

# Wall Township High School



2016-2017

## Student Handbook

*Home of the Crimson Knights*  
18th Avenue & New Bedford Road  
Wall, NJ 07719

Telephone: 732-556-2040  
School Code: 310082  
Test Center Number: 31-846

# Table of Contents

[HIGH SCHOOL ADMINISTRATION](#)  
[BELL SCHEDULE](#)  
[STUDENT ATTENDANCE](#)  
[TARDINESS](#)  
[TRUANCY](#)  
[MAKE-UP WORK](#)  
[HOMEWORK POLICY FOR ABSENT STUDENTS](#)  
[STUDENT ATTIRE](#)  
[DISCIPLINE POLICY](#)  
[DISCIPLINE DEMERIT/MERIT SYSTEM](#)  
[DETENTION](#)  
[SUSPENSION](#)  
[WEAPONS](#)  
[COMMUNITY SERVICE OPTION](#)  
[BUS REGULATIONS: PENALTIES FOR INFRACTIONS](#)  
[SUBSTANCE ABUSE](#)  
[EXTRA HELP](#)  
[STUDENT ID](#)  
[COMMUNICATION POLICY](#)  
[ELECTRONIC DEVICES AND CELLULAR TELEPHONES](#)  
[PLAGIARISM POLICY](#)  
[CHEATING](#)  
[FORGERY](#)  
[HARASSMENT, INTIMIDATION AND BULLYING](#)  
[UNAUTHORIZED PUBLICATIONS](#)  
[PARTICIPATION IN AFTER SCHOOL ACTIVITIES](#)  
[2016-2017 STUDENT ACTIVITIES](#)  
[SPECIAL ATHLETIC AWARDS](#)  
[GUIDANCE AND COUNSELING SERVICES](#)  
[CHANGE OF ADDRESS](#)  
[WORKING PAPERS](#)  
[WITHDRAWAL FROM SCHOOL](#)  
[DISSECTION – STUDENT “OPT-OUT” LAW](#)  
[WALL HIGH SCHOOL STUDENT ASSISTANCE](#)  
[MILITARY SERVICES – DIRECTORY INFORMATION](#)  
[NATIONAL HONOR SOCIETY](#)  
[COMMUNITY SERVICE](#)  
[HEALTH ROOM POLICY](#)  
[MEDIA CENTER](#)  
[BULLETINS AND ANNOUNCEMENTS](#)  
[VISITORS](#)

**Wall Township High School**  
**Wall, New Jersey**  
**2016-2017 A/B School Calendar**

18 student days							Important High School Dates							18 student days						
<b>September 2016</b>							<b>Sept 1 &amp; 2</b> School closed: Teacher In-Service <b>Sept 5</b> School closed: Labor Day <b>Sept 6</b> 1st Day of School All Students (full day) <b>Nov 10-11</b> School closed: NJEA Convention <b>Nov 24-25</b> School closed: Thanksgiving Recess <b>Dec 26-Jan 2</b> School closed: Holiday Recess <b>Jan 3</b> School Re-opens <b>Jan 19-24</b> High School Mid Term Exams (early dismissal days) <b>Jan 25</b> High School A/B Day Make-Up Exams (early dismissal day) <b>Jan 16</b> School closed: Martin Luther King Day <b>Feb 17</b> School closed: District In-Service <b>Feb 20</b> School closed: President's Day <b>April 10-17</b> Spring Recess: School Closed <b>April 18</b> School Re-opens <b>May 26 &amp; 29</b> School closed: Memorial Day Weekend <b>June 9-15</b> Final exams (early dismissal days) <b>June 16</b> Last day of school for students & staff	<b>February 2017</b>												
S	M	T	W	Th	F	Sa		S	M	T	W	Th	F	Sa						
				1	2	3					1	2	3	4						
4	5	6	7	8	9	10		5	6	7	8	9	10	11						
11	12	13	14	15	16	17		12	13	14	15	16	17	18						
18	19	20	21	22	23	24		19	20	21	22	23	24	25						
25	26	27	28	29	30			26	27	28										
21 student days								23 student days												
<b>October 2016</b>								<b>March 2017</b>												
S	M	T	W	Th	F	Sa		S	M	T	W	Th	F	Sa						
						1				1	2	3	4							
2	3	4	5	6	7	8	5	6	7	8	9	10	11							
9	10	11	12	13	14	15	12	13	14	15	16	17	18							
16	17	18	19	20	21	22	19	20	21	22	23	24	25							
23	24	25	26	27	28	29	26	27	28	29	30	31								
30	31																			
18 student days							14 student days													
<b>November 2016</b>							<b>April 2017</b>													
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa							
		1	2	3	4	5							1							
6	7	8	9	10	11	12	2	3	4	5	6	7	8							
13	14	15	16	17	18	19	9	10	11	12	13	14	15							
20	21	22	23	24	25	26	16	17	18	19	20	21	22							
27	28	29	30				23	24	25	26	27	28	29							
17 student days							21 student days													
<b>December 2016</b>							<b>May 2017</b>													
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa							
				1	2	3		1	2	3	4	5	6							
4	5	6	7	8	9	10	7	8	9	10	11	12	13							
11	12	13	14	15	16	17	14	15	16	17	18	19	20							
18	19	20	21	22	23	24	21	22	23	24	25	26	27							
25	26	27	28	29	30	31	28	29	30	31										
20 student days							12 student days													
<b>January 2017</b>							<b>June 2017</b>													
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa							
1	2	3	4	5	6	7					1	2	3							
8	9	10	11	12	13	14	4	5	6	7	8	9	10							
15	16	17	18	19	20	21	11	12	13	14	15	16	17							
22	23	24	25	26	27	28	18	19	20	21	22	23	24							
29	30	31					25	26	27	28	29	30								

