



STUDENT HANDBOOK
2021 - 2022

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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.

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
2021- 2022

James Blumenstein, President
Ammie Davis, Vice President

BOARD MEMBER

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Noelle Bisinger, Supervisor of Special Services
Shamus Burke, Supervisor of Curriculum and Instruction

**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 Student Learning 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 Students

Welcome back to AHS. We hope everyone has had a good summer and is ready to start a new school year. This is a time for you to start fresh in both academics and extracurricular activities. To try new things and make new friends. Be involved in a positive way – join a club, play a sport, or an instrument in the band. Sing with the Choir or act in a play. Be a mentor in Teen-to-Teens or Interact. Make the most of your High School, or Middle School experience; it will be over before you know it. Try to make the best of this time in your lives and exhibit the qualities in the AHS motto of pride and excellence in all you do.

Set goals for yourself and remember, we are here to help you realize those goals. Don't let the many distractions you will encounter interfere with your goals, find a teacher or counselor you can trust. If you run into difficulties, see someone. If you don't understand a lesson, ask questions, get help. Remember, you're going to make mistakes, your job is to correct those mistakes and learn from them and gain experience.

Build good habits, develop a strong work ethic and take responsibility for both your learning and your actions. Learn to be an adult and prepare yourself for college, work or whatever you plan to do in the future. Enjoy your time here at AHS and take advantage of what is being offered. We wish you the best and hope you have a rewarding year.

J. Robert Buchs and Kelly Reising
Principal Grades 10-12, Principal Grades 7-9

AUDUBON HIGH SCHOOL ADMINISTRATION 2021-2022

Robert Buchs, Principal Grades 10-12

Kelly Reising, Jr. High Principal Grades 7-9

Kasey Bobo, Asst. Principal/Student Personnel Services

Anthony Carbone, Asst. Principal/Athletic Director

AUDUBON HIGH SCHOOL FACULTY – 2021-2022

To access the AHS Staff Directory, please visit our school website at:
ahs.audubonschools.org (located under the ‘Our School’ tab)

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.. 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 – 2021-2022

- President. Natalie Sylvester
- Vice President Leah Grim
- Corresponding Secretary: Mary Kate Owens
- Treasurer Leann Perry
- Social Chairperson. Alexandria Holton

SENIOR COUNCIL MEMBERS 2021-2022

- Isabella Bolbecker
- Jessica Borman
- Alexa Brown
- Ryan Clarke
- Alexandria Holton
- Danni Lin
- Aysiah-Lena Maldonado
- Emily McCauley
- Natalie Sylvester
- Dennis Vespe

AUDUBON SCHOOL CALENDAR

The most current version of the school calendar can be found on the District Web site. This web site will reflect all updates and changes throughout the year.

CODE OF ETHICS AND REGULATIONS FOR STUDENT EXTRA-CURRICULAR ACTIVITIES - GRADES 7-12

The Audubon School District affirms that a Code of Ethics and Regulations is imperative to a successful extra-curricular program. It is essential that each advisor or coach adheres to the following code to reach the desired uniformity of purpose. School related activities have, as a main objective, the development of responsibility to oneself and others. In addition, experience has shown that where there is a breakdown in our rules and regulations, the program suffers. To achieve this goal, all students who participate in an extracurricular program must comply with the Audubon Board of Education Policy 2430

SUSPENSIONS:

1. Flagrant violation of coach/advisor established curfew.
2. Cheating on a test.
3. Instances of insubordination or disrespect toward a teacher as recommended by the disciplining administrator.
4. Day(s) in which a student is on home suspension. This means any student on home suspension will not be permitted to participate in an activity or event that day or night.
5. Any other minor situation which the supervisor feels necessary.

PERMANENT EXPULSION:

The following refers to occurrences which occur during school hours or at school sponsored functions. The occurrence also refers to the time period which corresponds to the course of an activity or athletic season. Note: Students are legally able to be disciplined by the school for violations committed off school grounds or violations committed after school hours. Enforcement of this code would be the responsibility of the disciplining administrator. Also, an expulsion for a year long activity will be equivalent to a three month period. Two expulsions from the same year long activity will necessitate removal for the remainder of the year:

1. Any attitude or behavior which is considered by the disciplining administrator to be detrimental to the ethical principles of the group or reflects poorly on the Audubon School system.
2. Any use of, possession, distribution of alcoholic beverages and drugs.
3. Smoking or other use of tobacco such as chewing tobacco.
4. Involvement in theft.
5. More than a total of five days suspension over the course of the year for any disciplinary reason other than lateness, or two incidents of suspension during any one season. Any suspension accrued after spring sport season ends will result in probation and possible expulsion.

6. For the following activity/sport in which a student participates.

1. Permanent expulsion shall last until following:

- Fall Sports/Activities:** Monday after Thanksgiving
- Winter Sports/Activities:** First Friday in March
- Spring Sports/Activities:** The day after the final day of school

2. APPEAL PROCESS: All appeals of permanent expulsion must be directed in writing to the Director of Athletics within three working days following the violation. 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.

HEARING COMMITTEE

Any person involved in an extracurricular activity or athletic team who commits an act, attitude, or behavior which is considered to be detrimental to the ethical principles of the group or reflects poorly on the Audubon School System, will be immediately suspended from the activity/athletic team and have a meeting with the Hearing Committee within 48 working hours of the reported offense. Such cases can include:

- Alcohol off school grounds or school related activities**
- Use of tobacco products off school grounds or school related activities**
- Arrests off school grounds or school related activities**
- Physical 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:

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

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 guideline. 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 parent/guardians, 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 parent/guardian 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. This includes making parental contact to verify any student absence, tardy or request to leave school.

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 **each season** by a parent/guardian, not by a student athlete. The completed questionnaire must be taken to your “medical home” once every 364 days 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. Please refer to the High School website for a detailed description of the Student Activities.

