

## INDEX

Academic Honesty - Policy	37
Academic Updates	41
Activities	12-13
Administration	6
Alumni Association	11
Athletic Contests	11
Athletic Physicals	12
Attendance Policy	27
Awards, Academic	41
Board of Education	4
Calendar	8
Certified Mailings	14
Change of Address	42
Code of Ethics	9
College Credit	42
Convictions and Values	4
Core Team	22
Curriculum Assistance	42
Cycles	43
Dance Rules	16
Debts, Student	14
Detentions	40
Disciplinary Action	29-37
Dress Code	37
Eligibility Fact Sheet/Rules	43-45
Emergency Closing of School	20
Examinations	45
Expenses, Personal	15
Expulsion, Permanent	9
Extra-Curricular Functions	14
Fire Drills	20
Foreword	3
Grade Point Average & Rank-In Class	46-47
Grades	47
Graduation Requirements	47
Health Regulations	55-57
Homework Policy	48-49
Honor Roll	50
Ideals	3
Independent Study Program	50
Insurance, Student	24
Intergenerational Group	23
Interscholastic Athletics	43
Juniors Entering College	50

Leaving School.....	50
Lockers.....	20
Lost and Found.....	21
Lunch Procedures.....	21
Majority Law.....	10
Medication.....	56-57
Mini-Bridge.....	23
MYMADD.....	23
National Honor Society.....	51
National Junior Honor Society.....	51
NCAA, Requirement.....	43
Neighbors, Relationship.....	22
Peer Facilitator.....	23
Physical Education.....	52
Promotions & Retentions.....	53
REBEL.....	24
Report Cards.....	53
Renaissance Program.....	25-27
Schedules.....	18-19
School Sponsored Trips.....	16
Scholastic Information.....	40
Senior Trip Regulations.....	16
Sexual Harassment/Bullying.....	38
Steroid Use.....	39
Student Assistance Programs.....	22
Student Behavior - Discipline.....	29
Student Council.....	7
Student Personnel Services.....	40
Student Records.....	22
Summer School.....	54
Suspension.....	40
Teens-2-Teens.....	25
Telephones.....	25
Tutorial Program.....	54
Vacations.....	21
Visitations.....	25
Working Papers.....	25

Cover Artwork submitted by  
Ryan Barr '10

## **FOREWORD**

The "Green and Gold" is compiled and published yearly for the purpose of providing our students and their parents with the basic information necessary to understand the opportunities, procedures, and regulations of Audubon High School.

It is our sincere hope that students will take full advantage of the many opportunities available to receive a full and well rounded education, while meeting their corresponding obligations and responsibilities.

It is a simple and true fact: rules are necessary to bring order. An orderly operation, in turn, leads to an atmosphere of understanding and fairness in which the educational process can thrive. Knowing where you stand, what you can and cannot do gives everyone a sound sense of security.

Remember, the cooperation of each one of us, especially the individual student, is necessary to insure the reputation, continued growth, and educational quality of Audubon High School.

## **THE HIGH SCHOOL**

Audubon High School was opened in September, 1926, with an approximate enrollment of 500 pupils. The school developed into a full six-year high school, so that when school opened in September, 1928, the seventh, eighth and ninth years composed the Junior School and the tenth, eleventh and twelfth years composed the Senior School.

Audubon High School is fully accredited and approved by the New Jersey Department of Education. Such approval is attained only after complying with specifications which test the adequacy of the school building, the school equipment, the teaching staff and the records of graduates.

## **IDEALS**

The major goal of Audubon High School is growth for the individual. We seek to give all students the opportunity to grow intellectually, socially, physically and morally.

Intellectually - in a climate of academic awareness, good books, and with a sense of one's obligation towards solution of problems.

Socially - through interaction with peers and faculty during school and at school-related activities.

Morally - with high ideals and a code of conduct of which one may be proud.

Our hope is that students make the most of their opportunities so that their years at Audubon High School will prove productive and exciting.

**BOARD OF EDUCATION  
2009-2010**

DONALD A. BORDEN, Superintendent  
RALPH GILMORE, President  
PEGGY SLACK, Vice President  
ROBERT DELENGOWSKI, Board Secretary/Business Administrator  
Mary Bakey, Treasurer of School Funds

**Board Members**

Dawn Bentley  
Marianne Brown  
Dominick Cipolone  
Allison Cox  
Cheryl Hauske  
William Harvey  
Robert O. Lee  
John Martin

**THE AUDUBON PUBLIC SCHOOL DISTRICT'S FUNDAMENTAL  
CONVICTIONS AND VALUES**

**WE BELIEVE**

- Every person is unique and valuable
- Diversity enriches our community and society
- Education relies upon the shared commitment of students, family, school and community
- High expectations, hard work, and support increase opportunities for success
- People learn in a variety of ways throughout their lives
- A safe, healthy, and nurturing environment is conducive to learning
- Openness to new ideas, balanced with a sense of tradition, fosters progress

***MISSION STATEMENT***

In partnership with our students, families and communities, the Audubon Public Schools will educate all students by providing motivating and challenging learning experiences that prepare them to achieve the New Jersey Core Curriculum Content Standards at all grade levels, in a safe setting of mutual respect in order to develop ethical, productive citizens who will contribute to the local and global community.

Dear Student,

I hope the summer has been fulfilling for you and that you are energized for the upcoming school year. I would like to take this opportunity to welcome you back to AHS, and I certainly look forward to a successful school year. Audubon High School is steeped in tradition, and I hope everyone will continue to support the traditions established here either through your personal participation in our many programs or through your attendance at the numerous events (athletic or otherwise) that take place throughout the school year. Please continue to be proud of your facility and take good care of it. Continue to work hard to create positive memories that will last a lifetime and help to perpetuate the activities offered within our school community.

As you are likely aware, acquiring an education can at times be personally challenging. There is a great deal of work that goes in to being successful both in school and in life. At this stage of your life goal setting is important, and high on your list of goals should be acquiring your high school diploma, followed closely by what you intend to do with your life beyond high school. There are also many distractions you, as young adults, will face on your way to accomplishing your goals. I want to assure you that we are here to support you, and that we will do everything in our power to help you overcome the distractions that may be impacting your ability to learn or interfering with your ability to focus on achieving your goals. To this end I ask that you keep open lines of communication with the adults you trust in the building. Share with them things that are going on in your life so that we can help improve your situation. For my part, you will find that I am accessible and willing to hear your concerns. Additionally, the support services within the school will work closely with you to assist you in any way they can.

Remember, success is not necessarily measured by how high your grades may be. It is also measured by achieving the goals you have set for yourself, by contributing to the improvement of an activity or program, and the like. Together we can continue to build a supportive educational and recreational culture within the building, and create positive memories that will last a lifetime. I look forward to a rewarding school year and to meeting and conversing with all of you. I wish you the best in your efforts to meet the academic challenges that lie ahead.

John H. Ross  
Principal

## AUDUBON HIGH SCHOOL FACULTY - 2009-2010

John H. Ross, Principal

Robert Buchs, Vice Principal

Frank Corley, Vice Principal

Suzanne McKenna, Assistant Principal - Student Personnel Services

Donna Covely, Assistant Principal - Athletic Director

Mrs. Susan Andrew	Mr. Sebastian Marino
Mrs. Kay Azar	Mrs. Patricia Martel
Mr. Dennis Bantle	Ms. Denise McGettigan
Mr. William Beecher	Mrs. Ashley McGuire
Mrs. Amy Bulskis	Mr. Erik Miller
Mrs. Erin Buthusiem	Mrs. Anna Muessig
Mrs. Beth Canzanese	Mrs. Patty Myers-Griffith
Ms. Maria Caravelli	Mr. David Niglio
Mr. Anthony Carbone	Mr. Mark Oberg
Mrs. Sharon Carroll	Ms. Michelle Pagan
Mrs. Jackie Castaldi	Mrs. Susan Parker
Mr. Kevin Clements	Mr. Harry Reeves
Mrs. Andrea Collazzo	Mr. David Ricci
Mr. Luke Collazzo	Mrs. Thea Ricci
Mrs. Teresa D'Aprile	Ms. Kimberly Rotter
Ms. Lara Darpino	Mr. Daniel Rowan
Mr. Lee De Loach	Mrs. April Sanford
Mr. Bruce Dyer	Mr. William Scully
Mrs. Karen Dyer	Mrs. Sharon Selby
Ms. Barbara Etish	Mr. Donald Seybold
Mrs. Dawn Ewing	Mr. John Skrabonja
Ms. Wilma Fitzpatrick	Mr. Michael Sloan
Mr. Gregg Francis	Mrs. Bonnie Smeltzer
Mr. Paul Frantz	Mrs. Diane Snyder
Ms. Gail Gainer	Mr. Michael Stubbs
Mrs. Mary Gilmore	Mr. Christopher Sylvester
Mrs. Linda Goulburn	Ms. Nicole Szymanski
Mrs. Vivian Gubbings	Mr. Michael Tanier
Ms. Diane Guida	Mrs. Virginia Tappin
Mrs. Anne Marie Harris	Mr. Michael Tiedeken
Mr. Christopher Harris	Mr. Michael Tomasetti
Mr. Frank Harris	Mr. Duane Trowbridge
Mr. Steven Ireland	Mrs. Wendy Van Fossen
Mrs. Kathy Jakubowski	Ms. Debbie Waite
Ms. MaryAnn Kavanaugh	Mr. Matthew Webb
Ms. Betsy Kirkbride	Ms. Teresa Weichmann
Mr. Brian Kulak	Ms. Linda White
Ms. Alvina LaCasse	Ms. Eileen Willis
Mr. Scott LaPayover	Ms. Katie Wilson
Mr. Steve Laughlin	Mrs. Nancy Wolgomat
Ms. Becky Leise	Ms. Melissa Wood

### **STUDENT COUNCIL**

The Audubon High School Student Council, under its Constitution ratified February 17, 1982, is an equal representative body consisting of fellow students. Occupying a central position of importance within the school, with its influence felt in all phases of student life, the purpose of this organization is to provide a working relationship with the Administration, Faculty, and Board of Education, while encouraging growth in both citizenship and leadership. Along with this the council offers many community service projects such as the Blood Mobile and the Senior Citizens' Party. Student offered activities include dances, Homecoming festivities, the Winter Ball, and Spirit Week.

It is the duty of all the students to select their representatives wisely and actively support all Student Council activities. General meetings, run under Parliamentary procedure, are held twice monthly, as necessary. (Thus students are offered a chance with their representatives and officers, to make recommendations for student rights.) Please take advantage of this valuable opportunity. However, one must remember that the Student Council is subject to control of the Administration.

### **STUDENT COUNCIL OFFICERS - SENIOR HIGH - 2009-2010**

President . . . . .	Matthew Cox
Vice President . . . . .	Sara Cox
Corresponding Secretary . . . . .	Erica Paolucci
Recording Secretary . . . . .	Caitlin Porter
Treasurer . . . . .	Veronica Brodsky
Representative Chairperson . . . . .	Michael Villhauer
Social Chairperson . . . . .	Mariel Carbone

### **SENIOR COUNCIL MEMBERS**

Brian Beswick  
Mariel Carbone  
Doug Furness  
Tina Morgan  
James O'Donnell  
Erica Paolucci  
Brianna Rizzo  
Melissa Villa  
Mike Villhauer

**AUDUBON PUBLIC SCHOOLS  
2009-2010 School Calendar**

<b>SEPTEMBER</b>	
1	First Day for Teachers
3	First Day for Students
7	Labor Day
<b>OCTOBER</b>	
12	Columbus Day
26	Early Dismissal Teacher's InService
<b>NOVEMBER</b>	
3	District In Service Day
5-6	NJEA Convention
18	Elementary Evening Conferences
19&24	Half Day Elementary Conferences
20	High School In-Service/Elem. 12:40 Dismissal
23	Full day Elem. Conf./Full Day HS classes
25	Early Dismissal
26-27	Thanksgiving
<b>DECEMBER</b>	
23	Early Dismissal
24-31	Winter Recess
<b>JANUARY</b>	
1	New Year's Day
19	Martin Luther King Day
19-22	Half Days High School Midterms
<b>FEBRUARY</b>	
15	President's Day
<b>MARCH</b>	
15	Early dismissal Teacher's InService
<b>APRIL</b>	
1	Early Dismissal
2-9	Spring break
21	Evening Elementary Conferences
22, 23,27	Half Day Elementary Conferences
26	High School In Service/Elementary Conferences
<b>MAY</b>	
28	Snow Make up Day
31	Memorial Day
<b>JUNE</b>	
11-16	Half Days - High School Final Exams
14-17	Elementary Half Days
16	Last Day for HS Students
17	Last Day for Elementary Students
18	Last Day for Teachers



**violence or abuse** **Inappropriate**  
**conduct during activities/athletic events or school related functions**  
**Sexual, Physical, or Verbal Harassment**  
**Vandalism or involvement in theft**

This committee will consist of three members and will be chaired by the Director of Athletics. The three members will consist of advisors and/or coaches of Audubon High School. The committee by vote can decide upon three decisions:

**Permanent Expulsion**  
**Suspension**  
**Reinstatement**

The participant/athlete will appear at the hearing accompanied by their parent/guardian and any advocate or legal representative. The activity advisor/head coach may also be present. The decision of the Hearing Committee must be followed by all parties. All appeals of the decision of the Hearing Committee must be directed in writing to the Director of Athletics within three working days. The Director of Athletics will have 48 working hours to respond in writing. If a student wishes to appeal further, said appeal will be given to the Building Principal who will respond within 48 working hours. This may also be appealed to the Superintendent of Schools with the same guidelines. The last line of appeal will be to the Board of Education which will act on the appeal at the first regularly scheduled meeting after the appeal is received.