The fourth and subsequent closings for inclement weather or emergencies will result in the following revisions:  
 4th: May 26, 2017  
 5th: April 17, 2017  
 the above will become a full day of school for students and staff  
 If more days are needed then the district will determine modifications to the calendar

■ Schools Closed    
 ■ Staff In-service    
 ■ A Day    
 ■ B Day    
 ■ Exam Days

# Mission Statement

#wallin

The Wall Township School District is a partnership of committed staff, dedicated learners, and supportive community members. Our mission is to provide meaningful educational experiences and opportunities, thereby preparing all students to become productive citizens, informed decision-makers, and life-long learners in a diverse and evolving society.

## **HIGH SCHOOL ADMINISTRATION**

Ms. Rosaleen A. Sirchio, Principal  
Mr. Kevin Davis, Assistant Principal  
Mrs. Kristen Scott, Assistant Principal  
Mrs. Kathryn Misa, Director of Guidance  
Mr. Thomas Ridoux, Director of Athletics  
Mrs. Laura Kurmin, 9-12 STEM Supervisor  
Dr. Tracy Skinner, 9-12 Humanities Supervisor  
Dr. Nancy Samaha , 6-12 Supervisor of Special Education

## **DEPARTMENT CHAIRPERSONS**

Ms. Suzanne Clark, World Language  
Mr. Matt Kukoda, Social Studies  
Mrs. Amanda Glynn, Mathematics  
Mr. Seth Hewitt, Technology/Media TV  
Mr. Les Hollander, Fine Arts/ Music  
Mrs. Rachel Miller, English  
Mrs. Sara Inferrera, Science  
Ms. Sherri Cate, Physical Education/Health

## **SCHOOL FAMILY LIAISON COUNSELORS**

Ivan Goldenberg

Gwen Vela

## **Student Assistance Counselor (SAC)**

Alysa Fornato-Regenye

## **GUIDANCE COUNSELORS**

<b>Counselor</b>	<b>12th</b>	<b>11th</b>	<b>10th</b>	<b>9th</b>
Mrs. Dana Griggs	A-CL	A-CE	A-CO	A-CO
Ms. Judy Gilberti	CO-F	CL-F	CR-GR	CR-F
Mrs. Danielle Farrell	G-KEL	G-K	GU-LE	G-KI
Mr. Frank Janks	KEM-N	L-N	LI-PA	KN-MILL
Mr. Chris Barnes	O-SL	O-SC	PE-SC	MILO-RO
Ms. Kendall Petschauer	SM-Z	SH-Z	SE-Z	RU-Z

## BELL SCHEDULE

### Block Schedule Full Day

Homeroom	7:20 - 7:25	5 minutes
Block 1	7:25 – 8:49	84 minutes
Block 2	8:54 – 10:18	84 minutes
UNIT LUNCH	10:18 - 11:09	51 minutes
Block 3	11:09 – 12:33	84 minutes
Block 4	12:38 – 2:02	84 minutes

### Early Dismissal

Homeroom	7:20 – 7:26	6 minutes
Block 1	7:26 – 8:27	61 minutes
Block 2	8:32 – 9:33	61 minutes
Block 3	9:38 – 10:39	61 minutes
Block 4	10:44 – 11:45	61 minutes

### 90 Minute Delay

Homeroom	8:50 - 8:55	5 minutes
Block 1	8:55 – 9:59	64 minutes
Block 2	10:04 – 11:08	64 minutes
UNIT LUNCH	11:08 - 11:49	41 minutes
Block 3	11:49 – 12:53	64 minutes
Block 4	12:58 – 2:02	64 minutes

**\*\*\*Please note we will no longer have a 2 hour delay schedule\*\*\***

## STUDENT ATTENDANCE

Please see Board of Education Policy and Regulation 5200 on [www2.wall.k12.nj.us/boe](http://www2.wall.k12.nj.us/boe) for complete details.

### PERFECT ATTENDANCE AWARD

Any student who has a perfect attendance record will receive the perfect attendance award. A perfect attendance record is one that does not have any absences (excused or unexcused), lates (excused or unexcused), early dismissal (excused or unexcused) and class cuts.