STUDENT ACTIVITIES

Academic Challenge

All School Musical

Chess Club

Choral Ensemble

Educational Media Services

Environmental Club

Fellowship of Christian Athletes

Flag Football

French Club

INTERACT

Intergenerational Group

Jazz Band

Junior National Honor Society
 Le Souvenir
 Marching Band/Color Guard
 Mini Bridge
 National Honor Society-by election
 Office Aides
 Parrot
 Peer Facilitators
 Peer to Peer
 Project Memorial
 Prom Committee
 Published Mind

Senior Council
 Spanish Club
 Spanish National Honor Society
 Spring Play
 Student Council
 Student Government (7/8 Grade)
 Students & Teachers Against
 Racism and Stereotypes
 Teens to Teens

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

FALL

Boys

Football
 Cross Country*
 Soccer*

WINTER

Boys

Basketball*
 Wrestling*
 Swimming
 Indoor Track

SPRING

Boys

Baseball
 Track*
 Tennis
 Golf

Girls

Field Hockey*
 Soccer*
 Tennis
 Cross Country*

Girls

Cheerleading
 Basketball*
 Swimming
 Indoor Track

Girls

Softball
 Track*
 Golf

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

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

STUDENT ACTIVITY FEE – 2021-2022

The Student Activity Fee is used to support athletics and extracurricular activities at the junior-senior high school. The \$100.00 fee for grades 9-12 and \$75.00 fee for grades 7 & 8 (6th graders in the Jr HS wrestling program) covers participation in all sports, activities and clubs. **The maximum fee for one family is \$150.00. Students who qualify for free or reduced price lunches will be exempt from the activity fee.** One hundred percent of the funds collected will go directly back to student programs.

A list of all Audubon Junior-Senior High School sports and activities subject to this fee are listed below:

Marching Band	Jazz Band	Choral Ensemble
Challenge Bowl	One Act Plays	Musical
Chess Club	*All JHS, Junior Varsity and Varsity Athletics	

All Service Related Clubs (National Honor Society, EMS, Stage Crew, etc.) are not subject to the Activity Fee. Any questions, please call (856) 547-7695 and ask for the principal's office.

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 extracurricular activities (including athletics), clubs, school organizations, or trips, to be curtailed. An email reminder of debts will be sent out throughout the school year. Students may pay debts to the Principal for their grade.

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, or Senior Trip.

Eighth grade students who fail to satisfy their outstanding debts may be denied the privilege of participating in graduation ceremonies.

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). Participation in any extra-curricular activity/function may be affected by disciplinary issues. Student may regain the privilege to participate in these activities by improved behavior, to be determined by Administration.

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 1/2 hour 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.
- School dances will be for Audubon High School students only with the exception of the Winter Ball and Prom. Any dance involving 7th and 8th grade students will only be for students from Audubon schools in these grades. Audubon students attending the Prom or Winter Ball may bring a guest from another school, providing they are under the age of 21 and in good standing with their school. Administration also reserves the right to approve or not approve any potential guests.

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

Any senior who has been assigned to Saturday detention(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/guardian'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/guardian to secure their release and escort the student home at the parent/guardian's expense.

BELL SCHEDULES

NORMAL BELL SCHEDULE

(45 minute periods, 4 minutes passing time)

School Opens.7:20am

Supervised Study (Cafeteria).7:20-8:05am

	Grades 7-8	Grades 9-10	Grades 11-12
Period 0	7:30 - 8:05	7:30 - 8:05	7:30 - 8:05
Opening Tone	8:05	Same	Same
Warning Tone	8:09	Same	Same
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

90 MINUTE DELAYED OPENING SCHEDULE

**No Period 0; No Homeroom; 35 minute periods;
3 minutes passing time; 25 minute lunch**

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

	Grades 7-8	Grades 9-10	Grades 11-12
Opening Tone	9:35	Same	Same
Warning Tone	9:40	Same	Same
Period 1	9:41-10:16	Same	Same
Period 2	10:19-10:54	Same	Same
Period 3	10:57-11:32	Same	Same
Period 4	11:35-12:00 (Lunch)	11:35-12:10	11:35-12:10
Period 5	12:03-12:38	12:13-12:38 (Lunch)	12:13-12:48
Period 6	12:41-1:16	12:41-1:16	12:51-1:16 (Lunch)
Period 7	1:19-1:54	Same	Same
Period 8	1:19-1:54	Same	Same

EXAM BELL SCHEDULE

First Exam	8:00-9:40
Homeroom	9:45-10:15
Second Exam	10:20-12:00
Dismissal	12:00

ACTIVITY BELL SCHEDULE (PM)

(35 minute periods, 4 minutes passing time, 66 minute activity period)

School Opens.....7:20am

Supervised Study (Cafeteria).....7:20-8:05am

	Grades 7-8	Grades 9-10	Grades 11-12
Period 0	7:30 - 8:05	7:30 - 8:05	7:30 - 8:05
Opening Tone	8:05	Same	Same
Warning Tone	8:09	Same	Same
Homeroom	8:10-8:20	Same	Same
Period 1	8:24-8:59	Same	Same
Period 2	9:03-9:38	Same	Same
Period 3	9:43-10:17	Same	Same
Period 4	10:21-10:46 (Lunch)	10:21-10:56	10:21-10:56
Period 5	10:50-11:25	11:00-11:25 (Lunch)	11:00-11:35
Period 6	11:29-12:04	11:29-12:04	11:39-12:04 (Lunch)
Period 7	12:08-12:43	Same	Same
Period 8	12:47-1:22	Same	Same
Activity	1:26-2:32	Same	Same

ACTIVITY BELL SCHEDULE (AM)

	Grades 7-8	Grades 9	Grades 10-12
Period 0	7:30-8:05	7:30-8:05	
Activity/Testing	8:10-9:30	8:10-9:30	
Period 1	9:34-10:09	9:34-10:09	9:34-10:09
Period 2	10:13-10:48	10:13-10:48	10:13-10:48
Period 3	10:52-11:27	10:52-11:27	10:52-11:27
Period 4	11:31-11:56 (LUNCH)	11:31-12:06	11:31-12:06
Period 5	12:00-12:35	12:10-12:35 (LUNCH)	12:10-12:45
Period 6	12:39-1:14	12:39-1:14	12:49-1:14 (LUNCH)
Period 7	1:18-1:53	1:18-1:53	1:18-1:53
Period 8	1:57-2:32	1:57-2:32	1:57-2:32

EARLY DISMISSAL BELL SCHEDULE

30 minute periods; 4 minute passing time; NO LUNCH

Period 0	7:20-8:05 (Gr 9-12) 7:30-8:05 (Gr 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 for any reason, your school number will be broadcast on KYW (1060 AM), and posted on local television stations (ABC, NBC, CBS and Fox). The emergency closing number is 617. In addition, the closure or delayed opening will also be posted on the school's website and will be announced via the automated calling system. If you are not receiving calls on this system, please notify the school to be put on the call list.