#### **REINSTATEMENT MEETING**

A participant/athlete who is suspended from school by the School Administration will not be allowed to participate in an activity/athletic team until attending a reinstatement meeting. The reinstatement meeting will be attended by the participant/athlete, parent/guardian, advisor/coach, Director of Athletics, and the Vice-Principal. The intention of the meeting is to discuss the suspensions and potential loss of privilege to participate in activities/athletics. A second suspension received by the participant/athlete during the season, will result in permanent expulsion from the activity/athletic team.

#### **ACTIVITY/ATHLETIC TEAM TERMINATION BY THE ADVISOR/HEAD COACH**

If an activity advisor/head coach wishes to remove a participant/athlete from an activity/athletic team for disciplinary reasons, the activity advisor/head coach must refer the participant/athlete's name to the Director of Athletics with a reason for dismissal. The Director of Athletics will inform the participant/athlete and their parent/guardian of their removal.

All Activity Advisors/Head Coaches must supply in writing before the season begins a list of rules and regulations of their activity/athletic team.

#### **THE AGE OF MAJORITY LAW**

When the Age of Majority Law became effective on January 1, 1973, young people of New Jersey between the ages of 18 and 21 assumed all the basic civil and contractual rights and obligations previously applicable only to those 21 years of age or older.

In general, students who attain the age of majority will be expected to continue following all existing school rules and policies with the exception of the following:

1. Students may legally sign their own report cards, absence notes, late notes and all permission slips.
2. Students may review their official permanent records on file in the school.
3. Students of legal age shall be accountable for their own actions while attending school.
4. Students may withdraw from school under their own cognizance.

Of course, as a student 18 years of age or older, you must still obey all school rules and regulations. Any rule or practice which is appropriate to the orderly and productive administration of a school community may be applied to all within that community including teachers, administrators, and adult students. Whether you are under 18 or older you may be held accountable-in terms of grades, disciplinary sanctions, or otherwise-for your attendance and conduct in school.

**The law changes your status in school only in that you, rather than your parents, are responsible for your actions.**

Chapter 81, P.L. 1972 as interpreted by the New Jersey Attorney General.

It is our philosophy that our obligations to parents and students do not end when a child becomes 18 years of age. Therefore, we will continue, as we have in the past, to keep parents informed in all areas of significant importance to the continued education, well-being, and growth of the student.

#### **AUDUBON HIGH SCHOOL ALUMNI ASSOCIATION**

In an effort to encourage and promote the spirit of A.H.S. and to aid in the promotion of quality education throughout the Audubon school system, A.H.S. Alumni Association is both active and visible throughout the school and the community. The major purpose of the association is to provide our students with the benefits of this organization's guidance, support, and diverse experience.

Regular membership is open to all graduates of A.H.S. Associate membership is available to all "friends" of A.H.S. For further information please contact the Office of Alumni Relations at the high school at Extension 4114.

#### **ATHLETIC CONTESTS**

- Spectators are an important part of the game and should at all times conform to the accepted standards of good sportsmanship and behavior.
- Spectators should at all times respect officials, coaches, and players as guests in the community and extend all courtesies to them.
- Enthusiastic and wholesome cheering is encouraged.
- Booing and disrespectful remarks should be avoided at all times.
- Spectators should encourage all people to observe this code of ethics. Those who do not respond should be reported to the proper school authorities immediately.
- Spectators should observe and obey all rules and regulations of school including those concerning smoking and/or tobacco, food and soft drink consumption, and parking of cars.
- New Jersey State Law prohibits the drinking of alcoholic beverages of any kind on school property.
- Spectators should respect and obey all school officials and police at all athletic events.

- Cheerleaders should be respected when performing for opposing teams.
- For flagrant or repeated violations of this code, spectators will be evicted from the area.
- There will be no smoking within the school building or on school property at anytime.

### ATHLETIC PHYSICALS

In order for a student/athlete to participate in interscholastic athletics in the state of New Jersey, he/she must have a pre-participation medical examination performed by a medical doctor (MD or DO), nurse practitioner, or physician's assistant.

It is the responsibility of each student athlete to submit a full report of the examination - documented on an approved school district form, dated, and signed by your medical provider to the **attendance/athletics office** prior to the start of athletics. The physical examination must have been performed within 364 days of the start date of practice and the health history must be updated/completed prior to each athletic season (within 60 days of the first practice).

The medical history questionnaire must be completed by a parent/guardian not by a student athlete. After the questionnaire has been completed it should be taken to your "medical home" for your physician to record the medical examination. **All areas on the pre-participation athletic physical examination form must be completed to meet the state mandate.** This includes the vision screening. Once completed the medical history questionnaire and pre-participation athletic physical examination form should be returned to the **attendance/athletics office**. **Do not return any forms to the coach.** After the forms have been returned, our team physician will review them and will either approve or disapprove the student athlete's participation in athletics. Coaches will be informed when an athlete has been approved to participate.

**Please note that the student athlete will not participate in any athletic program until this entire process has been completed.**

### ACTIVITIES

Audubon High School maintains a well-rounded program of activities for the students' benefit, including clubs, various types of publications, athletics, musical and theatrical productions, as well as many service organizations.

Students are urged to take advantage of the opportunities available by becoming actively involved in some phase of the extra-curricular program.

Participation in activities by students and staff will be on a voluntary basis. All activities will meet after school on a day, time, and place designated by the sponsor. Activities will be organized for the school year during the latter part of September by the Vice Principal's office. Students interested in a club or activity that is not listed should see the Vice Principal so that every effort can be made to organize the desired activity as soon as possible.

### STUDENT ACTIVITIES

Academic Challenge	Cheerleaders
Audubon Teens AIDS Coalition	Chess Club

Choir  
 Concert Club  
 Cultural Experience Club  
 DECCA  
 Educational Media Services  
 Environmental Club  
 Flag Football  
 Foreign Language Club  
 French National Honor Society  
 INTERACT  
 Intergenerational Group  
 Japanese Culture Club  
 Jazz Band  
 Junior National Honor Society  
 Junior-Senior Play  
 Le Souvenir  
 Library Club  
 Marching Band

Marching Band Flag Squad  
 Marching Band Rifle Squad  
 National Honor Society-by election  
 Office Aides  
 One Act Play(s)  
 Parrot  
 Peer Facilitators  
 Published Mind  
 REBEL  
 Renaissance  
 Spanish National Honor Society  
 Student Council  
 Students & Teachers Against  
 Racism and Stereotypes  
 Technology Students Association  
 Teens to Teens  
 Ushers

Listed below are the interscholastic athletic programs in which Audubon High School participates:

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
<b>Boys</b>	<b>Boys</b>	<b>Boys</b>
Football	Basketball*	Baseball
Cross Country*	Wrestling*	Track*
Soccer	Swimming	Tennis
		Golf
<b>Girls</b>	<b>Girls</b>	<b>Girls</b>
Cheerleading	Cheerleading	Softball
Field Hockey*	Basketball*	Track*
Soccer	Swimming	Golf
Tennis		
Cross Country*		

Students interested in a club or activity must maintain academic eligibility (see interscholastic Athletics - Eligibility).

*\* Junior High School level of scholastic competition available.*

### CERTIFIED MAILINGS

Certified mailings are used to notify parents, guardians and students of information which may have a significant impact on a student's academic,

attendance or behavioral status. Certified mailings which are sent to the correct address as verified by the designated U.S. Postal Office but are returned as "Unclaimed" will be considered delivered and the contents of these letters considered received. Returned letters will be placed in the student file for future reference.

#### **DEBTS - STUDENTS**

Outstanding Debt must be cleared on a yearly basis. Failure to clear debts may result in the student's privilege to participate in extra-curricular activities (including athletics), to be curtailed.

Seniors who fail to satisfy their outstanding debts may be denied the privilege of participating in Senior activities, including, but not limited to the Prom, Graduation, Senior Cruise and Senior Trip.

#### **SCHOOL SPONSORED EXTRA-CURRICULAR FUNCTIONS**

A full day's attendance is required for students to participate in or attend a school sponsored event such as a concert, dance, or athletic event. A student may arrive as late as the end of his/her regularly scheduled first class and must remain in school for the remainder of the day to be eligible to participate in or attend a school sponsored event. If the event falls on a Saturday, a full day's attendance is required the Friday preceding the event. Also, students with Saturday detention must serve as assigned to be eligible to participate or attend events on that Saturday. (Serving a Saturday detention does not supersede team rules which may still prohibit participation on that day).

#### **ESTIMATED PERSONAL EXPENSES 2009-2010**

The costs listed below are the average for each activity. They are all optional in grades 7-11.

**Grade 7/8 \$114.00- \$171.00**

Cotillion Ticket. . . . .	\$15 - per ticket
Cotillion Photos. . . . .	\$12-\$18
Underclass Photos. . . . .	\$12-\$20
Class Trip (Grade 8). . . . .	\$75.00
Underclass Yearbook. . . . .	\$70.00

**Grade 9 \$69.00 - \$124.00**

Cotillion Ticket. . . . .	\$15 - per ticket
Cotillion Photos. . . . .	\$12-\$18
Underclass Photos. . . . .	\$12-\$20
Underclass Yearbook. . . . .	\$70.00

**Grade 10 \$117.00 - \$168.00**

Winter Ball Tickets. . . . .	\$60 - per couple
Winter Ball Photos. . . . .	\$6 - \$45
Class Ring \$100 (Deposit)	
Underclass Photos. . . . .	\$12-\$20
Underclass Yearbook. . . . .	\$70.00

**Grade 11 \$247.00 - \$457.00**

Winter Ball Ticket. . . . .	\$60 - per couple
Winter Ball Photos. . . . .	\$6 - \$45
Class Ring \$200	
Underclass Photos. . . . .	\$12-\$20
Prom Ticket. . . . .	\$120 - per couple
Prom Photos. . . . .	\$18-\$74
Underclass Yearbook. . . . .	\$70.00

**Grade 12 \$365.00 - \$1,545.00**

\*All expenses are optional except cap and gown, Class Photo and Yearbook.

Class Shirt . . . . .	\$10.00 short sleeve/\$13.00 long sleeve
Senior Cruise (price subject to change) . . . . .	\$70.00
Winter Ball Ticket. . . . .	\$60 - per couple
Winter Ball Photos. . . . .	\$6 - \$45
Senior Photos . . . . .	\$20.00 - \$188.95
Prom Ticket . . . . .	\$120 - per couple
Prom Photos. . . . .	\$18-\$74
Senior Trip (see trip requirements-Pg. 17) . . . . .	\$929.00
*Senior Yearbook. . . . .	\$75.00
*Cap and Gown Rental. (subject to change) . . . . .	\$25.00

**NOTE:** All outstanding obligations must be met before a student completes his/her senior year in order to be eligible to graduate.

### **SCHOOL SPONSORED DANCE RULES**

- Dress - To be decided by the sponsoring organization.
- Any students who leave the building will not be readmitted to an activity once they leave. Admissions are not refunded.
- No student will be admitted 1-1/2 hours after the activity begins.
- If a student is suspected of being under the influence of or possessing alcohol or drugs, our school policy regarding this process applies. Keep in mind that the student will potentially face drug/alcohol testing plus a 10 day out of school suspension.
- All dances will be for Audubon High School students only with the exception of the Cotillion, Winter Ball and Prom. Junior High dances will be for grades 7 and 8. The Cotillion will be for grades 7-10. The Prom will be for grades 11 and 12. A student may bring a guest from another school for the Prom or the Cotillion. However, the guest must be a high school student under the age of 21. Administration reserves the right to approve guests. We will have some dances exclusively for junior high or senior high students. Most other dances will be for grades 7-12.

### **SCHOOL TRIPS**

All school sponsored trips are a privilege. As such, participation in school trips may be affected by disciplinary referrals. Students accumulating excessive referrals, as determined by Administration, may have their privilege revoked. Student behavior on trips may also affect participation on future trips.

### **SENIOR TRIP REQUIREMENTS**

The senior trip is an adjunct of the Audubon School District's High School program and therefore, participation is to be considered as a special privilege and will be available to students who have earned this privilege. A student must be classified as a senior (minimum of 90 credits earned the preceding year) to be eligible for the trip.

Attendance in all assigned classes and in school when schools are in session, is an important component of a student's success and responsibility in school. In addition, proper student behavior is essential to the successful maintenance of a school environment, which is conducive to learning. In order to achieve the above, the following procedures are established:

#### **SCHOOL ATTENDANCE:**

All students must be in school the entire day on the day prior to the trip. Students with excessive absences or who have been placed on "no-credit" status due to attendance issues may not attend the senior trip.

#### **STUDENT DISCIPLINE**

Any senior found to be in violation of the district's Drug and Alcohol Policy will be ineligible to attend the senior trip.

Any senior who has been assigned to Saturday School(s) must have fulfilled their obligation to be eligible to attend the senior trip. In addition, a senior who has had three (3) or more discipline referrals that resulted in In-School or External

suspension or a total of five (5) or more referrals for discipline or attendance issues, may be ineligible to attend the trip. Due to the varied nature of student infractions, eligibility will be determined on an individual basis and subject to administrative prerogative. Also, all senior debts from previous years must be paid.

**Any student becoming ineligible for the trip due to infractions committed after making payments for the trip may also forfeit those monies paid to the travel agency, as per the requirements established by the agency. Every effort will be made to return monies paid, however, it must be understood that a refund cannot be guaranteed.**

#### **DISCIPLINARY PROCEDURES ON THE TRIP**

Students on the trip are expected to adhere to school rules and policy. Failure to do so will result in immediate disciplinary consequences determined by the seriousness of the infraction. Major infractions will result in the removal of the student from the trip, with the costs of the airline tickets for the student and the accompanying chaperone at the parent's expense. Minor infractions may result in loss of privileges, confinement to rooms while on site, or detentions, Saturday school, or suspension upon return to school.

Students arrested for involvement in illegal activity will need a parent to secure their release and escort the student home at the parent's expense.

**NORMAL BELL SCHEDULE**

(45 minute periods, 4 minutes passing time)

School Opens. . . . . 7:20 a.m.  
Supervised Study (Cafeteria). . . . . 7:20 - 8:05 a.m.

