of discrimination should be directed to:

Mr. Robert Carfagno, Board Secretary/Business Administrator Public Agency Compliance Officer & Right-to-Know Officer 908 - 709-6210

Supervisor of Student Services, Americans With Disabilities (ADA) Officer, 504 & Homeless Coordinator 908-709-6219

Mr. Mario Cunha, Director of Buildings & Grounds, AHERA Officer & Safety Officer – 908 - 709-6200

Dr. Paul Ward, Affirmative Action Office -908 - 709-6207

DAILY TIME SCHEDULE

Cranford High School operates on a six-block rotate and drop schedule as follows:

ROTATE and DROP SCHEDULE

2017-2018

<u>Block</u>	<u>Time</u>		
1	8:00	-	8:57
2	9:01	-	9:58
3	10:02	-	11:00
Lab	11:00	-	11:27
Lunch	11:00	-	11:55
Lab	11:28	-	11:55
4	11:55	-	12:53
5	12:57	-	1:54
6	1:58	-	2:55

DAY	TERMS		1	2	3	LUNCH	4	5	6	
1	'17 - '18	S	Q1	1	2	3	LUNCH	5	6	7
		1	Q2							
		S	Q3							
		2	Q4							
2	'17-'18	S	Q1	2	3	4	LUNCH	6	7	8
		1	Q2							
		S	Q3							
		2	Q4							
3	'17-'18	S	Q1	3	4	1	LUNCH	7	8	5
		1	Q2							
		S	Q3							
		2	Q4							
4	'17-'18	S	Q1	4	1	2	LUNCH	8	5	6
		1	Q2							
		S	Q3							
		2	Q4							

On certain occasions when a Half Day Schedule is ordered, the following schedule will apply. Because the NJ Department of Education rules require four hours of instructional time, the passing time will be reduced to four minutes.

Cranford High School
Half Day Schedule

Block	Time
1	8:00-8:41
2	8:45-9:30 (4 min. ann.)
3	9:34-10:15
4	10:19-11:00
5	11:04-11:45
6	11:49-12:30

No lunch is served on a half day schedule.

When a **Delayed School Opening** is required the following bell schedule will apply:

Cranford High School
Delayed Opening Schedule

Block	Time
1	10:00-10:38
2	10:42-11:20
3	11:24-12:02
Lab	12:02-12:28
Lunch	12:02-12:54
Lab	12:28-12:54
4	12:54-1:32
5	1:36-2:14
6	2:18-2:55

HOTLINE NUMBERS

Police, Fire, or First Aid <u>Emergency</u>	911
Drug Hotline.....	1-800-225-0196
Suicide/Crisis Hotline.....	1-800-245-9090
NJ AIDS Hotline.....	1-800-624-2377
Women's Referral Center.....	1-800-322-8092
N. J. Self-Help Group Referral.....	1-800-FOR-MASH
Alcoholics Anonymous.....	1-800-322-5525
Grief/Bereavement Support.....	1-732-645-3711
Child Protective Services.....	820-3000
Mental Health Referral.....	272-0300

Appendix A
CHS Academic Integrity Procedure

Cranford High School expects its students to be honest and maintain high standards of academic integrity in all of their work. This means that any form of cheating, copying, plagiarizing (the intentional and deliberate use of others' work to pass off as one's own) or using electronic devices to share work are unacceptable and will lead to a consequence. This progressive approach applies per class, per year. This behavior will be dealt with in the following way:

First Offense:

- Any student work/assessment copied or plagiarized will receive a grade of zero. Administrative discretion will be used to determine consequences based upon the number of students involved and the extent of the plagiarism.
- The incident will be reported to the Assistant Principal of Academic Affairs.
- The student, teacher and assistant principal will meet. Discussion will involve education about plagiarism.
- The teacher will notify the student's parent or guardian of the offense.
- A record will be kept of this offense by the Assistant Principal for Academic Affairs throughout the student's career at CHS. Administrative discretion by the assistant principal will be used to determine consequences based upon the number of students involved and the extent of the plagiarism.