EMERGENCY PROCEDURES/FIRE DRILLS/CRISIS 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 one fire drill and one crisis drill per 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. Teachers will accompany their groups and take accurate attendance once they've reached the relocation area. Windows and doors are to be shut during all emergency procedures.

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 Principal's secretary.
3. 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.
4. Students are responsible for the proper care of their lockers. Any unnecessary damage will be the financial responsibility of the student.
5. Students are not permitted to change lockers or locker partners in the case of hall lockers without the permission of the Principal.
6. Students are expected to keep their lockers clean and neat at all times.
7. Under no circumstances are students to share their locker combinations with anyone except their locker partner.
8. In cases where the lock is not built in, the student will be responsible to replace the lock if it is lost.
9. The school is not responsible for items lost or stolen from any locker. It is the student's responsibility to ensure that all personal and school items are secured with a lock at all times.
10. Students are not to bring unnecessary amounts of money, valuable jewelry, or expensive items to school.
11. There will be periodic locker clean-outs during the school year,
12. 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 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/guardians are urged to schedule vacations or absences when school is not in session. However, on those rare occasions when vacations during the school year cannot be avoided, parents/guardians are asked to send a note to

the attendance officer at least one week before the planned vacation, stating the day(s) the student will be absent. This ensures that the student can obtain the work that will be missed for the given time period. Beginning with the 2019 - 2020 school year. Family Vacation for students in grades 7 - 11 will not be excused.

Only **SENIORS**, who are not attending the Senior Trip, will be permitted to take a family vacation during the school year. The family vacation week must coincide with the week of the Senior Trip. All other students who miss time during the school year will accrue unexcused absences for any days missed for vacation or a family absence. As a reminder, there is a 15 day attendance cap for all students.

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/guardians 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 Assistant Principal of Student Personnel Services at least 24 hours prior to review. This right to review records applies to divorced and non-custodial parents/guardians 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/guardian 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/guardians 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 INTERVENTION AND REFERRAL (I & RS) COMMITTEE

The I & RS committee provides a vehicle within regular education for meeting a variety of student needs (academic, social and emotional). The I & RS committee is a standing, school-based, problem solving committee whose goal is to assist teachers and parent/guardians in developing strategies to maximize the educational opportunities for their child. Through the I & RS committee,

instructional strategies and/or support services are provided without unnecessary labeling. To accomplish this goal the I & RS committee 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 parent/guardian and student;
- Monitors the student's behavior.

The I & RS committee 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 administrator who oversees the I&RS committee is Kelly Reising.

STUDENT ASSISTANCE COUNSELOR

The Student Assistance Counselor provides additional support to students beyond the school's Guidance and School Counseling program. This person is trained to work with students on a variety of issues (emotional, social, crisis, substance use/concerns, etc.).

Students may request to meet with the Student Assistance Counselor through their Guidance Counselor. In addition, students may be referred to this counselor through the Guidance Office, I&RS, and/or an administrative office.

NOTE: The **New Jersey Youth Helpline, 2ND 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 **2ND 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 for more information and try the message board.

PEER FACILITATOR

A peer Facilitator is someone who cares about others and encourages self-exploration and decision-making. The Audubon High School students receive training from the Substance Awareness Coordinator and other program advisors to promote personal growth and development through a helping relationship. Please refer to Peer To Peer, STARS (Students and Teachers Against Racism and Stereotyping), and Teens to Teens for additional information.

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 parent/guardian has 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 an 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 the 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-TO-TEENS

All AHS students in Grades 8-11 are eligible to participate in Teens-to-Teens. Students who participate in this program serve as mentors for new AHS students.

The goal of the program is to welcome our new students and to ease their transition to AHS. One of the most important events for Teens-to-Teens members is to meet new students at our New Student Orientation which takes place in September during the week before school begins. Other activities Teens-to-Teens participate in are group activities for our new students and tours for students who are new to AHS during the school year.

PHONES

Students desiring to use the phone during school time must receive permission from the office of the Principal. Phones must not be on or in use while a student is in the building. Students using cell phones on school property during the school day will face disciplinary action. If the phone is visible by a staff member, it will be confiscated. Please refer to CELL PHONE POLICY in the Behavior and Discipline Guidelines.

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.

AUDUBON STUDENT SPOTLIGHT PROGRAM

The **Student Spotlight Program** is a concept and an attitude. This program rewards students and staff for their achievements. It's a process that encourages academic excellence, improvement, and citizenship. Its primary goals are to increase student performance and teacher enthusiasm, and raise the level of community participation in schools. Audubon High School will focus this program on four target areas:

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

Additionally, **Audubon's Student Spotlight Program** uses motivational concepts to reward and recognize the individuals who make school a better and more positive place.

SPONSORED ACTIVITIES

STUDENT ACTIVITIES

- Student Spotlight incentives for academic excellence as per description
- **TEACHER'S CHOICE AWARD:** Monthly award to students who have demonstrated one or more of the following:
 - Helpfulness to others
 - Improvement in grades or behavior
 - Academic achievement
- **STUDENT SPOTLIGHT 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:** One student is chosen each month for each grade level based on success in academics or embodying the attributes of the **Student Spotlight Program**. Every Student of the Month is rewarded with Audubon High School merchandise.
- **STUDENT RECOGNITION AWARDS:** Given out throughout the year to acknowledge positive behavior by students.