	Grades 7-8	Grades 9-10	Grades 11-12
Activity Period	7:30- 8:05	7:20-8:05	7:20-8:05
Opening Tone	8:05		
Warning Tone	8:09		
Homeroom:	8:10- 8:20	Same	Same
Period 1:	8:24- 9:09	Same	Same
Period 2:	9:13- 9:58	Same	Same
Period 3:	10:02-10:47	Same	Same
Period 4:	10:51-11:16 (Lunch)	10:51-11:36	10:51-11:36
Period 5:	11:20-12:05	11:40-12:05 (Lunch)	11:40-12:25
Period 6:	12:09-12:54	12:09-12:54	12:29-12:54 (Lunch)
Period 7:	12:58- 1:43	Same	Same
Period 8:	1:47- 2:32	Same	Same

**ONE HOUR DELAYED OPENING BELL SCHEDULE**

(13 minute homeroom, 35 minute periods, 4 minutes passing time, 25 minute lunches)

	Grades 7-8	Grades 9-10	Grades 11-12
Opening Tone:	9:10		
Warning Tone:	9:14		
Homeroom:	9:15- 9:28	Same	Same
Period 1:	9:32 -10:07	Same	Same
Period 2:	10:11-10:46	Same	Same
Period 3:	10:50-11:25	Same	Same
Period 4:	11:29-11:54 (Lunch)	11:29-12:04	11:29-12:04
Period 5:	11:58-12:33	12:08-12:33 (Lunch)	12:08-12:43
Period 6:	12:37- 1:12	12:37- 1:12	12:47- 1:12 (Lunch)
Period 7:	1:16- 1:51	Same	Same
Period 8:	1:55- 2:30	Same	Same

Note: Outside bell will ring 9 minutes prior to end of each period.

**TWO HOUR DELAYED OPENING BELL SCHEDULE**  
 (9 minute homeroom, 27 minute periods, 4 minutes passing time and 25 minutes lunch)

	Grades 7-8	Grades 9-10	Grades 11-12
Opening Tone	10:10		
Warning Tone	10:14		
Homeroom	10:15-10:24	Same	Same
Period 1:	10:28-10:55	Same	Same
Period 2:	10:59-11:26	Same	Same
Period 3:	11:30-11:57	Same	Same
Period 4:	12:01-12:26	12:01-12:28	12:01-12:28
	(Lunch)		
Period 5:	12:30-12:57	12:32-12:57	12:32-12:59
		(Lunch)	
Period 6:	1:01- 1:28	1:01- 1:28	1:03- 1:28
			(Lunch)
Period 7:	1:32- 1:59	Same	Same
Period 8:	2:03- 2:30	Same	Same

Note: The outside bell will ring 9 minutes prior to the end of each period.

**EARLY DISMISSAL BELL SCHEDULE**  
 (30 minute periods, 4 minutes passing time, no lunch)

Activity Period	7:20- 8:05 (grades 9-12)
Activity Period	7:30- 8:05 (grades 7-8)
Opening Tone	8:05
Warning Tone	8:09
Homeroom:	8:10- 8:17
Period 1:	8:21- 8:51
Period 2:	8:55 - 9:25
Period 3:	9:29 - 9:59
Period 4/5:	10:03-10:33
Period 5/6	10:37-11:07
Period 7:	11:11-11:41
Period 8:	11:45-12:15

**EMERGENCY CLOSING OF SCHOOL**

In the event it is necessary to close school or open late because of a snowstorm or for any other reason, your school number will be broadcast on KYW (1060 AM). The emergency closing number is 617. The closure or delayed opening will also be posted on the school's website.

### **EMERGENCY PROCEDURES/FIRE DRILLS**

The establishment of a safe environment for learning must include provisions for removing students from the school premises in times of emergency. Audubon High School maintains a series of emergency procedures designed to safeguard all school occupants in cases of extraordinary events. These procedures are updated periodically and are subject to revision at any time.

For the protection of everyone, State Law requires a minimum of two fire drills a month. An additional requirement calls for timing of all drills.

When the electronic tone is sounded for a fire drill, students will leave the room promptly in a quiet and orderly manner. No talking or other disturbance will be tolerated. Teachers will accompany their groups. Two students in each class will insure that windows and doors are closed immediately after the fire drill signal is sounded.

In addition, emergency procedure drills will be held periodically throughout the school year. During a drill students are to follow all directions given by their teachers.

### **LOCKERS**

Students are issued a hall locker, and in some cases, an athletic locker. These lockers are considered school property and are only on loan to the students, who are expected to follow all rules that apply to their use and care. It is important to note that a student's hall locker, Physical Education locker, or athletic locker may be opened and searched by the Administration or staff if there is reasonable suspicion that there is a violation of the law or school rules.

**Students must follow the general rules covering lockers listed below:**

1. Be sure to keep your locker locked at all times.
2. If you have difficulty operating your hall locker, or if it is not working properly, report this to the Vice Principal's secretary in A116 (grades 7, 8, 9), or C102 (grades 10, 11, 12).
3. Only seniors are permitted to use their hall lockers between classes.  
**NOTE: STUDENTS ARE EXPECTED TO REPORT TO EACH CLASS ON TIME.**
4. Students who are officially excused for the balance of the day because of illness, athletic contests, doctor's appointments, etc. may go to their lockers before they leave the building.
5. Students are responsible for the proper care of their lockers. Any unnecessary damage will be the financial responsibility of the student.
6. Students are not permitted to change lockers or locker partners in the case of hall lockers without the permission of the Vice Principal (Room C-102) or the Junior High School Vice Principal (Room A-116).

7. Students are expected to keep their lockers clean and neat at all times.
8. Under no circumstances are students to share their locker combinations with anyone except their locker partner.
9. In cases where the lock is not built in, the student will be responsible to replace the lock if it is lost.
10. The school is not responsible for items lost or stolen from any locker.
11. Students are not to bring unnecessary amounts of money, valuable jewelry, or expensive items to school.
12. There will be periodic locker clean-outs during the school year,
13. Students involved in after school activities are to go to their lockers before the activity begins. They are not permitted to use their lockers after their activity ends.

#### **LOST AND FOUND**

For your convenience, the Vice-Principal's Office, Room C-102, maintains a Lost and Found Department. Students who find books, clothing or articles of any kind, are requested to bring them to the Lost and Found immediately. Students who have lost articles should check for them after school. If lost and found articles are not claimed within a reasonable amount of time they will be discarded.

#### **LUNCH PROCEDURES**

All students must eat their lunch in the school cafeteria. Students may bring their lunch or purchase it in the cafeteria. The following rules are to be followed by all students during lunch:

- a. All food is to be eaten in the cafeteria.
- b. All refuse is to be deposited in the containers provided.
- c. Students are to use **ONLY** those lavatories in the lower corridor outside of the cafeteria.
- d. Leaving the school grounds during lunch is truancy, and will be dealt with according to the discipline policy.

#### **PERSONAL FAMILY ABSENCE (VACATION)**

Parents are urged to schedule personal student absence, whenever possible, during times when school is not in session. However, on those rare occasions when vacations during the school year cannot be avoided, parents are asked to send a note to the attendance officer at least one week before the planned vacation, stating the days the student will be absent. The student will be given a Personal Family Absentee Form where each subject teacher will list assignments to be completed by the student during his/her absence. The form is to be returned to the Vice Principal's office prior to the student's absence where a copy will be filed and the original returned to the student for use.

#### **RELATIONSHIP WITH THE SCHOOL'S NEIGHBORS**

The Faculty and Administration desire to maintain friendly relationships with the school's neighbors. To achieve this goal, students are not permitted to gather

across the street from the school on Edgewood Avenue or Walnut Street in the morning or after school. Students are not to be on the grounds of the New Covenant Community Church at any time. Students are encouraged to gather on the school owned property between Walnut and Chestnut Streets and on the school's front or side lawn.

### **RIGHT TO REVIEW STUDENT RECORDS**

The parents of any student enrolled in school have the right to review any school records which pertain to their child, as stated in the Family Educational Rights and Privacy Act (FERPA). A request to review records must be made in writing to the Supervisor of Student Personnel Services at least 24 hours prior to review. This right to review records applies to divorced and non-custodial parents who, according to the courts, have the same rights pertaining to student records as non-divorced parents. The school may deny a non-custodial parent this right only if the school has been notified in writing by the parent with custody that a non-custodial parent has had the right to access records terminated by the court. Once students reach their eighteenth birthday they may legally deny either or both parents the right to review their school records. The student must, however, make this request in writing to the Student Personnel Services office at the high school.

### **STUDENT ASSISTANCE PROGRAMS**

#### **THE CORE TEAM**

The Core Team provides a vehicle within regular education for meeting a variety of student needs (academic, social and emotional). The Core Team is a standing, school-based, problem solving committee whose goal is to assist teachers and parents in developing strategies to maximize the educational opportunities for their child. Through the Core Team, instructional strategies and/or support services are provided without unnecessary labeling. To accomplish this goal the Core Team conducts the following activities:

- Accepts referrals from teachers, administrators, parents and students;
- Gathers information concerning the reported problems;
- Discusses the information and decides upon a course of action;
- Provides feedback to the referring person;
- Refers the student to another person or group within the school;
- Discusses the problem with the parents and student;
- Monitors the student's behavior.

The Core Team may deal with problems that encompass ALL at-risk students (divorce, death, grades, attendance, peer relationships, substance abuse, learning problems, depression, suicidal ideation, low self-esteem, etc.)

The Core Team members are Suzanne McKenna, John Ross, Dennis Bantle, Robert Buchs, Jackie Castaldi (High School Team Leader), Frank Corley, April Sanford, Betsy Kirkbride, John Skrabonja, Bonnie Smeltzer, Michael Tomasetti, Wendy VanFossen and Matt Webb.

**NOTE:** The **New Jersey Youth Helpline, 2<sup>ND</sup> FLOOR**, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call **2<sup>ND</sup> FLOOR** at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit [www.2NDFLOOR.org](http://www.2NDFLOOR.org) for more information and try the message board!

### **INTERGENERATIONAL GROUP**

Students in the Intergenerational Group, along with senior citizens in the community, have received training in breaking down the myths and stereotypes that exist between generations. The group comes together to enjoy recreational activities with each other throughout the school year.

### **MINI-BRIDGE**

Fashioned after the highly successful Our Lady of Lourdes program entitled the "Bridge," the Mini Bridge program will be continued this year. The group will focus on a variety of preventive issues such as self-esteem, decision making, peer pressure and being drug free. It has been a positive experience for the students in grades seven, eight, and nine, who participated in the activities in the past.

The groups will be facilitated by volunteer staff, high school peer leaders and the substance awareness coordinator. There will be two "Mini-Bridge" series this school year beginning in November for students in grades seven through nine.

### **MYMADD**

Motivating Young Minds Against Dangerous Decisions (MYMADD) is a group open to students in grades seven through twelve. MYMADD works on many positive initiatives. The group sponsors the annual Red Ribbon Week activities, brings assembly programs to the school to raise student awareness about the consequences associated with drug and alcohol abuse, visits the students in the sending schools to stress positive forces in their lives and provides the encouragement necessary to say no to drug and alcohol abuse.

### **PEER FACILITATOR**

A Peer Facilitator is someone who cares about others and who talks with them about their thoughts and feelings. Rather than being an "advice-giver" or "problem solver," a Peer Facilitator is a sensitive listener who uses communication skills to encourage self-exploration and decision-making. The Peer Facilitators at Audubon High School are upperclassmen who receive ongoing training from the Substance Awareness Coordinator. Peer Facilitators have as their major objective to promote personal growth and development through a helping relationship. They work with students in the "Mini-Bridge" after school groups and teach high school orientation lessons to 6<sup>th</sup> grade students at the elementary schools and the 8<sup>th</sup> graders at Kershaw School.

For further information on this program, students should contact the Student Personnel Services Office.

## **REBEL**

The mission of the REBEL (Reaching Everyone By Exposing Lies) movement is to reach, educate and empower New Jersey youth to make healthy lifestyle decisions and to support non-smoking as the social norm. Students who join REBEL participate in local, county and statewide activities.

### **STUDENT ACCIDENT INSURANCE PROVIDED BY THE AUDUBON BOARD OF EDUCATION**

The Audubon Board of Education has purchased School Time Accident Insurance to provide benefits for all students as a result of accidental injury or death. This insurance provides coverage for the hours and days that school is in session and while attending school sponsored and supervised activities. This includes all interscholastic sports and football. Coverage is provided by Bollinger. The maximum benefit is \$1,000,000 and Usual and Customary benefits are provided on a full excess basis for covered expenses incurred within 18 months of the date of the accident. Out of Hospital Physical Therapy benefits as well as Orthopedic Appliances will be covered up the Usual and Customary Allowances.

The following is an example of how a full excess claim is handled:

A student incurs medical expenses of \$150 for a treatment of an injury sustained during recess. The student's parents have private health insurance with Blue Cross/Blue Shield. All medical bills related to the student's injury must first be submitted to Blue Cross/Blue Shield. If Blue Cross/Blue Shield pays only \$65 of the \$150 charge, then the balance of \$85 may be submitted to Bollinger for consideration. If the balance is eligible for payment, then Bollinger will reimburse the remaining \$85.

Important Note:

All benefits are based upon a Usual and Customary Allowance. Any charge in excess of the Usual and Customary Allowance will be the responsibility of the student's parents. If the student's parents have private health insurance through an HMO or a Point of Service Plan, i.e. US Healthcare, HMO Blue, etc., all rules of the HMO must be followed. If the rules of the parents' plan are not followed, there will be a 50% reduction in benefits.

#### **Claim Instructions**

In case of accident, immediately notify the person in charge and then report to the school nurse to complete an accident report and to receive a claim form.