Second Offense:

- Any student work/assessment copied or plagiarized will receive a grade of zero.
- The incident will be reported to the Assistant Principal of Academic Affairs. Administrative discretion will be used to determine consequences based upon the number of students involved and the extent of the plagiarism.
- The student, teacher and assistant principal will meet.
- The assistant principal will contact the parent and arrange a meeting with the parent, student and assistant principal. Parent/guardian must attend this meeting. Both will be alerted to the severity of situation and informed of the negative academic consequences.
- A record will be kept of this offense by the Assistant Principal for Academic Affairs throughout the student's career at CHS.

Third Offense:

- Loss of credit for the course
- Any student work/assessment copied or plagiarized will receive a grade of zero.
- The incident will be reported to the Assistant Principal of Academic Affairs. Administrative discretion will be used to determine consequences based upon the number of students involved and the extent of the plagiarism.
- The student, teacher and assistant principal will meet.

- Third offenses will be dealt with at the discretion of the principal and additional consequences may ensue. A parent/guardian will be required to meet with the student, assistant principal and principal.

APPENDIX B

CRANFORD HIGH SCHOOL **OPEN CAMPUS PRIVILEGE FOR SENIOR STUDENTS**

WHAT IS SENIOR OPEN CAMPUS?

Cranford High School open campus allows senior students the opportunity to leave the school building and campus without adult supervision during the common lunch period when they do not have a regularly scheduled class or science lab.

In addition, seniors on the approved list may arrive at school for second block when they are scheduled for a first block study hall and may leave school after fifth block when they are scheduled for a sixth block study hall. Open Campus seniors may also extend their lunch period when a scheduled study hall meets the block before or the block after the lunch period. This is true only for periods that are designated in a student's schedule as study hall. Neither a class meeting with a substitute teacher nor a medical exemption from PE is considered a study hall. Unauthorized absences from these classes may be considered cuts and appropriate consequences will be assigned. These consequences may include suspension of open campus privileges for a period of time determined by an administrator.

The open campus program is intended only for senior students in **good standing**. Those given the privilege to participate must:

1. not have been suspended from school or assigned an Central Detention in the past four academic months, after February 10, 2017.
2. have completed 100 or more credit hours of coursework by the beginning of the senior year, and 120 credit hours by the end of the first semester,
3. be enrolled in at least 35 credit hours of coursework,
4. maintain a cumulative and current "C" average, and be passing all courses, 2.0 G.P.A.
5. have demonstrated acceptable attendance and punctuality during the junior year, with no more than 14 absences for any reason or 9 tardies,
6. have completed the following item in Naviance: brag sheet,
7. have obtained written permission from their parent or guardian, and
8. not have left school grounds without permission during their junior year at Cranford High School.
9. Students denied Open Campus will have individual meetings with the Principal/Assistant Principal.

HOW DOES A SENIOR ACQUIRE OPEN CAMPUS PERMISSION?

A senior student seeking open campus opportunity must obtain a permission form/information sheet

to read and discuss with parents. Parents and students who agree to take part in and adhere to the provisions of the program signify this by signing and returning the form to the assistant principal. After ensuring that the student meets each of the prerequisites for participation, the principal will send a letter to the parents indicating the student's acceptance. Included with the letter is the student's Senior Open Campus ID Card he/she will use each day when he/she takes Open Campus. Students who are legitimately on Open Campus will be denied leaving the building without his/her card. If a student loses his/her card, he/she should contact the main office to request a replacement card. This process is completed through a third party and is therefore not immediate and does come with a small fee. A student is not permitted to take Open Campus while he/she is in the process of acquiring a new card.

Seniors are required to **drop off their Open Campus ID card** in the main office(or designated area) each time they leave the campus and **retrieve it upon returning**. Faculty and local police are updated regularly on the names of those who have open campus privileges.

CAN ONE LOSE OPEN CAMPUS PRIVILEGE?