Thanks to Chick-fil-A of Audubon for their continued support of this program as they provide rewards and incentives for our students.

ATTENDANCE POLICY: 2021-2022

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 as per administrative discretion. Students who are absent during the school day are not permitted to attend school-sponsored events later that day without administrative consent. 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 the 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, parent/guardians 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 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/guardian 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 extracurricular activities and school events.
5. Additionally, students who are late to a class, without a valid excuse more than 15 times in a school year, will lose credit in that course.

The appeals process is as follows:

A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:

The student shall file a written appeal to the Principal or designee within **five** school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.

The Principal or designee will respond in writing no later than **seven** school days after receiving the student's appeal.

If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.

On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.

The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.

The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

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.

Requests 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/guardian stating the exact time of dismissal, parent/guardian 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/guardians 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 2nd period, they will be marked absent for a minimum of a half day in accordance with state guidelines.

Every sixth lateness to school will be counted as one absence toward the 15-day cap. Students will be able to make up a maximum of 3 unexcused absences in the following manner:

Semester 1 and 2

Students may attend up to three Saturday School Sessions

(8:00 a.m. – 12:00 p.m.) to make up a maximum of three unexcused days.

BEHAVIOR AND DISCIPLINE GUIDELINES: 2021-2022

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 (2:45-3:15 p.m., Tuesday, Wednesday, Thursday)

Office detention (7:30-8:00 a.m., Wednesday)

DD= Double detention (2:45-3:35 p.m., Wednesday)

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

ISS = Individual Student Supervision (8:10-2:32 daily, REGARDLESS OF A STUDENT'S INDIVIDUAL SCHEDULE)

ES = External suspension – All External suspensions require a mandatory parent/guardian re-entry conference.

PI = Police involvement

NOTE:

- Teachers have the discretion to address initial behavioral concerns with a teacher-assigned detention. This should also include parent/guardian contact and involvement with the guidance counselor, if necessary. After these options have been exhausted, the student will be referred for administrative intervention and/or disciplinary referral.

- There will be a limit on the number of Individual Student Supervisions that a student can serve. After 12 days in ISS, all additional assignments thereafter will be external, and will require a parent conference upon re-entry to school.

CLASS DISRUPTION (including, but not limited to, excessive talking, lateness, comments, etc.)

FIRST ADMINISTRATIVE REFERRAL: OD

SECOND ADMINISTRATIVE REFERRAL: DD; SS option

THIRD REFERRAL: Up to two days SS; ISS option

SUBSEQUENT REFERRALS: Up to five days ISS or ES

DISRESPECT OF STAFF

FIRST REFERRAL: OD

SECOND REFERRAL: DD; SS option

THIRD REFERRAL: Up to two days SS; ISS option

SUBSEQUENT OFFENSES: Up to five days ISS or ES

VERBAL ASSAULT OF STAFF MEMBER

FIRST REFERRAL: Up to 5 days ES, parent conference

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

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

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: Up to 3 days ISS

SUBSEQUENT REFERRALS: Up to five days ISS or ES

CUTTING CLASS (includes Study Hall, Lunch and Homeroom)

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

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

SUBSEQUENT REFERRALS: Up to three days ISS or ES; 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.**

CUTTING SATURDAY SESSION

FIRST REFERRAL: ISS and makeup of original SS;

SECOND REFERRAL: Two days ISS and make-up of original SS

SUBSEQUENT REFERRALS: Up to 5 days ISS and/or ES and make-up of original SS

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

LATENESS TO SCHOOL

Note: Please refer to the Attendance Policy on Lateness (see page 28).

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

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

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

SUBSEQUENT REFERRALS: Up to five days ES; principal conference

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

CUTTING OFFICE DETENTION

FIRST REFERRAL: DD and original detention reassigned

SECOND REFERRAL: SS and original detention reassigned

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

CUTTING TEACHER DETENTION

FIRST REFERRAL: OD

SECOND REFERRAL: DD

THIRD REFERRAL: SS

SUBSEQUENT REFERRALS: ISS or ES

FOUND IN UNAUTHORIZED AREA

FIRST REFERRAL: Up to two days OD

SECOND REFERRAL: DD; SS option

THIRD REFERRAL: Up to three days SS or ISS

SUBSEQUENT REFERRALS: Up to five days ES

FALSIFICATION OF PASSES, PERMITS, OR ANY OTHER DOCUMENTS

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

FIRST REFERRAL: Up to three days ISS; SS option

SECOND REFERRAL: Up to five days ISS or ES

SUBSEQUENT REFERRALS: Up to five days ES

VERBAL OR WRITTEN OBSCENE/PROFANE LANGUAGE OR GESTURES

FIRST REFERRAL: DD: parent/guardian contact

SECOND REFERRAL: SS; parent/guardian contact
THIRD REFERRAL: Up to 3 days ISS; parent/guardian contact
SUBSEQUENT REFERRALS: Up to five days ES

USE AND/OR POSSESSION OF CELL PHONE AND/OR ELECTRONIC DEVICES DURING SCHOOL (NJ STATE LAW 2C: 33-19)

FIRST REFERRAL: OD, confiscation and return only to parent/guardian
SECOND REFERRAL: SS, Confiscation and return only to parent/guardian;
THIRD REFERRAL: Up to 3 days ISS, Confiscation and return only to parent/guardian
SUBSEQUENT REFERRALS: Up to five days ES; Required parent/guardian conference and possible 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!

POSSESSION OR USE OF TOBACCO PRODUCTS

Smoking or using tobacco in any other way (chewing, dipping, electronic cigarettes, vaping, 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: Up to two days ISS; parent/guardian contact; guidance referral
SECOND REFERRAL: Up to two days ES; parent/guardian contact; guidance referral
SUBSEQUENT REFERRALS: Up to five days ES; parent/guardian 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 and/or nicotine products. If the student is found to be in possession of tobacco or tobacco products the aforementioned penalties will ensue.