- The claim form must be submitted within 90 days from the date of injury
- Treatment must begin within 90 days from the date of the injury.
- Please have the Doctor complete the appropriate part on the back of the claim form and attach itemized bills showing treatment with date performed corresponding charges. Forward bills to: Bollinger, 830 Morris Turnpike, Short Hills, New Jersey 07078-5000 (phone 1-800-526-1379).
- Please note Audubon School District on all bills and correspondence.
- All benefits will be made payable to Doctors and Hospitals involved unless paid receipts are submitted.

### TEENS-2-TEENS

This program pairs high school students with new students, in an effort to make the transition to the high school less frightening and more positive. Interested high school students volunteer in May by completing an application with Mrs. Wendy Van Fossen. The students are given an opportunity to meet in June and are encouraged to keep in close contact over the next year. In addition, all new students, including incoming 7<sup>th</sup> and 9<sup>th</sup> graders, are invited to attend a new student orientation, before school, beginning in September. Teens-2-Teens members will be there to make connections with all new students.

### TELEPHONES

Students may use the cafeteria and hall phones without seeking permission from 7:40 to 8:10 A.M., and 2:32 to 3:00 P.M. Students desiring to use the phone during school time must receive permission from the office of a Vice-Principal or the Principal. Student use of telephones in any high school office requires the permission of a staff member. Only in an emergency situation will a message be delivered to a student. Cell phones are not allowed in the building. Students using cell phones on school property will face disciplinary action.

### VISITATION

Audubon High School does not permit student visitors and/or unapproved non-instructional personnel in classrooms. However if a student feels there are special circumstances to bring a guest for the day, the student must discuss the request with the Principal at least five days in advance of the visitation.

### WORKING PAPERS

Any student under 18 years of age who wishes to accept employment during vacations or on a part-time basis in New Jersey must secure working papers in the district in which he/she lives. In Audubon they are issued in the General Office. To secure working papers, a pupil must complete New Jersey State Working Paper forms.

### WHAT IS AUDUBON RENAISSANCE?

The **Renaissance Program** is a concept and an attitude. It is an incredible program that rewards students and staff for their achievements. **Renaissance** isn't just a program, though. It's a process that encourages academic excellence, improvement, and citizenship. Founded by educators in 1988, it was created to recognize and reward the academic achievements of students from elementary school through college. Its primary goals are to increase student performance and teacher enthusiasm, and raise the level of community participation in schools. Renaissance schools often focus their program on four target areas:

- Increasing student attendance
- Improving overall academic performance
- Increasing graduation rates
- Creating a positive, safe school environment

In schools that use the **Renaissance Program** as part of their curriculum, administrators have noted positive progress in areas such as:

Grade point averages                      Standardized test scores  
Attendance                                      Discipline

Additionally, a **Renaissance** school uses motivational concepts to reward and recognize the individuals who make school a better and more positive place.

### **RENAISSANCE CARD REQUIREMENTS**

The **Renaissance Card Program** is based on marking period grades and serves to recognize tangible incentives, many provided by local and national businesses. Students become eligible each marking period according to their grade point average as described below:

**Gold: 3.5 and higher GPA**

Maximum of 2 absences/1 lateness per quarter (VP discretion)  
No discipline referrals - No failing grades  
Participation in a school sponsored club, sport, or organization

**Green: 3.0-3.49 GPA**

Maximum of 2 absences/1 lateness per quarter (VP discretion)  
No discipline referrals - No failing grades  
Participation in a school sponsored club, sport or organization

**White: 2.5-2.9 GPA**

Maximum of 2 absences/1 lateness per quarter (VP discretion)  
No discipline referrals - No failing grades  
Participation in a school sponsored club, sport or organization

### **Membership Incentives & Privileges (In House)**

**Gold:** Free admission to all At Home athletic events  
Award Breakfasts and other incentives

**Green:** One dollar discount to all At Home athletic events  
Award recognitions

**White:** Award recognitions

**Note:** Students who qualify for a gold or a green card but do not meet the participation in a school sponsored club, sport, or activity requirement will be awarded a white card.

### **SPONSORED ACTIVITIES**

#### **STUDENT ACTIVITIES**

- Renaissance Card incentives for academic excellence as per description
- **STUDENT SPOTLIGHT AWARD:** Monthly award to students who have demonstrated one or more of the following:
  - Helpfulness to others
  - Improvement in grades or behavior
  - Academic achievement
- **RENAISSANCE GRADUATE OF THE YEAR SCHOLARSHIP:** given to a graduating senior who has been a Student of the Month or Student Spotlight Award winner during his/her senior year.
- **STUDENTS OF THE MONTH**

Two students are chosen each month for each grade level based on success in academics or embodying the attributes of the **Renaissance Program**. Every Student of the Month is rewarded with Renaissance merchandise.

- **CAMDEN RIVERSHARKS MOST IMPROVED STUDENT PROGRAM:**  
Two students from each grade level, grades 7-12, who have demonstrated improvement in school are recognized at a Camden Riversharks game with a free ticket and discounted tickets for family and friends
- No discipline assembly

#### **ATTENDANCE POLICY: 2009-2010**

Regular attendance in every class is essential. With that in mind, this attendance policy has been developed. A fifteen-day maximum number of absences have been established, after which a student could lose credit for his classes. We believe that fifteen days is more than reasonable to cover the number of typical illnesses and personal absences that normally occur during the course of a school year. Students who enter Audubon High School after the start of the school year will have their attendance pro-rated.

Since all student absences will result in a parent/guardian contact by the attendance office, parents are requested to notify the high school by phone of their child's absences. Access by phone to the attendance office is possible 24 hours a day by calling 547-7695 and following the "to report a student absent" instruction. Also, no notes will be required or accepted, except for medical notes. Medical notes must be an original note, on letterhead, have the attending physician's signature, and must be submitted to attendance office ***within ten (10) school days from the date of absence to be considered valid.*** Generically stamped practice scripts/notes will not be accepted.

**The attendance policy will be enforced in the following manner:**

1. When a student reaches **FOUR** absences, parents will be notified in writing from the appropriate Vice Principal's office.
2. When a student reaches **EIGHT** absences, a meeting will be held with the student, his parent or guardian, and the Attendance Appeals Committee (AAC), comprised of the Vice Principal, the student's guidance counselor, and one or two staff members. A plan of action to minimize further absences will be established at this meeting.
3. When a student reaches his **TENTH** absence, both the parent and the Municipal Court will be notified in writing, as per the mandated State requirements.
4. When a student exceeds **FIFTEEN** absences, he will automatically be placed on no-credit status, and a certified letter will be sent home. At this point, the parent will decide whether or not to appeal the no-credit status. Once a student has exceeded 15 absences, that student will be ineligible to participate in extra curricular activities and school events.

**The appeals process is as follows:**

- a. The parent must request, ***IN WRITING***, a meeting with the AAC. The letter must be sent within ten days of receipt of the no-credit status notification.

Letters should be sent to the appropriate Vice Principal's office - C102 (grades 10-12) or A116 (grades 7-9).

- b. The appropriate Vice Principal's office will respond, *IN WRITING*, within ten days of receipt of the appeal letter, stating the time and place of the AAC meeting.
- c. The AAC will meet with the student and parent, at which time the parent will present documentation and evidence to repeal the no-credit status. Documentation should be presented to the committee in the following manner:
  - \*\* Everything should appear in chronological order.
  - \*\* Doctor's notes should appear on the physician's stationery, be the original copy, and should include patient's name, date and time of original appointment, and the specific day(s) this absence was covered.
  - \*\* Dentist's notes require the same as doctor's notes.
  - \*\* College visitations are substantiated by a signed note from an official of the school visited, presented on school stationery.
  - \*\* Court appearances are substantiated by notification to appear letter signed and dated by an agent of the court on the day of the appearance.
  - \*\* Driver's tests are substantiated by an appointment card signed by a motor vehicle employee to verify the test was actually taken.
  - \*\*Funeral attendance is substantiated by the name of the deceased, name, telephone number and contact person at the funeral home, and the date of the funeral service.
  - \*\*A brief written narrative explaining the reasons why, in the opinion of the parent and the student, credit should be restored.
- d. The AAC will respond in writing within ten days of the meeting, explaining the decision.
- e. If the parent is in disagreement with the AAC's decision, he/she may appeal, in writing, to the Principal within ten days of the ruling of the committee.
- f. If the parent is in disagreement with the Principal's decision, he/she may appeal, in writing, to the Superintendent of Schools within ten days of that ruling.

#### **ABSENCE OR LATENESS FOR RELIGIOUS SERVICE**

State law permits students to be absent from school on certain specified religious holidays. Such absences must be recorded in the school register and attendance records as an excused absence; it will not be identified on any transcripts, applications, employment forms or similar forms. All students who wish to attend a religious service are asked to attend the earliest possible service.

#### **EARLY DISMISSAL**

Except for genuine personal illness or some verifiable emergency, students will not be excused before the end of the school day.

In case of illness, a student must report to the nurse's office (C-105), and may be sent home by the nurse only after a parent or guardian has been

contacted. Students who leave school without the nurse's permission will be considered truant, whether or not parents are aware. Students sent home by the nurse after having attended fewer than half of their classes will have the day counted toward the 15-day cap.

Request for early dismissal will be honored for confirmed medical and dental appointments, as well as appointments for driver's tests. A written request from the parent stating the exact time of dismissal, parent telephone number for verification, and the reason must be taken to the Attendance Office on the day before the scheduled appointment. School policy regarding attendance will apply.

In case of an emergency during the school day, including lunch, the student must obtain permission from the Attendance Office. A parent or guardian will be contacted before the student is permitted to leave school.

The Administration requests that parents try to schedule all appointments after school hours and reminds parents that students are responsible for all missed work as a result of early dismissals.

#### **LATE TO SCHOOL**

A student who is late for school MUST sign in at the Attendance Office upon arrival. If a student does not sign in, any classes missed will be considered cuts, and the discipline policy will take effect. If a student signs in after the beginning of 2<sup>nd</sup> period, they will be marked absent for a minimum of a half day in accordance with state guidelines.

**\*In addition, every eighth lateness to school will be counted as one absence toward the 15-day cap.**

**CUTTING CLASS AND TRUANCY: SEE DISCIPLINE CODE FOR DETAILS**

#### **BEHAVIOR AND DISCIPLINE GUIDELINES: 2009-2010**

Our school's discipline code reflects our concern for the safety of everyone in the building, and our commitment to an uninterrupted, quality educational program. It is our belief that this is a fair, consistent code with which the entire Audubon Junior-Senior High School community—students, parents, teachers, staff and administration—can be comfortable.

The following list provides guidelines upon which student discipline will be dispensed. However, each case must be individually evaluated and the administration has the right to determine the appropriate discipline based on the facts of the offense. Therefore, based on the severity of the offense, student discipline could be the maximum for that particular offense, regardless of the frequency of the offense. Administrative prerogative is always a strong factor in every case.

Below are levels of severity (from least to most severe) and their abbreviations:

OD = Office detention (2:45-3:30 p.m., Tuesday, Wednesday, Thursday)

Office detention (7:15-8:00 a.m., Wednesday)

DD= Double detention (2:45-4:15 p.m., Wednesday)

SS =Saturday session (8:00-11:00 am)

ISS = In-school suspension (8:10-2:32 daily, REGARDLESS OF A STUDENT'S INDIVIDUAL SCHEDULE)

ES = External suspension

PI = Police involvement

**NOTE:** There will be a limit on the number of In-School Suspensions a student can serve. After 12 days in ISS, all suspensions thereafter will be external, and will require a parent conference upon re-entry to school.

**1. CLASS DISRUPTION** (including, but not limited to, excessive talking, lateness, comments, etc.) This will be handled through teacher-assigned detention, interaction with parents and/or guidance involvement. After these options have been exhausted, the student will be referred to the office for administrative intervention.

FIRST ADMINISTRATIVE REFERRAL: OD

SECOND ADMINISTRATIVE REFERRAL: DD; SS option

THIRD REFERRAL: SS up to two days; ISS option

SUBSEQUENT REFERRALS: ISS or ES up to five days

**2. DISRESPECT OF STAFF**

FIRST REFERRAL: OD

SECOND REFERRAL: DD; SS option

THIRD REFERRAL: SS up to two days; ISS option

SUBSEQUENT OFFENSES: ISS or ES up to five days

**3. CURSING - VERBAL ASSAULT OF STAFF MEMBER**

FIRST REFERRAL: ES up to 3 days, parent conference

SECOND REFERRAL: ES up to 10 days, parent conference, PI

SUBSEQUENT OFFENSES: ES up to 10 days, parent conference, PI

**4. INSUBORDINATION** (defined as refusal to follow instructions from any staff member; example: lying to a staff member)

FIRST REFERRAL: DD

SECOND REFERRAL: SS

THIRD REFERRAL: ISS up to 3 days

SUBSEQUENT REFERRALS: ISS or ES up to five days

**5. CUTTING CLASS** (includes Study Hall, Lunch and Homeroom)

FIRST REFERRAL: SS and no credit for work missed due to cut

SECOND REFERRAL: ISS up to two days / no credit for work missed due to cut

SUBSEQUENT REFERRALS: ISS or ES up to three days; no credit for work missed; parent contact

**\*\*FIVE CUTS WILL RESULT IN LOSS OF CREDIT FOR A COURSE. IT MAY NOT BE MADE UP IN SUMMER SCHOOL.**

**6. CUTTING SATURDAY SESSION**

ALL REFERRALS: ISS or ES; makeup of original SS;

**7. LATENESS TO CLASS**

FIRST FOUR LATENESSES: Warning by teacher, possible teacher-assigned detention

SECOND FOUR LATENESSES: OD for each

THIRD FOUR LATENESSES: DD for each

SUBSEQUENT LATENESSES: SS for each

**8. LATENESS TO SCHOOL**

FIRST THREE LATENESSES: warning posted at sign-in sheet in C-102)

FOURTH OFFENSE: Office Detention

EIGHTH OFFENSE: Double Detention

TWELTH OFFENSE: Saturday Detention

ON THE SIXTEENTH OFFENSE AND EVERY FOUR THEREAFTER: In School Suspension or External Suspension, as per Administrative prerogative

Note: Please refer to the Attendance Policy on Lateness (see page 31).