Senior Open Campus opportunity is a privilege given by the school to students who have demonstrated a consistently good record of scholarship, reliability, and self-responsibility. A senior may lose the privilege immediately if he/she:

1. misses or is tardy to an assigned class or scheduled school program because of open campus,
2. visits another school while on Open Campus,
3. is validly reported by police or citizens as being a public nuisance, speeding, driving carelessly, or engaged in any illegal activity, while on open campus,
4. is found to have used or been in possession of alcohol or other illegal drugs or substances while on Open Campus,
5. encourages or enables another student without Open Campus privileges to leave the building or campus while school is in session,
6. takes fewer than 35 credit hours of instruction, fails to maintain a "C" average, or is failing one or more courses,
7. fails to maintain a good record of attendance and punctuality, or if
8. his/her parents request that the privilege be revoked,
9. is a chronic discipline problem,
10. loiters on campus or in the parking lot,
11. violates school parking regulations,
12. cuts class, in any course, resulting in a two-week suspension,
13. fails to follow open campus procedures,
14. fails to pick up their card upon return to school

The principal retains final authority in all decisions concerning whether a student is eligible to participate in the program.

HOW IS THE PROGRAM MONITORED?

The program is regularly monitored and evaluated by the school administration. Evaluation indicators include, but are not necessarily limited to:

1. the number of students participating,
2. the number of Open Campus privileges revoked and the reasons for these revocations,
3. faculty judgments concerning the academic and social progress of seniors participating in open campus,
4. student reaction to the program, as measured and reported by the Student Council.

Suspension of this privilege can occur on any given day, for that day and/or subsequent days. Suspension of open campus will be noted at the sign out location.

The program may be stopped at any time if, in the judgment of the principal, it proves inconsistent with the school's primary role of developing good scholars and citizens, or if individual student behaviors reflected poorly on the school's reputation.

The senior Open Campus privilege is extended to seniors by the board of education on a yearly basis. This approval will be based upon the success of the previous year and the established record of the incoming senior class.

SENIOR OPEN CAMPUS APPLICATION FORM

Student Name: _____

Please check:

- I/we have read the description of and procedures for the senior Open Campus program and hereby give permission for my/our student to participate.

Parent Signature(s): _____ Date: _____

_____ Date: _____

Please check:

- I understand and hereby agree to follow each of the provisions of the senior Open Campus program.
- I understand that if I do not abide by all rules and regulations of the senior Open Campus program, I may have my privileges temporarily or permanently revoked.

Student Signature: _____ Date: _____

To be processed for initial approval, this application must be submitted to Mrs. Knorr in the Main Office by June 16, 2017. Emailed forms will not be accepted.

APPENDIX C **ADAPT PROGRAM**

The Cranford Board of Education, Administration and staff members care about the health, safety and welfare of all students who attend Cranford High School. We expect our students to represent themselves, their families and our school in a positive and socially acceptable manner both in and out of school.

At times, some level of educational intervention may be necessary and warranted to educate students on the dangers associated with poor decision making as it relates to drugs and alcohol.

The ADAPT program is designed to provide preventative intervention services that are educational and therapeutic. **It is not intended to be disciplinary.**

The following criteria will qualify a student to participate in our mandatory ADAPT program:

1. Referral by a student's parent;
2. Positive result from a drug screen;
3. Student admission

A student may retain the privilege of confidentially disclosing involvement with alcohol/drugs with our Counselor, their Coach or other school official. **Assuming that the disclosure is a request for assistance, the student will be encouraged to attend ADAPT classes.**

4. Information from Cranford police/court (school sponsored event or non-school sponsored event)

Per the NJ Statute 2A: 4A-60 and the "Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials," the revised law permits law enforcement or prosecuting agencies to disclose information regarding juveniles who are under investigation when that information may be useful in maintaining order, safety or discipline in the school or to planning programs relevant to the juvenile's educational and social development."

(Memorandum of Agreement 2011, Article 5.1, page 23).

Participation in the ADAPT program is educational, and is separate and apart from any discipline that may be imposed upon a student for violation of school policies and practices and the Athletic Code of Conduct, if applicable.

Once in the program, a student is expected to be on time, and fully engaged. If a student is late, they will be expected to complete an additional 1 page response assignment. If they are more than 5 minutes late, they will need to re-take that particular session. In addition, if a student is disruptive during their class in any way, they will be asked to leave, and will have to repeat that particular session.

Note:

A student's successful compliance with an Intensive Outpatient program (IOP) or an approved offsite educational awareness program shall negate the requirement to participate in the ADAPT program. Proof of successful completion of recommendations from an approved drug treatment facility or other approved program, as referenced herein shall be provided to the District in writing.

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