ALCOHOL/DRUG OFFENSE (USE, POSSESSION, UNDER THE INFLUENCE)

(Refusal to comply with district rules and state law shall be considered an offense)

FIRST REFERRAL: Up to ten days ES; 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/guardian and arrange for an immediate (within two hours) examination of the student by a physician, along with a drug screening.
3. The parent/guardian, 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 report must be presented to the school within 24 hours.
4. The student will be taken to an approved facility, 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 or proof of enrollment in a substance abuse counseling program.
8. The student will also be referred to the Student Assistance Counselor.

POSSESSION OF DRUG PARAPHERNALIA (INCLUDING A VAPE DEVICE AND/OR ELECTRONIC SMOKING DEVICE) WITHOUT EVIDENCE OF DRUGS OR DRUG RESIDUE

FIRST REFERRAL: Up to ten days ES, parent/guardian conference, and PI

SUBSEQUENT REFERRALS: Ten days ES; parent/guardian conference, PI; and possible expulsion hearing

SALE OR DISTRIBUTION OF POSSESSION WITH INTENT TO DISTRIBUTE

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

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

FIRST REFERRAL: Up to three days OD;

SECOND REFERRAL: Up to two days DD; 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: Up to five days ISS; student's status in class may be reviewed; possible removal from cafeteria

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

FIRST REFERRAL: Up to three days ISS; parent/guardian contact; possible removal from cafeteria

SECOND REFERRAL: Up to five days ISS; parent/guardian contact; possible removal from cafeteria

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

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

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

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

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: Up to five days ES; parent conference; PI

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

HARASSMENT/INTIMIDATION/BULLYING (HIB) (includes sexual harassment, bullying and cyber-related activities)

All referrals will be handled using administrative prerogative.

FIRST REFERRAL: Guidance intervention; OD option

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

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

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: Up to ten days ES pending expulsion hearing; police intervention

RACIAL OR ETHNIC SLURS

FIRST REFERRAL: Up to three days ES; parent/guardian conference; PI

SECOND REFERRAL: Up to five days ES; parent/guardian conference; PI

SUBSEQUENT REFERRALS: Up to ten days ES pending expulsion hearing; PI

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

FIRST REFERRAL: Ten days ES pending expulsion hearing; parent/guardian conference; PI

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

FIRST REFERRAL: Up to five days ES; parent/guardian conference; possible PI; possible expulsion hearing

SUBSEQUENT REFERRALS: Up to ten days ES pending expulsion hearing; PI

CREATING A FALSE ALARM

FIRST REFERRAL: Up to five days ES; parent/guardian conference; PI

SUBSEQUENT REFERRALS: Up to ten days ES; parent/guardian conference; PI

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

FIRST REFERRAL: Up to ten days ES pending expulsion hearing; PI

PORNOGRAPHY – POSSESSION AND/OR DISTRIBUTION

FIRST REFERRAL: Up to five days ES; parent/guardian conference; and PI

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

THEFT (including but not limited to passing counterfeit money)

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

SUBSEQUENT REFERRALS: Up to ten days ES; parent/guardian conference; PI; restitution for item(s) taken

DESTRUCTION OF PROPERTY /VANDALISM

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

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

INAPPROPRIATE BEHAVIOR IN ISS

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

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

INAPPROPRIATE BEHAVIOR IN SS

FIRST REFERRAL: ISS for one day and makeup of SS

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

ASSAULT ON SCHOOL EMPLOYEE

FIRST REFERRAL: Ten days ES and expulsion hearing in compliance with NJSA 18A: 37-2; PI

FIREWORKS, SMOKE BOMBS, STINK BOMBS-POSSESSION OR USE

FIRST REFERRAL: Up to three days ES; parent/guardian conference; PI

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

GANG ACTIVITY AND/OR INVOLVEMENT

FIRST REFERRAL: Up to ten days ES; PI

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

POSSESSION OF A GUN

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

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

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

GAMBLING

FIRST REFERRAL: Up to three days ISS; possible PI

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

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

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

FIRST REFERRAL: Up to five days ES; parent/guardian conference; possible PI

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

BOYCOTT OF CLASS/DISRUPTION OF REGULAR SCHOOL DAY SCHEDULE

FIRST REFERRAL: Up to five days ES; parent/guardian conference; possible PI

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.

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: Up to 2 days ISS, loss of internet privileges

SECOND REFERRAL: Up to 5 days ISS, 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. Chains, including wallet attachments.
4. Any shirt, which exposes any part of the chest, back, or stomach, including halter-tops and open-back shirts. No tank tops of any kind are allowed. All shirts must have sleeves.
5. Jackets, coats, or other outer garments worn in the building (jackets should be kept in lockers).
6. No stocking or bare feet.

7. Any clothing which contains references to alcohol or drugs, sexual connotations, gang references, racist comments or otherwise inflammatory language.
8. Sunglasses
9. Spiked jewelry, belts, chockers, etc.
10. Any garment which can be considered see-through.
11. Clothing worn during PE class.
12. Any flip-flops, house slippers, or athletic slides. All shoes must have backs for safety reasons.
13. Any clothing deemed inappropriate by the Administration.
14. 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; administrative warning or OD. Each Principal's office has a supply of T-shirts that must be returned after use.

SECOND REFERRAL: OD; change of clothing

THIRD REFERRAL: DD; change of clothing

SUBSEQUENT REFERRALS: SS or Up to three days ISS.

PUBLIC DISPLAY OF AFFECTION

Students are expected to behave in an appropriate manner. Hugging, kissing, and other public displays of affection are considered inappropriate at school. Public displays of affection that are deemed inappropriate or prolonged should be addressed by all staff members. After first warning, students should be reported to an administrator. Students are then subject to disciplinary action.