**9. TRUANCY** (defined as cutting three or more periods in a given day; also includes leaving school property at any time without permission)

FIRST REFERRAL: ISS for two days and parent contact; no credit for work missed

SECOND REFERRAL: ISS up to three days; parent contact; no credit for work missed

SUBSEQUENT REFERRALS: ES up to five days; principal conference

**\*\*FIVE CUTS WILL RESULT IN LOSS OF CREDIT FOR A COURSE. IT MAY NOT BE MADE UP IN SUMMER SCHOOL.**

**10. CUTTING OFFICE DETENTION**

FIRST REFERRAL: SS; original detention reassigned

SECOND REFERRAL: ISS; original detention reassigned

SUBSEQUENT REFERRALS: ISS or ES up to five days; original detention reassigned

**11. CUTTING TEACHER DETENTION**

FIRST REFERRAL: OD

SECOND REFERRAL: DD

THIRD REFERRAL: SS

SUBSEQUENT REFERRALS: ISS or ES

**12. FOUND IN UNAUTHORIZED AREA**

FIRST REFERRAL: OD up to two days

SECOND REFERRAL: DD; SS option

THIRD REFERRAL: SS or ISS up to three days

SUBSEQUENT REFERRALS: ES up to five days

**13. FALSIFICATION OF PASSES, PERMITS, OR ANY OTHER DOCUMENTS**

(includes phone calls used to verify an absence, use of someone else's lunch tickets, etc.)

FIRST REFERRAL: ISS up to three days; SS option  
SECOND REFERRAL: ISS or ES up to five days  
SUBSEQUENT REFERRALS: ES up to five days

**14. VERBAL OR WRITTEN OBSCENE/PROFANE LANGUAGE OR GESTURES**

FIRST REFERRAL: DD: parent contact  
SECOND REFERRAL: SS; parent contact  
THIRD REFERRAL: ISS up to 3 days; parent contact  
SUBSEQUENT REFERRALS: ES up to five days

**15. USE AND/OR POSSESSION OF CELLULAR PHONE (or PAGER) (NJ STATE LAW 2C: 33-19); USE AND/OR POSSESSION OF ELECTRONIC DEVICES DURING THE INSTRUCTIONAL DAY, INCLUDING LUNCH AND STUDY HALLS (including, but not limited to CD players, MP3 players, radios and video games)**

FIRST REFERRAL: OD, confiscation; return only to parent/guardian  
SECOND REFERRAL: SS or ISS up to three days; parent contact; confiscation; returned only to parent/guardian; possible PI  
SUBSEQUENT REFERRALS: ES up to five days; parent conference; confiscation, returned only to parent or guardian, PI

**NOTE: Audubon School District is not responsible for any electronic items that are not claimed by parent or guardian, lost or stolen on campus. STUDENTS SHOULD LEAVE THESE ITEMS HOME!**

“Any person enrolled as a student of an elementary or secondary school, who knowingly and without the express written permission of the school board, its delegated authority, or any school principal, brings or possesses any remotely activated paging device on any property used for school purposes, at any time and regardless of whether school is in session or other persons are present, is guilty of a disorderly persons offense. No permission to bring or possess any remotely activated paging device on school property shall be granted unless and until a student or parent shall have established to the satisfaction of the school authorities a reasonable basis for the possession of the device on school property.”

**16. PLAGIARISM/CHEATING** - see Policy on Academic Honesty

**17. POSSESSION OF TOBACCO PRODUCTS/SMOKING/USING TOBACCO PRODUCTS** (Smoking or using tobacco in any other way (chewing, dipping, etc.), is prohibited in the Audubon Public Schools and on their grounds. Any student holding a lighted cigarette or other form of tobacco, or exhaling smoke, will be considered to be smoking.

FIRST REFERRAL: ISS for two days; parent contact; guidance referral  
SECOND REFERRAL: ES for two days; parent contact; guidance referral  
SUBSEQUENT REFERRALS: ES for five days; parent conference; guidance referral

Audubon Boro ordinance #806-00 makes it “unlawful for elementary and secondary students to use or possess in plain view tobacco products within 1000 feet of any elementary or secondary educational institution...Violations ...result in fines no less than \$15.00 or more than \$75.00 for each offense, with first-time violators being required to perform community service.”

When a staff member has a “reasonable suspicion” that a student has been smoking in the school building or on school grounds, or is in possession of tobacco or tobacco products or smoking paraphernalia, the staff member should refer, direct or escort the student to the office. An administrator may then conduct a reasonable search of the student’s person and possessions to ascertain whether the student is in possession of tobacco, tobacco products or smoking paraphernalia. If the student is found to be in possession of tobacco or tobacco products the aforementioned penalties will ensue.

**18. ALCOHOL/DRUG OFFENSE (USE, POSSESSION, UNDER THE INFLUENCE)** (Refusal to comply with district rules and state law shall be considered an offense)

FIRST REFERRAL: ES for ten days; guidance referral; PI

SUBSEQUENT REFERRALS: ES pending expulsion hearing; guidance referral; PI

When any staff member suspects that a student is under the influence of drugs or alcohol, the following procedure will ensue, in accordance with Board Policy and State Law (NJSA 18A: 40A-12)

1. The staff member will refer the student to an administrator or the nurse.
2. The administrator will notify the parent and arrange for an immediate (within two hours) examination of the student by a physician, along with a drug screening.
3. The parent, at his or her own expense, may choose to take the student to a doctor of his or her choice, within two hours of notification. The results of the examination and a copy of the lab report must be presented to the school within 24 hours.
4. If the parent cannot be reached, or chooses to allow the school to act, an administrator will take the student to Kennedy Hospital in Cherry Hill, at the school district’s expense, where a urine screening and a physical examination by a doctor will be undertaken.
5. If the drug screening is negative, the student may return to school.
6. If the drug screening is positive, the student will be externally suspended for ten days.
7. On the day of the re-entry conference, the student must bring with him a negative drug screening.
8. The student will also be referred to the Student Assistance Counselor.

**19. POSSESSION OF DRUG PARAPHERNALIA WITHOUT EVIDENCE OF DRUGS OR DRUG RESIDUE**

FIRST REFERRAL: ES for five days; PI

SUBSEQUENT REFERRALS: ES for ten days; PI; possible expulsion hearing

**20. SALE OR DISTRIBUTION OF DRUGS/ALCOHOL OR POSSESSION WITH INTENT TO DISTRIBUTE**

ALL REFERRALS: ES pending expulsion hearing; guidance referral; PI

**21. INAPPROPRIATE CONDUCT** (includes minor cafeteria misbehavior and foul or inappropriate language)

FIRST REFERRAL: OD up to three days;

SECOND REFERRAL: DD up to two days; SS option; student's status in class may be reviewed; possible removal from cafeteria

THIRD REFERRAL: SS; ISS option; student's status in class may be reviewed; possible removal from cafeteria

SUBSEQUENT REFERRALS: ISS up to five days; student's status in class may be reviewed; possible removal from cafeteria

**22. GENERAL MISCONDUCT** (includes food fights; conduct on the way to and from school, in the cafeteria, in study hall, on busses; throwing objects (snow, food, etc.), and any other behavior which endangers the welfare of others)

FIRST REFERRAL: ISS up to three days; parent contact; possible removal from cafeteria

SECOND REFERRAL: ISS up to five days; parent contact; possible removal from cafeteria

SUBSEQUENT REFERRALS; ES for five days; principal conference; possible removal from cafeteria

**23. INCITEMENT** (defined as any act that instigates or causes a dangerous situation to occur)

FIRST REFERRAL: ES up to five days; parent contact; possible PI

SUBSEQUENT REFERRALS: ten days ES; expulsion hearing; PI

**24. SEVERE MISCONDUCT, INCLUDING FIGHTING** (on school grounds, as well as on the way to and from school; inappropriate removal of a student's clothing)

FIRST REFERRAL: ES for five days; parent conference; PI

SUBSEQUENT REFERRALS: ES up to ten days; PI; possible expulsion hearing

**25. HARASSMENT** (includes sexual harassment and bullying)

All referrals will be handled using administrative prerogative.

FIRST REFERRAL: Guidance intervention; OD option

SECOND REFERRAL: ISS for three to five days; conference w/affirmative action officer; possible police intervention

SUBSEQUENT REFERRALS: ES up to ten days; conference with affirmative action office; police intervention; parent conference with affirmative action officer; possible expulsion

**26. BIAS INCIDENT/CRIME** (engaging in biased conduct that either directly or indirectly causes intimidation, harassment or physical harm to another member of the school community or disrupts the educational process)

ALL REFERRALS: ES for up to ten days pending expulsion hearing; police intervention

**27. RACIAL OR ETHNIC SLURS**

FIRST REFERRAL: ES for three days; parent conference; PI

SECOND REFERRAL: ES for five days; parent conference; PI

SUBSEQUENT REFERRALS: ES for ten days pending expulsion hearing; PI

**28. BOMB THREATS** (resulting in evacuation of the building and/or police intervention)

FIRST REFERRAL: ES for ten days pending expulsion hearing; PI

**29. VERBAL OR WRITTEN THREATS, AND TERRORISTIC THREATS AGAINST INDIVIDUALS AND/OR THE SCHOOL**

FIRST REFERRAL: ES up to five days; parent conference; possible PI; possible expulsion hearing

SUBSEQUENT REFERRALS: ES for ten days pending expulsion hearing; PI

**30. CREATING A FALSE ALARM**

FIRST REFERRAL: ES up to five days; parent conference; PI

SUBSEQUENT REFERRALS: ES for ten days; parent conference; PI

**31. FALSE FIRE ALARM(S)** (includes tampering with alarms, security devices, etc.)

FIRST REFERRAL: ES for ten days pending expulsion hearing; PI

**32. PORNOGRAPHY–POSSESSION AND/OR DISTRIBUTION**

FIRST REFERRAL: ISS up to three days; parent conference; possible PI

SUBSEQUENT REFERRALS: ES up to ten days; PI; possible expulsion hearing

**33. THEFT** (including but not limited to passing counterfeit money)

FIRST REFERRAL: ISS or ES up to three days; parent and police contact; restitution for item(s) taken

SUBSEQUENT REFERRALS: ISS or ES up to ten days; parent conference; PI; restitution for item(s) taken

**34. DESTRUCTION OF PROPERTY**

FIRST REFERRAL: ISS or ES up to three days; referral to guidance department for counseling; parent conference; restitution; possible PI

SUBSEQUENT REFERRALS: ES up to five days; restitution; PI; possible expulsion hearing

**35. INAPPROPRIATE BEHAVIOR IN ISS**

FIRST REFERRAL: ES for one day; makeup of ISS the following day

SUBSEQUENT REFERRALS: ES up to five days; makeup of ISS the day of return

**36. INAPPROPRIATE BEHAVIOR IN SS**

FIRST REFERRAL: ISS for one day and makeup of SS

SUBSEQUENT REFERRALS: ES up to five days; makeup of SS

**37. ASSAULT ON SCHOOL EMPLOYEE**

FIRST REFERRAL: ES for ten days; expulsion hearing in compliance with NJSA 18A: 37-21; PI

**38. FIREWORKS, SMOKE BOMBS, STINK BOMBS-POSSESSION OR USE**

FIRST REFERRAL: ES up to three days; parent conference; PI

SUBSEQUENT REFERRALS: ES up to five days; referral to guidance department for counseling; parent conference; PI

**39. GANG ACTIVITY AND/OR INVOLVEMENT**

FIRST REFERRALS: ES up to ten days; PI

SUBSEQUENT REFERRALS: ES for ten days; PI; expulsion hearing

**40. POSSESSION OF A GUN**

FIRST REFERRAL: ES for ten days; PI; expulsion hearing

**41. POSSESSION OF WEAPONS OTHER THAN A GUN; USE OF WEAPONS; SALE OF WEAPONS; USE OF ANY IMPLEMENT AS A WEAPON**

FIRST REFERRAL; ES up to ten days; PI; possible expulsion hearing

**42. GAMBLING**

FIRST REFERRAL: ISS up to three days; possible PI

SECOND REFERRALS: ISS up to five days; possible PI; guidance referral

SUBSEQUENT REFERRALS: ES up to ten days; PI; expulsion hearing

**43. UNAUTHORIZED OCCUPANCY OF DISTRICT FACILITY/REFUSING TO LEAVE WHEN SO DIRECTED BY PERSON OF AUTHORITY**

FIRST REFERRAL: ES up to five days; parent conference; possible PI

SUBSEQUENT REFERRALS: ES up to ten days; parent conference; PI

**44. BOYCOTT OF CLASS/DISRUPTION OF REGULAR SCHOOL DAY SCHEDULE**

FIRST REFERRAL: ES up to five days; parent conference; possible PI

**45. BEHAVIOR/CONDUCT VIOLATION OF LAWS NOT SPECIFICALLY ADDRESSED IN THE CODE WILL BE HANDLED ON A CASE-BY-CASE BASIS DEPENDING ON THE SEVERITY OF THE REFERRAL. ADMINISTRATIVE PREROGATIVE APPLIES.**

**46. ACCEPTABLE USE POLICY VIOLATIONS - COMPUTERS**

Violations will be handled on a case by case basis and may include loss of computer privileges, and/or other disciplinary measures.