POLICY ON ACADEMIC INTEGRITY

Audubon Jr. Sr.High School expects all students to abide by ethical academic standards. Academic dishonesty – including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination – is strictly prohibited. Audubon's Academic Integrity Policy covers all school-related quizzes, reports, class assignments, and projects, both in and out of class. The purpose of Audubon's Academic Integrity Policy is to prepare students for the reality created by the increased use of technology for the world of college and beyond, where cheating and plagiarism have dire consequences.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, even encourage, students to work on assignments collectively. This is acceptable, as long as whatever work is being presented, the author is clearly relayed.

- **Collaboration** is to work together (with permission) in a joint intellectual effort.
- **Plagiarism** is to commit literary theft, to steal and pass off as one's own ideas or words, and to create the production of another. When you use

someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else. If you use someone else's ideas you must give the author credit. Some internet users believe that anything available online is public domain. Such is not the case, ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is stealing.

- **Cheating** includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher).

Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during an exam or project.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others.

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties.

Range of Possible Consequences		
Offense	First Referral	Second Referral
Copying or cheating on classwork assignment, homework, or formative assessment	Zero on assignment Teacher contact with parent/guardian Teacher detention	Zero on assignment Teacher and administrator contact with parent/guardian SS
Plagiarizing or cheating on research project, lab report, test (standardized or other), or other summative assessment	Zero on assignment; Teacher contact with parent/guardian; Counselor notification Administrative intervention 2 days SS	Zero on assignment Teacher contact with parent/guardian Counselor notification Administrative intervention Mandatory parent conference Grade of F for the course and possible removal Up to five days ISS or ES

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 or off 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 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 Anti-Bullying Specialist), 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/guardian. 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 individual student supervision (ISS) may be assigned. In this situation, students will report to school, but will not attend classes. These students will be assigned by an administrator to ISS. 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 assigned to either an individual student supervision or an out-of-school suspension, must make arrangements with each of his/her teachers within 24 hours after his/her assignment ends to make up all work or tests missed while not in class. The full responsibility for making up all missed work during this time 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 the student is not in class. 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/guardian 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

The Audubon High School Student Personnel Services (School Counseling) 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 school counselors help students understand themselves better and develop a sense of self worth. School

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

A unique relationship exists between school counselors and students. They 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, school counselors help mediate difficulties among peers. Perhaps most important, school 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 school counselor except in cases where the student threatens harm to self or others.

The Student Personnel Services counseling staff includes:

Mrs. Devon Schwab (grades 7, and 8)

Ms. Emily Warren (grades 9 – 12 A - F)

Mrs. Wendy VanFossen (grades 9 - 12 G - M)

Mr. Michael Tomasetti (grades 9 - 12 N - 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 Awards ceremony, sponsored by the National Honor Society, is held in the spring for students, grades 7-12, who have distinguished themselves academically in the school year.

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. Parent/guardians 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 parent/guardians 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 posted on Parent Genesis on the following dates:

First Marking Period – October 7
Second Marking Period – December 14
Third Marking Period – February 25
Fourth Marking Period – May 9

ADVANCED COLLEGE CREDIT

HIGH SCHOOL PLUS PROGRAM – CAMDEN COUNTY COLLEGE (CCC)

A list of possible courses can be found in the Program of Studies (pg 11) on the School Counseling website. The Assistant Principal of the Student Personnel Services will distribute registration paperwork from Camden County College in the fall and winter of each year. Please note: CCC will be assessing an application fee for this.

ADVANCED PLACEMENT

Juniors and seniors may also opt to take Advanced Placement courses for potential college credit. College credit is determined by individual colleges; AHS personnel cannot guarantee such credit will be accepted.

The following AP courses will be offered for the 2021-2022 school year, as enrollment allows:

AP U.S. History	AP Biology
AP French Language	AP English (Literature & Composition)-Seniors
AP Spanish Language	AP Calculus
AP Chemistry	AP English (Language & Composition)-Juniors

Various AP courses via the Virtual High School Collaborative Program. Please see a counselor for specific details.

In order to receive AP weight for a course, students must earn a B- or better and take the corresponding AP exam in May. Students who do not take the AP exam will receive honors weight for an AP course providing they earn the B-average. Students may also take other AP courses through the Virtual High School Collaborative. Interested students should see their counselor. Any student who needs financial assistance to take the test should see the Assistant Principal of Student Personnel Services.

CHANGE OF ADDRESS

It is VERY IMPORTANT when students change their address during the school year that they immediately notify the School Registrar's office located in A115. This also applies to a change of telephone number, or emergency telephone numbers.

CURRICULUM ASSISTANCE

At the end of the first semester, 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. Parents should also view this information on Genesis and call their child's counselor with any questions 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. Please see the Program of Studies on the school counseling website for add/drop course deadlines as well as other course descriptions to aid in selecting elective courses.

CYCLES

Cycle courses are designed to introduce a variety of subjects to students during the school year. Seventh grade students will participate in five different cycle courses for seven weeks each. In addition, some electives are cycled as well. Orientation to Technology Education, which is an eighth grade course, consists of four nine week cycles in Energy and Sources, Wood, Graphics, and Technology.

ELIGIBILITY RULES – A.H.S.

In addition to the minimum state eligibility rules below and set forth in B.O.E. File 2431, students must maintain a G.P.A. of 73.5 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 73.5 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 73.5 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. 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. Please refer to the chart below for eligibility in interscholastic athletics.

MID YEAR CREDITS	END OF YEAR CREDITS
15	30

- Seniors taking only 5 classes must be passing everything at the end of the first semester (mid-year) in order to participate in the second semester extracurricular activities.
- Students may not turn 19 prior to September 1st in order to participate in Varsity or JV Sports. Students may not turn 16 prior to September 1st in order to participate in Freshman Sports.

NCAA ELIGIBILITY

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 of college.

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 spring of their junior year.

1. The SAT score used for NCAA purposes include **only** the critical reading and math scores. The writing section of the SAT is not used.
2. **Division I** has a sliding scale for test score and grade-point average. The sliding scale for those requirements is shown on the NCAA website: https://web1.ncaa.org/eligibilitycenter/hs/d1_standards.pdf
3. **Division II** has a minimum SATscore requirement of 820 or an ACT sum score of 68.