FIRST REFERRAL: ISS up to 2 days, loss of internet privileges

SECOND REFERRAL: ISS up to 5 days, loss of computer privileges Length determined by severity of offense

**DRESS CODE**

The following are not permitted:

1. Headwear of any kind, including hats, headbands or bandanas
2. Pajamas or undergarments exposed or worn as outside attire
3. Ripped or torn (intentionally or not) clothing
4. Chains, including wallet attachments
5. Any shirt, which exposes any part of the chest, back, or stomach, including halter-tops and open-back shirts.
6. Jackets, coats or other outer garments worn in the building (jackets should be kept in lockers) \*\*Jackets or other outer garments may not be worn to cover other inappropriate clothing
7. Stocking or bare feet
8. Any clothing, which contains references to alcohol or drugs, sexual connotations, gang references, racist comments or otherwise inflammatory language
9. Sunglasses
10. Spiked jewelry, belts, chokers, etc.
11. Any garment which can be considered see-through
12. Clothing worn during PE class
13. Any flip-flops, house slippers, or athletic slides
14. Any clothing deemed inappropriate by the Administration.
15. Any clothing item or accessory made of ammunition (bullets, shell casings, etc.)

Violations of the dress code will result in the following measures:

FIRST REFERRAL: the opportunity to change clothes (the possibility exists of your being sent home to do so); warning. Each Vice Principal's office has a supply of T-shirts that must be returned after use.

SECOND REFERRAL: SS; change of clothing

THIRD REFERRAL: ISS up to three days

SUBSEQUENT REFERRALS: Administrative prerogative

## **POLICY ON ACADEMIC HONESTY**

### **I. Philosophy/Introduction**

The American Heritage Dictionary of the English Language - High School Edition defines "plagiarize" as "To steal and use (the ideas or writings of another) as one's own...To appropriate passages or ideas from (another) and use them as one's own." It is the belief of the Audubon Public Schools that plagiarism in student work should not be tolerated. After conducting a great deal of research we have developed the following policy to clarify our position and to alert students, parents and staff as to specific ways we will be dealing with incidents of plagiarism. The model for the policy was adapted primarily from Staples High School in Westport, Connecticut.

### **II. Educational Component**

Research skills are taught in eighth and ninth grades at Audubon Junior-Senior High School. The concept of plagiarism and its avoidance will be taught to each student in English I. The policy on academic honesty will be reviewed every time a research assignment is given, no matter what the subject area.

### **III. Policy**

Please note: This policy on academic honesty applies to students in grades nine

through twelve. Cases of suspected plagiarism in seventh and eighth grade will be handled on an individual basis by the classroom teacher involved and the appropriate administrators. Also, the policy applies to written assignments only - essays, research papers, and the like. Individual cases of cheating on tests, copying homework, etc., will be handled in accordance with our discipline policy. Also, written details of all occurrences of plagiarism or cheating will be kept in the student's discipline file.

**Level One:** The work is mostly the student's own. A few words, phrases, sentences or lines have been lifted from the original. Proper citation has not been given. The student will be directed to rewrite the assignment for a grade reduction of 50% from the original grade (not 100%). Also, the teacher or the department supervisor will contact parents.

**Level Two:** The student has used several paragraphs of someone else's work. He also might use the ideas of someone else without correct attribution, and/or repeated paraphrasing without proper attribution. Some of the work is the student's but significant portions are not. On this level, a grade of zero with no opportunity to make up the assignment will be given. Parents will be contacted.

**Level Three:** At least most of the work has been copied from another source; possibly all of it comes from somewhere other than the student. A grade of zero for the assignment will be given, and disciplinary action (two Saturday Detentions) will be taken. A parent conference may be held.

**Level Four:** A student has plagiarized, in any way, for the second time in an academic year. A grade of "F" for the marking period will be given, and a parent conference will be held.

#### Notes

1. Knowingly allowing one's own work to be copied by someone else will be treated the same as if the student plagiarized.
2. Print and electronic sources will be treated the same.
3. Paraphrasing without proper attribution is still plagiarism and will be handled according to the policy.
4. Using another student's work, even with permission, is still considered plagiarism.
5. Buying a paper or other written assignment from any source is still considered plagiarism.
6. Using an assignment written for another class or purpose without getting permission from the teacher of the current class and the original class is still plagiarism

#### **SEXUAL HARASSMENT/BULLYING/AFFIRMATIVE ACTION**

The Audubon Public School district prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate

behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

“Harassment, intimidation or bullying” refers to any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

- a. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- b. by any other distinguishing characteristic; and
- c. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- d. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student who alleges harassment by any staff member or student may discuss the alleged incident with his or her counselor, a vice-principal, or with the Supervisor of Student Personnel Services, or the Principal, who are the building’s affirmative action officers. All allegations will be investigated thoroughly and where appropriate will result in disciplinary and/or legal action.

According to federal Affirmative Action laws, discrimination based on age, sex, race, color, or religion is illegal. Neither may a person be denied an opportunity solely on account of a special need he or she may have. Further, Affirmative Action laws relate to how we interact with each other on a daily basis. All students and staff, regardless of age, sex, race, color, religion, or special need, are protected from harassment by Affirmative Action laws.

**Anyone who harasses another person will be referred to the building Affirmative Action officers (the building principal and the Supervisor of Student Personnel Services), who will conduct an investigation about the alleged violation. Penalties may include any of the actions listed in the section of the handbook under discipline. In the case of repeated or severe offenses, legal action may be taken against the student which could result in her/his expulsion from school. More specific information may be found under Policy #5145.7 in the district Policy Manual.**

### STEROID USE

If any teacher, coach, or other staff member suspects that a student is using anabolic steroids, it is the responsibility of this person to report the suspicion to the school nurse and/or Administration who will then notify the student’s parent(s) or guardian. The student will be examined by a doctor selected by the parent(s) or guardian, or by the school’s medical inspector, to determine whether or not anabolic steroids are being used. Then a written report will be submitted to the superintendent.

If it is determined that a student has been using anabolic steroids, the pupil shall be interviewed by a substance awareness coordinator or another appropriately trained teaching staff member for the purpose of determining the extent of the

pupil's involvement with these substances and possible need for treatment. In order to make this determination, the coordinator or other teaching staff member may conduct a reasonable investigation which may include interviews with the pupil's teachers and parent(s). The coordinator or other teaching staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate. If it is determined that this involvement represents a danger to the student's health and well being, the student will be referred to an appropriate treatment program which has been approved by the Commissioner of Health.

### **SUSPENSION**

Suspension is the most severe punishment given by the school with exception of expulsion. In some cases as determined by the administration, an in-school suspension may be assigned. In this situation, students will report to school, but will not attend classes. These students will be assigned by the principal, or vice principal to the in-school suspension room. While a student is suspended (out of school), he/she may NOT participate in ANY school activities. In addition, a student suspended out of school is not permitted on any school property for the duration of the suspension.

A student who is suspended either in-school or out-of-school must make arrangements with each of his/her teachers within 24 hours after his/her suspension ends to make up all work or tests missed while suspended. The full responsibility for making up all missed work while suspended rests on the student. If arrangements are not made with the teachers by the student or if the work is not satisfactorily made up, the student will receive a zero for the work missed while suspended. See disciplinary code for infractions which can result in suspension.

### **TEACHER DETENTION**

Teachers may assign their students detentions before and/or after school for minor classroom infractions, such as lateness to class, missing homework, poor behavior, etc. Detention should not exceed one hour in length. Teachers should allow one "grace" day before detention is scheduled, unless parent contact has been made. Students who fail to report for assigned teacher detentions will be referred to the appropriate disciplinary office for further action.

### **STUDENT PERSONNEL SERVICES (Guidance)**

The Audubon High School Student Personnel Services (Guidance) Department provides a comprehensive program of services to all students from the time they enter high school up to and even beyond graduation. Through a variety of activities, planned and informal, AHS counselors help students understand themselves better and develop a sense of self worth. Counselors also help students develop the skills they need to cope with the normal problems associated with growing up. The primary goal of the counseling process is to help students have a successful high school experience in preparation for a future that will find them productive members of a democratic society.

Counselors accomplish this by recognizing and addressing the individual needs of each student.

A unique relationship exists between counselors and students. Counselors advise and counsel students about their academic progress, course selection and post-high school and career plans. They also advocate for students when difficulties arise in relationships with teachers or other significant adults. In addition, counselors help mediate difficulties among peers. Perhaps most important, counselors help students cope with the pressures and tensions associated with day-to-day problems of growing up in a complex, fast-paced society. Confidentiality will be maintained, per legal mandate, between the student and counselor except in cases where the student threatens harm to self or others.

The Student Personnel Services counseling staff includes:

Mr. John Skrabonja (grades 7, 8 and 9 A-K)  
Mrs. Bonnie Smeltzer (grades 10, 11 and 12 A-K)  
Mrs. Wendy VanFossen (grades 7, 8 and 9 L-Z)  
Mr. Michael Tomasetti (grades 10, 11 and 12 L-Z)

#### **ACADEMIC AWARDS**

Audubon Jr.-Sr. High School recognizes academic accomplishment as the primary purpose of the school program. Consequently, the school honors students who have achieved academic excellence in several ways:

Each marking period students who achieve Honor Roll status are invited to attend a luncheon sponsored by the National Honor Society.

An Academic Honors Banquet, sponsored by the National Honor Society, is held in the spring for students, grades 7-12, who have distinguished themselves in the following areas:

Top 10 Students in the senior class.  
Straight A Students - grades 7-12.  
President's Award for Educational Excellence - grades 8 & 12.  
Subject Area Awards - presented by each department to seniors who have demonstrated initiative, a positive attitude, interest and academic performance.  
Academic Varsity and Junior High award letters.  
Students who are on the honor roll at the end of the year receive a letter of recognition and a certificate from the Principal. In addition, their names are printed in the Retrospect.

#### **ACADEMIC UPDATES**

An Academic Update must be sent home to parents of any student who has an average of "D" or lower at the mid-marking period warning dates specified below.

An Academic Update may also be sent for any problems related to a student's attitude. The Administration also encourages teachers to send Academic Updates to the parents of students who have shown improvement in their

academic progress. Parents may also be advised if a teacher feels a conference is in order. Academic Updates may be sent for positive achievement.

The Administration and Faculty hope to use Academic Updates to keep parents informed of our students' progress, both positive and negative throughout the year. It is believed that our students will achieve the most when we all work together either to address concerns or to give praise for a job well done.

Academic Updates will be sent home with students on the following dates:

First Marking Period - October 8

Second Marking Period - December 15

Third Marking Period - March 2

Fourth Marking Period - May 12

### **ADVANCED COLLEGE CREDIT**

Students have an opportunity to achieve college credit in several areas through Camden County College's High School Plus program. Interested students should see the Supervisor of Student Personnel Services in the academic counseling office. Please note: CCC will be assessing an application fee for this. Juniors and seniors may also opt to take Advanced Placement courses for college credit. The following AP courses will be offered for the 2009-2010 school year, as enrollment allows:

AP European History

AP U.S. History

AP Biology

AP French

AP English (Literature & Composition)-Seniors

AP Spanish

AP Calculus

AP Chemistry

AP English (Language & Composition)-Juniors

In addition to passing the AP course, students must also take and pass the corresponding AP exam which will be administered in May. There will be a fee imposed by the College Board for participation in this testing.

### **CHANGE OF ADDRESS**

It is VERY IMPORTANT when students change their address during the school year that they immediately notify the Student Personnel Services office. This also applies to a change of telephone number, or emergency telephone numbers.

### **CURRICULUM ASSISTANCE**

Beginning in February all students are required to choose their courses for the ensuing year. Students are given the opportunity to discuss the nature and appropriateness of their proposed course selections with their counselors. After reaching a tentative agreement with the counselor, students must secure their parent's signature on a course selection form that is then turned in to their counselor.

At the close of the school year, the counselors check records for course failures and may seek changes in the selections or advise appropriate summer study to correct deficiencies. Selections are then regarded as final, except as required in connection with summer school, or for other administrative purposes. The deadline for students to drop/add courses will be the last school day in

September. For curriculum-related information, please pick up a curriculum guide in the Student Personnel Services office.

### **CYCLES**

Cycle courses are designed to introduce a variety of subjects to students during the school year. Seventh graders will experience a cycle related to Spanish, and in eighth grade, students will participate in 9 week cycles. In addition, some electives are cycled as well. Orientation to Technology Education consists of four nine week cycles in Energy and Sources, Wood, Graphics, and Technology. Cycle courses may be graded on a pass/fail basis, or the standard A-B-C-D-F grading system that is used in all other full year courses offered at the junior or senior high school level.

### **ELIGIBILITY RULES - A.H.S.**

In addition to the minimum state eligibility rules below and set forth in B.O.E. File 6145.3, students must maintain a G.P.A. of 1.50 or greater and/or no more than one F per marking period to be eligible for activities for the next marking period. Said G.P.A. will be reviewed each of the first three marking periods for current eligibility. Should the G.P.A. fall to 1.49 or below in any marking period, the student is ineligible for the next full marking period of that school year.

The mid term exam will not fall under the 1.50 rules nor will it fall under the "no more than one F" rule.

The rules will apply to all extra-curricular activities with the exception of those required by the curriculum.

Exceptions may be granted for extenuating circumstances. See the appeal process outlined in Board of Education Policy #6145.3. Local eligibility for students falling under the new G.P.A. system is to be announced.

### **INTERSCHOLASTIC ATHLETICS**

Audubon High School is a member of the N.J.S.I.A.A. and the Colonial Conference and participates in a full program of interscholastic athletics. For students to be eligible for participation in interscholastic athletics they must:

- A. Pass 27.5 credits during the immediate preceding school year including Summer School to be eligible for the first semester; and all students must be passing 13.75 credits on January 31 to be eligible for the second semester.
- B. Not turn 19 prior to September 1<sup>st</sup> in order to participate in Varsity or JV sports. Students must not turn 16 prior to September 1<sup>st</sup> in order to participate in Freshmen sports.
- C. Not have more than eight consecutive semesters in attendance.

### **ELIGIBILITY REGULATIONS - NCAA**

In 1993, NCAA Division I and II colleges and universities voted to establish an initial-eligibility clearinghouse to simplify the initial-eligibility certification process. In accordance with NCAA academic requirements, the clearinghouse will certify student-athletes to participate in Division I and II sports during their freshman year.

**Prospective student-athletes who are planning to enroll in college as a freshman and wish to participate in Division I and II sports must report to the Student Personnel Services Office to start the clearinghouse procedures in the fall of their senior year.**

Below is printed a fact sheet explaining initial eligibility requirements.

### **INITIAL-ELIGIBILITY FACT SHEET**

**Attention:** All prospective student-athletes first entering a collegiate institution on or after August 1, 2008, who want to play NCAA Division I or II inter-collegiate athletics.

**Subject:** NCAA Eligibility Requirements

To be considered a qualifier at a Division I institution and be eligible for financial aid, practice and competition your first year, you must:

1. Graduate from high school.
2. Present a minimum combined test score on the SAT verbal and math sections or a minimum composite score on the ACT as indicated on the index scale below.

<b>CORE GPA</b>	<b>SAT</b>	<b>ACT</b>
2.500 and above	820	68
2.375	870	72
2.250	920	77
2.125	960	81
2.000	1010 and above	86 and above

3. Present a minimum grade-point average in a least 16 core courses in the following areas:

**English** - four years

**Mathematics** - three years (Algebra I or higher)

**Natural or physical science** - two years (including one year of lab science)

**Additional course in English, math or natural or physical science** -two years

**Social science** -two years

**Additional academic courses (in any of the above areas or world language, philosophy or non-doctrinal religion courses)** - four years

**Please note that student-athletes entering a Division I institution on or after 2008, must present four years of English and the three-year requirement in mathematics must involve one year of Algebra 1 or higher.**

**Note:** Computer science courses can be used as core courses only if your high school grants graduation credit in math or natural or physical science for them.

To be a qualifier at a Division II institution, you must:

1. Graduate from high school
2. Present a minimum grade-point average of 2.0 in at least 14 core courses in the following areas:

**English** - three years

**Mathematics** - two years (Algebra 1 or higher)

**Natural or physical science** - two years (including one year of lab science)

**Additional course in English, math or natural or physical science**-two years

**Social science** - two years

**Additional academic courses (in any of the above areas or world language, philosophy or non-doctrinal religion courses)-three years**

3. Present a minimum 820 combined score on the SAT verbal and math sections or a minimum sum score on the ACT OF 68. There is no sliding scale in Division II.

Be sure to ask your coach and counselor about these new requirements or contact the NCAA National Office at 913-339-1906.

NOTE: The NCAA is currently reviewing the manner in which SAT test scores are calculated. This could affect college freshmen who are planning to participate in Division I or II sports. Eligible students should see their counselor as this information is subject to change by the NCAA. It is advisable that all persons who may be affected by these changes contact the Office of Student Personnel Services.

### EXAMINATIONS

The Administration and Faculty of Audubon High School consider assessment to be an integral part of the learning process. For one, through assessment we are able to measure our students' academic growth. In addition, through a review of the results of assessment procedures we are able to determine how effectively course objectives are being accomplished. Consequently, in addition to regular unit tests, two semester examinations will be given to all students in all courses that meet daily for the entire year with the exception of the following:

- All cycle courses
- Orientation to Shop
- Physical Education and Health

Teachers of these courses may administer a major unit test to all students on exam day. This test will be averaged into the second or fourth marking period grades as dictated by the course of study.

Procedures:

1. The first semester exam will be administered at the end of the second marking period. The second semester exam will be administered at the end of the fourth marking period.
2. School will be in session for half days during the administration of first and second semester exams.
3. **No exams are to be administered prior to the exam schedule**, and make up exams will be administered after the exam schedule only if prior administrative approval has been received or a note signed by a doctor has been presented by the student. In the case of first semester exams (after the second marking period), students must make arrangements to make up missed exams with the individual subject teachers as soon as possible after their absence. In the case of second semester exams (after the fourth marking period), make up exams may be scheduled and administered by the teacher or the counseling office.
4. Students failing to take a semester exam will be given an incomplete grade for the course until that exam is made up. Please note that failing to take or make up a semester exam may adversely affect the student's graduation status.

5. These semester exams will each count as one-tenth (1/10) of the student's yearly average. The yearly average will be computed by averaging all four marking periods and two semester exams together.
6. These exams should be separate, testing primarily the material taught in the previous eighteen weeks. Although the focus of a semester exam is on the facts and concepts of the previous eighteen weeks, it must also be realized that information from previous semesters may be referenced on a semester exam. Since most courses are designed to be two semesters in length, and many have prerequisites, it is often necessary to refer to previous information to show relevance and comprehension of current information, as knowledge tends to be cumulative. Criteria for exemptions will be announced at the beginning of each school year.
7. Seniors are advised that because a final exam could be given as late as the morning of the day before commencement, some students may not be notified of their graduation status until the afternoon before commencement.

#### **GRADES**

Scholastic grades are reported on a letter basis.

<b><u>GRADES</u></b>	<b><u>G.P.A.</u></b>
A (96 - 100) - Excellent	4.000
A- (92 - 95)	3.667
B+ (89 - 91)	3.333
B (86 - 88) - Good	3.000
B- (83 - 85)	2.667
C+ (80 - 82)	2.333
C (77 - 79) - Average	2.000
C- (74 - 76)	1.677
D+ (71 - 73)	1.333
D (68 - 70) - Below Average - Passing	1.000
D- (65 - 67)	0.667
F (0 - 64) - Failure	0.000

Parents who have concerns about student progress are urged to make their initial contact with the classroom teacher. This can be done via e-mail through the district web site or by calling the high school (547-7695) and accessing the voice mail system or by contacting the Student Personnel Services office (Ext. 4138).

#### **GRADE POINT AVERAGE**

Effective for the class of 2006, the following procedures will be used to calculate the grade point average:

- The base grade point average will be computed by dividing the total number of quality points earned by the total number of credits attempted (as it has been in the past)
- Weighting will be applied to honors and AP level courses only. (Courses will be reviewed annually to determine "honors" level).

- AP courses will receive a 20% weight and honors courses a 10% weight. For example, a student receiving an A in a non-weighted course has a 4.0 average. In an honors course this would be a 4.4 and in an AP course, a 4.8.
- The grading system will include + and - and the range of letter grades will be modified as follows to accommodate this system.
- Weighting will be tied into the grade received in the course. No weight will be applied to the grade below a C- in a weighted course.
- No weighting will be given for courses taken over the minimum requirement (110 under the new system).

### **GRADUATION REQUIREMENTS**

#### **Class of 2010, 2011, 2012 and 2013:**

Students must complete the following courses plus enough electives to total 110 credits (One credit is granted for each day a course meets in one week)

20 credits in English

15 credits in Mathematics

15 credits in Science

15 credits in Social Studies (10 credits in US History and  
5 credits in World History/International Relations)

5 credits in World Language

5 credits in Visual and/or Performing Arts

5 credits in Career Ed and Consumer, Family, and Life Skills; OR  
Vocational-Technology education.

In addition, students must take and pass Physical Education and Health each year they are enrolled in high school. Students must also pass all sections of the High School Proficiency Assessment (HSPA). Students must meet all requirements related to attendance.

All courses at Audubon High School are designed to address skills delineated in the New Jersey Core Curriculum Content Standards, either through direct instruction or through infusion. Students who follow the educational program prescribed by their counselors will be prepared to meet success on state-mandated assessments.

Classes of 2014 and 2015 must also take a 2.5 credit course in Economics.

It should be noted that the State of New Jersey is in the process of redesigning state graduation requirements. With this in mind, students entering grades seven and eight may be expected to take additional credits in specific areas of the curriculum. For example, in preparation for state-mandated End of Course exams, students may be required to take Algebra I, Lab Biology and Lab Chemistry. We will keep students and parents informed of changes as they occur.

### **HOMEWORK POLICY**

1. Homework is a vital part of the educational process. Students will fulfill their educational potential with appropriate experiences and individual initiative outside the classroom.
2. Homework has been classified according to its purpose: practice, preparation, extension and reinforcement of classroom instruction.
3. Homework is designed to:
  - a. Strengthen basic skills.
  - b. Promote and reinforce good study habits by giving the students the opportunity to set priorities, plan and budget time wisely.
  - c. Nurture self-discipline.
  - d. Foster students' initiative, independence and responsibility.
  - e. Extend and enrich classroom instruction.
  - f. Address individual student differences and provide an opportunity to pursue special interests.
  - g. Provide students an opportunity to reinforce newly acquired skills or apply recent learning.
  - h. Help students obtain sufficient background information to be prepared for the following day's discussion or class.
  - i. Provide students the opportunity to demonstrate effort.
4. Although the type, frequency and quantity of homework is the prerogative of the teacher, the following guidelines should be observed:
  - a. Teachers should assign reasonable amounts of homework for five credit courses so that the average total homework load does not exceed 2-3 hours nightly.
  - b. Homework may be assigned on weekends and holidays as appropriate.
  - c. Teachers are expected to abide by the Course of Study in assigning the amount and duration of homework.
  - d. Homework should be graded, checked and/or recognized in some way.
  - e. Credit given for homework as part of the marking period standing will abide by the Course of Study.
  - f. Homework may be classified as long or short range and may include reading and study assignments.
5. The following make-up guidelines should be observed:
  - a. After any suspension, students must see their teachers and make arrangements within 24 hours after suspension ends to make up all class work, homework or tests missed while in suspension. Full responsibility for this make-up rests with the student.
  - b. Students who cut a class are not permitted to make up any missed work. Teachers may establish their own policies when deciding whether or not to accept assignments (i.e. reports, research projects, notebooks, etc.) due on the day a student cuts class. Students will be informed of this policy in writing at the beginning of the school year.

- c. After an absence, if a test or assignment was announced before the student's absence, that missed test or assignment must be made up at the teacher's convenience on the first day the student returns to school. If the student was legitimately unaware of the test or assignment, it must be made up at the teacher's discretion. Exceptions:
    - (1) After a long absence.
    - (2) For work missed because of absence during the last two weeks of the term (except tests as mentioned above), time for makeup may be extended but all work should be completed and grades recorded within 10 school days after the close of the term.
  - d. In most cases, a student who has been ill for one or two days should be expected to phone a friend to find out what occurred in class and get assignments. Additionally, seventh and eighth grade students are able to access their assignment by dialing the homework hotline, at the following extensions: Ext. 4777 for seventh grade students and Ext. 4775 for eighth grade students.
  - e. When the student returns to school, the student should review class work and assignments with the teacher and set the completion dates.
  - f. Students absent three days or more are encouraged to contact the vice principal's office to request work from a teacher. Twenty-four hours is needed to provide this service.
  - g. Homework is expected to be complete and submitted on time. Late homework may be accepted for a valid reason.
  - h. IN ALL CASES, THE DEADLINE FOR MAKE UP WORK, WHICH SHOULD BE NO LESS THAN THE NUMBER OF DAYS THE STUDENT WAS OUT OF SCHOOL, MAY BE EXTENDED AT THE DISCRETION OF THE TEACHER.
6. Students who are absent because of school-sponsored, overnight field trips (ex.: Senior Class Trip, Band Trip, etc.) are required to make up all missed work. Teachers should not require that the work be completed on the first day after the trip; however, all work must be made up within five days of returning to school. Students attending a one day field trip are expected to request work prior to the day of the absence and to submit the assigned work upon their return to class. IN ALL CASES THE DEADLINE FOR ALL MAKE UP WORK, WHICH SHOULD BE NOT LESS THAN THE NUMBER OF DAYS THE STUDENT WAS OUT OF SCHOOL, MAY BE EXTENDED AT THE DISCRETION OF THE TEACHER.
  7. Students may be assigned office detention by the teacher, through the Administration, for failure to complete homework assignments.

## HONOR ROLL

Please note the following guidelines which determine Honor Roll status:

1. Health is considered, "A" for Principal's Honor Roll, "A" or "B" for Distinguished Honor Roll.
2. An "incomplete" in any subject will keep a student from obtaining Honor Roll status until the incomplete is made up and the grade is recorded.

**\*NOTE: The State of New Jersey requires a student to successfully complete (pass) Physical Education in each year of high school beginning with Grade 9.**

**PRINCIPAL'S HONOR ROLL:** The student must have achieved straight A's in all subjects and at least a "C" in Physical Education.

**DISTINGUISHED HONOR ROLL:** The student must have achieved A's and B's in all subjects and at least a "C" in Physical Education.

## INDEPENDENT STUDY PROGRAM

The Independent Study Program is open to students in grades 7-12 who would like the opportunity to develop their unique talents, interests, and skills to the highest possible degree. In order for students to participate in the Independent Study Program, they must have an advisor and submit an application giving a description for the project to be undertaken.

Credit values for students may range from one to four credits per independent study project. With administrative approval, students may be allowed to earn 5 credits for an independent study. Students may qualify for up to four independent study credits per school year. Please note, grades earned in this program are not calculated in the student's G.P.A. A grade of pass (P) or fail (F) will be recorded on the report card and student's transcript at the end of the school year. All students (grades 7-12) may participate in a maximum of two (2) independent study projects per year.

Students interested in participating in the Independent Study Program must meet with Mrs. McKenna in the Student Personnel Services office during the first week of school in the fall.

## JUNIORS ENTERING COLLEGE

Many colleges and universities provide a program of Full Early Admission for superior high school students. Generally speaking, colleges will consider for admission applicants with superior academic records who have completed the junior year of high school. If you are interested in this program, you should see your counselor early in the junior year in order to make appropriate plans for a diploma, probably from the state, and for post-secondary education.

## LEAVING SCHOOL

Any student contemplating leaving school for any reason (transferring to another school, dropping out, etc.) must bring a note signed by the parent or guardian to the Vice-Principal's office, Room C-102. After the request is confirmed, the student will be referred to the Student Personnel

### THE NATIONAL HONOR SOCIETY

Membership in the Audubon Chapter of the National Honor Society is one of the highest honors that can be awarded to a student. Selection to the Society recognizes not only outstanding scholastic achievement, but also the qualities of leadership, character and service. As in the past, all applicants to the National Honor Society will be required to meet the established criteria for the aforementioned qualities.