Prospective students-athletes should meet with their counselor to review initial-eligibility criteria. Not all courses at Audubon High School qualify for NCAA eligibility requirements. Therefore, careful planning is required during course selection to ensure all NCAA eligibility requirements are met.

EXAMINATIONS **JUNIOR AND SENIOR HIGH FINAL EXAMS**

The Administration and Faculty of Audubon High School consider assessment to be an integral part of the learning process. 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, one final exam 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
All NJSLA courses
ARA0110 Creative Art
ARA0134 Portfolio Preparation
ARA0014 Trash to Treasure
LAA0014 Journalism/Creative Writing II (H)
LAA0024 Journalist/Creative Writing I (H)
LAA0090 Language Arts Literacy 7/8
LAA0001 ESL
LAAA5001 Yearbook
MIA0080 Independent Study
PEA/PEHxxx Physical Education and Health
SEA0031 Human Relations

*All semester courses will administer one end of course exam on exam days. 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 final 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 the final exam.
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. Make up exams are to be scheduled and administered by the teacher.
4. Students failing to take a final 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. The final exam counts as 11.11% of the student's yearly average. Each marking period will count as 22.22% of a student's grade. The yearly average will be computed by averaging all four marking periods and the final exam together.

6. The exam 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. **EXEMPTIONS:** Only seniors who have earned an "A" (92) for the course will be exempt from that final exam.

GRADES

Scholastic grades are reported on a numeric basis.

GRADES

A	(96 - 100) - Excellent
A-	(92 - 95)
B+	(89 - 91)
B	(86 - 88) - Good
B-	(83 - 85)
C+	(80 - 82)
C	(77 - 79) - Average
C-	(74 - 76)
D+	(71 - 73)
D	(68 - 70) - Below Average - Passing
D-	(65 - 67)
F	(0 - 64) - Failure

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

The following procedures will be used to calculate the grade point average:

- The grade point average will be computed by dividing the total number of quality points earned by the total number of GPA credits attempted (as it has been in the past).
- Weighting will be applied to honors and AP level courses only, as follows:
 - For the Class of 2017 and beyond (numerical grades only) AP course weighting will be a 9 point addition to the final grade. Honors course weighting will be a 6 point addition to the final grade.
 - AP and Honors courses will receive weighting under the following conditions:
 - Final grade in the course must be equal to or greater than an 83 (B-).
 - For AP courses, the AP exam must be taken or honor weighting will apply.
 - Weighting will be tied to the grade in the course. No weighting will be applied to a grade lower than an 83 (B-) in an honors or AP course.
 - The GPA calculation should be rounded to two decimal places on the numerical average.
 - Students who completed an honors high school course for credit while in junior high/middle school (that was taught by a high school certified teacher) may earn honors weighting for the course to count toward the cumulative GPA. All the conditions of honors weighting outlined above must also apply.
- For students in all classes:
 - Courses shall be reviewed yearly to determine honors level. Any student who transfers to Audubon High School will not be computed in the class standing until said student completes one full year at Audubon High School. The GPA will be based on Audubon High School criteria.
- Failed courses may receive credit in one of two manners:
 - Summer school (see information under “Summer School”)
 - Repeat course at AHS – the grade of the repeated course will replace the failure grade in the regular class.

GRADUATION REQUIREMENTS

All courses at Audubon High School are designed to address skills delineated in the New Jersey Learning Standards and the Common Core State Standards, either through direct instruction or through infusion. Students who follow the educational program prescribed by their teachers and counselors will meet all

course requirements for graduation upon successful completion of the courses and be prepared to meet success on state-mandated assessments.

Course Requirement	Number of Credits
English/Language Arts Literacy	20
Mathematics (Algebra I, Geometry, Additional Year that builds on Algebra I & Geometry)	15
Science (including Biology and Chemistry/Environmental Science/Physics)	15
World History	5
United States History	10
Physical Education/Health	3.75/year of enrollment
Visual and Performing Arts*	5
21 st Century Life and Careers**	5
World Language	5
Economics	2.5
Electives	22.5
Total Credits to Graduate	120

*The Visual and Performing Arts can be fulfilled through courses in the Music or Art Departments.

**The 21st Century Life and Careers requirement can be fulfilled through courses in the Business Department, Consumer Science Department or the Technology Education Department.

Additional Considerations:

1. Attendance

All students must meet the minimum attendance requirement to be awarded credit for any and all courses successfully completed.

2. Assessment: Students graduating as members of the Class of 2022 can meet graduation requirements through any of these three pathways:

- Achieve passing scores on NJSLA ELA 10 and NJSLA Algebra I, or;
- Achieve scores defined in the table below on alternative assessments such as the SAT, ACT, ASVAB, or Accuplacer;
- Submit a student portfolio appeal to NJDOE. This task is achieved by taking a course during 0 period from September through January.

ELA Assessment*	Score	Mathematics Assessment*	Score
NJSLA ELA 9	>= 750	NJSLA Geometry	> = 725
NJSLA ELA 11	>= 725	NJSLA Algebra II	>=725

SAT Evidence Based Reading or Writing	>=450 Subscore >=22	SAT Mathematics	>=440 Subscore > =22
ACT Reading	> = 16	ACT Mathematics	> = 16
Accuplacer WritePlacer Accuplacer Write Placer ESL	>=6 >= 4	Next Generation Accuplacer QAS (Beginning Jan. 2019)	>=255
ACT Aspire Reading	>=422	ACT Aspire Math	>=422
PSAT/NMSQT Reading (Oct. 2015& after)	Subscore>=22	PSAT/NMSQT Mathematics (Oct. 2015 & after)	Subscore>=22
ASVAB Composite	>=31	ASVAB Composite	>=31

*Please note that students must show proficiency in both sections.

**SAT tests taken March 2016 or later.

3. **Graduation Requirements for the Class of 2023 and beyond**

Students graduating as members of the Class of 2023 and beyond, NJDOE will continue to work with the New Jersey State of Board of Education and stakeholders to provide fair notice to students and educators regarding information as we transition to the next generation of statewide assessments. As this information is decimated to Audubon Public Schools, we will share with our parents and community. In the meantime, we would be negligent if we did not proceed as if the Algebra I and ELA 10 graduation requirement was in place. Therefore, we will continue to administer the NJSLA ELA and mathematics tests and encourage 100% student participation until further clarification is received.