Each of the above categories will be weighted as 25% of the candidate's application. The contents of any candidate's credentials will be subject to scrutiny by administrators, coaches, teachers, and other appropriate personnel who have been a part of the student's high school experience.

Applicants should be aware that exemplary status in each category is the minimum requirement. Consideration for membership in the National Honor Society will be determined from a pool of eligible candidates who will be evaluated by the criteria listed in each of the following areas:

**Academics** - which will include

- a. Consistency of performance
- b. Grade point average - 3.60 minimum
- c. Strength of schedule

**Character** -The candidate consistently exemplifies the qualities of honesty, reliability, friendliness, courtesy, and respect.

**Leadership** -The candidate is viewed as a positive role model through his/her involvement in the school community and has demonstrated the ability to share responsibility with others.

**Service** -The candidate participates enthusiastically in school and community-related programs, committees, and activities on a volunteer basis.

Successful candidates are advised that once membership in the National Honor Society is achieved it is not absolute. Society members will continue to be monitored in each of the four quality areas. Failure to maintain an exemplary status in all areas may result in removal from membership in the Society.

### THE NATIONAL JUNIOR HONOR SOCIETY

Students in grades seven through nine will have the opportunity to earn acceptance into the Audubon chapter of The National Junior Honor Society. This, like National Honor Society membership, is one of the highest honors that a student can receive. Students will be considered for membership in the National Junior Honor Society based on Academics, Leadership, Character and Service. Minimum standards in these areas are very similar to those established for The National Honor Society, which are listed above. In addition, in order to be eligible for membership, a student must have attended Audubon Jr-Sr High School for a minimum of one semester. Incoming freshmen from the Raymond W. Kershaw School in Mount Ephraim, who are members of that school's chapter, will be accepted into the Audubon chapter with the understanding that the student has one semester to meet the criteria established for membership in the Audubon chapter. Please see Audubon Jr-Sr High School's website:

([www.audubon.k12.nj.us](http://www.audubon.k12.nj.us)) for additional information about The National Junior Honor Society.

## PHYSICAL EDUCATION

Each student's dress in physical education class will consist of the following: T-Shirt, Sweat Shirt, Shorts, or Sweat Pants. These items must be one of the following colors: Gray, Green, Gold or White. A school approved uniform consisting of these colors will be available through the school. Uniforms are not permitted to be the same clothes that the student wore to school.

1. All students are responsible for proper attire in the physical education classes such as:
  - a. Socks and sneakers - sneakers must have laces and must be appropriately tied. (Rubber soled shoes, hiking boots, or any type of shoe with a heel are not considered a sneaker).
  - b. Gym shorts (Must have elastic waist band) must be worn at the waist and must be an appropriate length.
  - c. T-Shirts (must have sleeves and cannot have any language or symbols pertaining to tobacco, alcohol, drugs or any other inappropriate topics).
  - d. Sweat Suit
  - e. Underwear may not be worn as outerwear.

**NOTE: Students not properly attired for physical education class may not participate and will lose credit for the day.**

2. Physical Education attire should be neat and clean and should have the student's name printed on each item.
3. All clothes and other belongings should be locked in the student's locker. Locks and belongings must be removed at the end of each period. Students are not to keep any valuables (money, watches, jewelry, etc.) in their locker at any time. All valuables should be given to an instructor to be secured at the beginning of class.

**Note: The school is not responsible for any items stolen from a locker.**

4. Students being excused from class for a medical reason must report to their instructor dressed in their physical education attire. The student will then be sent to the school nurse for a medical excuse. A note from the student's parent/guardian will excuse the student from participation for one day each marking period. A note from a medical doctor will be required for a student who needs more than one day excused without participating. **This note must be presented to the student's instructor within one week of the injury/illness.** Any student who is excused from class for a period of one week or longer will be assigned equivalent instruction for credit. Students with an extended medical excuse will be required to update their doctor's note every thirty (30) days.

**STUDENTS WHO RECEIVE A MEDICAL EXCUSE FROM THE SCHOOL NURSE OR HAVE AN UNEXCUSED ABSENCE FROM CLASS MUST MAKE ARRANGEMENTS WITH THEIR INSTRUCTOR TO MAKE UP THE CLASS THAT WAS MISSED.**

5. Students who are placed on home tutoring, suspended, or medically excused from class will be required to participate in the alternative physical education

program. Students are to check with the instructor who is responsible for taking their attendance in class to determine what alternate work needs to be done.

Students will be given a written assignment or sport folio to be completed.

6. Eating or drinking in the gymnasium or physical education locker room during class is prohibited.

7. Students are responsible for making up any work that they miss when they are absent.

8. Students who are unprepared for gym five times in any marking period will result in a failing grade for that marking period.

#### **PROMOTION TO THE NEXT GRADE**

- Grade 9 - Eighth grade promotion
- Grade 10 - Minimum of 30 credits
- Grade 11 - Minimum of 60 credits
- Grade 12 - Minimum of 85 credits

Students in grades 9-11 who have failed to accrue the required number of credits will be retained in the previous year's homeroom although they may take courses appropriate to their actual grade level.

#### **REPORT CARDS**

Marking Period 1 - September 3-November 4. Report cards November 17.

Marking Period 2 - November 9 - January 14. Report cards February 3.

Marking Period 3 - January 25 - March 26. Report cards April 14.

Marking Period 4 - March 29 - June 9. Report cards will be mailed.

Students will receive grades for cycle classes at the end of the appropriate marking period.

#### **SEVENTH AND EIGHTH GRADE PROMOTION/ RETENTION**

It is the belief of the Audubon Board of Education that if students are to succeed in high school (grades 9-12), it is imperative they master the skills provided in seventh and eighth grade instruction. The following stipulates the promotion and retention policy for grades seven and eight:

- A. Students must pass all four major subjects: English, math, science social studies.
- B. Students must pass both health and physical education.
- C. Failure in any other subject, such as elective or cycle, will result in a review of student's record in order to determine suitability for promotion. Students and parents are reminded of the necessity to establish a good foundation of skills and study habits. These skills must be transferred to all areas. Toward this end, any failure in electives and/or cycle courses will necessitate a review of the student's record.
- D. Students must attend summer school if they fail a required course.

**STUDENTS MUST ATTEND AN APPROVED SUMMER SCHOOL OR PARTICIPATE IN AN APPROVED ON LINE COURSE. SUMMER SCHOOL IS NOT CONDUCTED IN AUDUBON. SUMMER SCHOOL IS AT THE EXPENSE OF PARENT AND STUDENT.**

While it is hoped that retention would not be required at the seventh and eighth grade levels, it is also recognized that many factors contribute to academic success and failure. Toward this end, it is essential that the following steps be followed before any student can be retained in grade seven or eight:

1. A panel consisting of the principal, supervisor and guidance counselor shall make the final recommendation.
2. The Child Study Team be consulted in each recommendation for retention.
3. The following criteria will be considered in the decision making process:
  - a. Achievement of minimum proficiency levels as measured by standardized tests and/or teacher made tests.
  - b. Teacher observation of emotional and/or maturity levels.
  - c. Poor attendance.
  - d. The social and emotional situation of the student's home.
  - e. The GEPA.
  - f. The following notification procedures must be followed before a child can be retained:
    1. A progress notice shall be sent home at the FIRST INDICATION of a problem.
    2. The counselor will notify parents of the possibility of retention. At this time, a parent conference will be suggested. A letter may be sent at the end of the third marking period if the problem continues. A parent conference would then be required.

**NOTE:** Students may progress successfully for two or three marking periods and encounter difficulty. Successful completion of two marking periods does not **guarantee** promotion.

- g. A decision for retention can be appealed within five school days to the Superintendent of Schools.
- h. The Superintendent's decision can be appealed within five school days to the Audubon Board of Education which will render a decision at the first regularly scheduled board meeting following the appeal.

#### **SUMMER SCHOOL**

Students who fail a subject may have an opportunity to attend an approved summer school or participate in an approved online course at parents'/guardians' expense. A grade of "B" is the highest grade that will be recorded on the permanent record after a student has completed summer school or on line course.

#### **AUDUBON HIGH SCHOOL TUTORIAL PROGRAM**

In a coordinated effort to provide help for all students needing academic assistance, Audubon High School, under the leadership of the National Honor Society, has organized a comprehensive tutoring program. This no cost assistance program will be provided by members of the National Honor Society and other students with high academic credentials. Every effort will be made to offer these services during students' study halls.

Tutoring can be initiated by the student in need, a subject teacher, a counselor, parent or administrator. Students experiencing academic difficulties

are encouraged to take advantage of the tutoring program. By doing so, they may reduce the potential of receiving a low grade which could lead to ineligibility and have a negative effect on the grade point average.

Anyone interested in the tutoring program should contact Mrs. McKenna in the Student Personnel Services office for more information.

### **SCHOOL HEALTH SERVICES**

1. In order to protect the health of the students in our schools, all regulations of the state Department of Education, the state Department of Health, and the local Board of Health shall be scrupulously observed, particularly those dealing with contagious or infectious diseases or conditions. Students who have been absent because of contagious or infectious diseases/conditions must present a certificate of recovery from a licensed physician. Students who are absent 5+ consecutive days due to illness will be required to provide a doctor's note to return to school. Exceptions: chicken pox and fifth's disease.
2. Doctor's notes must be on letterhead and have the attending physician's signature. The doctor's notes must be the original note. Generically stamped notes or faxed notes will not be accepted. Students will have ten (10) school days from the date of absence to hand in an original doctor's note in order for the absence to be considered valid.
3. Every student entering the school district for the first time shall present a record of immunization at the time of registration as required by law. Parents will be required to provide this documentation within 30 days upon enrolling their child into school.
4. Every student entering the school district for the first time shall present a certificate from a licensed physician attesting to his/her physical condition. This physical may have been completed within the past year. Parents/guardians are reminded of the importance of obtaining examinations at least once during each of the student's developmental stages:
  - Early childhood (pre-school through grade 3)
  - Pre-adolescence (grades 4 through 6)
  - Adolescence (grades 7 through 12)
5. Required screenings will be performed throughout the school year following the state mandated guidelines.
6. Students being excused from physical education class for medical reasons must obtain a note from the school nurse. A parent note or a nurse's note will excuse the student from class for one (1) day per marking period. Thereafter a physician's note will be required. Students who are excused from physical education for five or more consecutive days will be placed in an alternative physical education program. Students with an extended medical excuse will be required to update the doctor's note every thirty (30) days.
7. Students must report illness/injury during the school day first to the teacher in charge and second, to the school nurse. They must

report directly to the school nurse with a pass from their teacher. Students are not to be in the lavatory or any other part of the school and they are not to leave the building.

8. If the school nurse is not available students are to report to the Vice-Principal's Office Room C-102. Students are not to use cell phones to contact a parent to go home due to illness.
9. It is highly recommended that whenever possible, arrangements for the administration of medication be made to coincide with non-school hours. However, when such arrangements cannot be made, the Board of Education policy concerning the administration of medication will be followed.
  - a. New Jersey Administrative Code 6:29 states that only the school nurse may administer medication in school. In the nurse's absence, the medication will not be administered. If the student misses a dose that he/she is scheduled to take before school, the parent/guardian will be contacted to administer the medication.
  - b. All medications must be prescribed by a physician in order to be administered during school hours. This applies to over the counter medications as well as prescription medications. The written order from the physician must include: the purpose of the medication, the dosage of the medication, the time at which or the special circumstances under which the medication is to be administered, the length of time for which the medication is prescribed, and the possible side effects of the medication.
  - c. Along with a written order from a physician, a written request from the parent/guardian giving permission for such medication administration, is required.
  - d. The medication shall be brought to school in the original container and must be labeled with the following: the student's name, the physician's name, the name of the medication, the dosage, and time of administration. No medication will be accepted in plastic bags, aluminum foil, tissues, etc. At the high school level, the school nurse will provide acetaminophen, ibuprofen, and Maalox if the over the counter medication consent form has been completed and all above stated conditions are met.
  - e. The medication must be secured and locked in the nurse's office, including those medications which must be refrigerated.
  - f. The school nurse must maintain a medication record or log which must include the name of the student to whom the medication is being administered, the prescribing physician, the dosage, the time or circumstance to which the medication is administered, and a notation each time the medication has been administered.
  - g. Each time the medication is brought to the nurse's office, the nurse will count the number of pills in the container and will record this number on the back of the medication log.
  - h. Permission is effective for the school year for which it is granted and must be renewed annually.

Field Trips: Medications will not be administered on field trips unless the school nurse, a Board approved substitute school nurse, a parent/guardian, or designated family member is present. If a dosage of the prescription medication is to be missed due to a field trip a physician's note stating that the dose may be missed is required. Students will be permitted to use inhalers/epi-pens and to keep them in their possession if they have the appropriate self-administered medication form completed by the parent and by the physician.

Self-Administered Medication:

1. A student may be permitted to self-administer medication for asthma or other potentially life threatening illnesses such as bee sting allergies.
2. A written note from the student's physician is required. The physician must certify that the student has asthma or another life threatening illness and that he/she is capable of and has been instructed in the proper administration of required medication.
3. A written authorization from the parent/guardian for the administration of the medication is required.
4. The district Board of Education must inform the parent/guardian in writing that the school district shall incur no liability as a result of any injury arising from the self-administration of the medication.
5. The parent/guardian must sign a statement indemnifying and holding the school district harmless against any injury or claims that arise as a result of the student's self administration.
6. Permission is effective for the school year for which it is granted and must be renewed annually.
7. Permission may be revoked if the school nurse has reason to believe that the inhaler/epi-pen is being used inappropriately.

If the student is an athlete or is involved in an extracurricular activity and has been identified as potentially needing an inhaler or an epi-pen, the above conditions must be met or the student may be excluded from participation in that activity.