*More information on NJ Graduation Assessment Requirements can be found at

<http://www.state.nj.us/education/assessment/parents/GradReq.pdf>

HOMWORK 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. The Board of Education believes that homework relevant to material presented in class provides an opportunity to broaden, deepen or reinforce the pupil's knowledge. Teachers must use discretion in deciding the number and length of assignments. The Board encourages the use of interrelated major homework assignments such as term papers, themes and creative art projects. Board Policy 2330.
<http://www.adubonschools.org/assets/Uploads/District/Policies/Audubon-1000-9000-Policy.pdf>

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.
 - a. 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.
 - g. Homework shall not be used for punitive reasons.
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. In most cases, a reasonable length of time shall be the same number of school days as the days missed.

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 contact a friend to find out what occurred in class and get assignments.
 - e. When the student returns to school, the student should review class work and assignments with the teacher and set the completion dates. When a pupil does not complete work missed for absence or other reasons, he/she will receive an "incomplete" for the marking period. Pupils will be given ten school days following the end of the marking period to make up the missed work.
 - 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.
 - i. If work critical to the pupil's understanding of the subject is not made up by the end of the next marking period, the grade for that subject area may be an "F."
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. Incomplete grades will also affect eligibility for activities 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 and Health 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. 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 the Director of the Student Personnel Services office during the first week of school in the fall.

LEAVING SCHOOL

Any student contemplating leaving school for any reason (transferring to another school, dropping out, etc.) must meet with their counselor. A parent will have to come to the Student Personnel Services office to complete the required paperwork.

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 – 96.0 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

Membership in the National Junior Honor Society is one of the highest honors that a student can receive. Students in grades 7 who have achieved a 94.0 grade point average or better, have attended Audubon Jr-Sr High School for a minimum of one semester, AND have demonstrated significant character, citizenship, leadership and service are eligible for consideration. Students who meet the academic criteria must provide additional information to the Faculty Council for membership consideration. Induction for students in grade 7 is held in the spring of each year. Inducted students are eligible to participate through grade 8 providing they continue to meet the academic, character, leadership, citizenship, and service criteria.

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, White or Black. 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 is not considered a sneaker).
- b. Gym shorts (Must have elastic waist band) must be worn at the waist and must be mid-thigh length.
- c. T-Shirts (must have sleeves and cannot have any language or symbols pertaining to tobacco, alcohol, drugs or any other inappropriate topics) and must be crew-neck and not form fitting.
- d. Sweats and other athletic pants must be loose fitting.
- 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 valuable 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 parent note or a nurse's note will excuse the student from class for one day per marking period. Thereafter, a doctor's note will be required. **Please note:** Open ended notes to excuse a student from class will no longer be accepted. The doctor's note **MUST** either state a date for the student to return to participation or a date for the student's next doctor's appointment/follow up visit.

- Failure to provide a note with a return date listed may result in the student not receiving credit for missed class participation.
- Failure to provide an updated doctor's note after a scheduled follow up appointment may result in the student not receiving credit for missed class participation from that date.

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 four 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 90 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 and grade level although they may take courses appropriate to their actual grade level.

REPORT CARDS

Marking Period 1 - September 7 -November 9, report cards issued November 15

Marking Period 2 - November 10-January 20, report cards issued January 26

Marking Period 3 - January 21-March 24, report cards issued March 30

Marking Period 4 - March 25 -June 9, report cards issued June 20

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 if they are to be promoted. Such a summer remedial program is at the expense of the parent/guardian. Only two core academic courses may be made up via the remedial program. Parents should contact their child's school counselor for information on summer remedial programs.

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 should 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. Standardized test scores.
- 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. Only two core academic courses may be made up via a summer school remedial program.

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 the Student Personnel Services office for more information.

SCHOOL HEALTH SERVICES

Parents are reminded of the importance of obtaining physical 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)
1. Medical information may be shared on a need to know basis with the appropriate faculty/staff. A parent/guardian may request in writing that this information may not be shared.
 2. 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.
 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.
 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.
 5. Required screenings are performed by the school nurse following the state mandated guidelines. Health screenings may include

height, weight, blood pressure, vision, hearing and scoliosis screenings. A parent/guardian may request in writing that their child be excused from the scheduled scoliosis screening.

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 day per marking period. Thereafter, a doctor's note will be required. **Please**

note:

Open ended notes to excuse a student from physical education class will no longer be accepted. The doctor's note **MUST** either state a date for the student to return to participation or a date for the student's next doctor's appointment/follow up visit.

- Failure to provide a note with a return date listed may result in the Student not receiving credit for missed participation.
 - Failure to provide an updated doctor's note after a scheduled follow up appointment may result in the student not receiving credit for missed class participation from that date.
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. Students are not permitted to use their cell phones/chromebooks to contact a parent before seeing the school nurse.
 8. If the school nurse is not available students are to report to the Attendance 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.
10. A student may be permitted to self-administer medication for asthma or other potentially life-threatening illnesses or life-threatening allergic reaction provided that: .
- a. A written note from the student's physician is provided . 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 the required medication. Required medication may include inhalers, auto-inject epinephrine, and insulin.
 - b. A written authorization from the parent/guardian for the administration of the medication is required.
 - c. The school district shall incur no liability as a result of any injury arising from the self-administration of the medication.
 - d. Permission is effective for the school year for which it is granted and must be renewed annually. Forms for completion by the student's physician and the parent/guardian are available in the School Health Office or on the district website.
 - e. Permission may be revoked if the school nurse has reason to believe that the medication is being used inappropriately.
 - f. 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. The above conditions must also be met before a student who potentially needs an inhaler or an epi-pen will be allowed to participate on a field trip.

- 11.
11. A doctor's note will be required for a student to use the elevator.