### STUDENT ATTENDANCE IMPACT ON COURSE CREDIT/PROMOTION

**Note:** A daily absence that is supported by notification to the school by the student's parent; and supported by a written letter from the parent upon the student's return to school excuses the student from daily attendance for Truancy. It does not excuse an absence for Course Credit / Promotion.

**\*\*\*A doctor's note must be received within 3 school days to excuse the absence on the student's record. Notes will not be accepted after 3 school days.\*\*\***

New Jersey State Law requires students to attend school regularly, and it is the parent's legal responsibility to see that their children attend school on the days/hours the public schools are in session in the district. (N.J. 18A:38-25)

The teacher will determine the grade to be awarded a student for makeup work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade, in accordance with Regulation 2624, for a student who has not had a full opportunity to make-up missed work.

An unexcused tardy to class counts as one-third of an absence. Three tardies to the same class will equal an absence to that class.

**High School course credit** may be withdrawn if a student's total number of absences in a class or classes is excessive. Excessive is defined according to the following criteria based on course credit levels:

1.25 credits (quarter courses)	Not to exceed 3 unexcused class absences*
2.50 credits (semester courses)	Not to exceed 5 unexcused class absences*
5 or 6 credits (full year courses)	Not to exceed 10 unexcused class absences*

"An excused class absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below (Parent/Guardian should complete and turn in the [Excused Absence Form](#) along with required documentation within three days of the student returning to school):

- The student's required attendance in court;
- Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized healthcare plans;
- The student's suspension from school;
- Family illness or death;
- Visits to post-secondary educational institutions;
- Interviews with a prospective employer or with an admissions officer of an institution of higher education;
- Examination for a driver's license;
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
- Take Our Children to Work Day;
- An absence considered excused by a New Jersey Department of Education rule;
- An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's stating the reason for the absence and requesting permission for the absence to be an excused absence.

A student shall be denied participation in co-curricular activities and athletic competition if he/she was not present in school that day unless the student was absent for an excused reason other than for illness. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

#### Health and Physical Education

Health – 1.25 credits – Not to exceed 3 unexcused class absences

Phys. Ed. – 3.75 credits – Not to exceed 7 unexcused class absences

Exceptions to this rule may be made for students who have demonstrated to the teacher through completion of make-up assignments that they have mastered the proficiencies established for the course of study. A secondary student who has been dropped from a course of study may be assigned to an alternate program.

Unexcused lateness for more than 20 minutes of the block will be considered an entire absence from class. Credit will be withdrawn for lateness under the same procedures as for absence from school or class.



## COLLEGE VISITATIONS

College visitations are excused absences if the student shows proper documentation. Juniors or seniors who visit colleges should obtain written verification of their attendance from the college. Proper verification will excuse the absence.

## TARDINESS

Tardiness to class or school is defined as not being at an assigned location by the time the bell or signal ceases.

### LATE TO SCHOOL

A student who has been tardy to school or class will face disciplinary action as follows:

**Every unexcused late to school = 1 Demerit**

If a student arrives late to school, the student must report to the office for a late slip. Unless the student presents a doctor's note or other acceptable documentation, the lateness will be considered unexcused. If the student does not sign in, the student will face disciplinary action including central detention, Saturday detention or suspension. Repeat unexcused tardiness to school will result in the following action:

- **Third late: Student will be warned**
- **Fourth late: One central detention**
- **Fifth and sixth\* late: Two central detentions each**
- **Seventh and eighth late: Three central detentions each**
- **Ninth and tenth late: One Saturday detention**
- **Eleventh late and each subsequent: Two days in-school suspension**

### LATENESS TO CLASS

To ensure minimal distractions and to maintain a sound educational environment it is imperative that all students arrive on time to class. If a student has been held in the office or by a teacher, he/she should ask for a pass before going to his/her next class. Students must report to their scheduled class and obtain a pass before reporting to the nurse, guidance office or main office.

Students who are late to class for the third and subsequent time in a marking period without a note or more than two minutes late on any occasion without a note will receive disciplinary action.

## TRUANCY

A student absent without the consent of his/her parent is truant. When a student is truant, all work missed will be assigned a grade of zero. Truancy will be cause for disciplinary action including

Saturday detention, in-school suspension, out-of-school suspension, or legal action. A student is also truant if he/she:

1. Leaves school without signing out (with parental consent) in the main or health offices;
2. Leaves school without administrative permission.

## MAKE-UP WORK

Students who are absent from class for any reason will be required to make-up the work missed in each class. Completion of this work should take approximately the same amount of time as the student missed from class. In extreme cases of prolonged absence, (more than five consecutive days,) the Principal may grant extra time for the students to complete missing assignments. Students will receive an incomplete grade pending the submission of the missing assignments. Students will receive a zero for any work that is not completed by the designated timeline.

**It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon return to school. Failure to obtain makeup work is no excuse for not completing work missed. Students have the same amount of time that they have been absent to make up the work.**

## HOMEWORK POLICY FOR ABSENT STUDENTS

When a student is absent from school, homework assignments may be found by accessing the teacher's websites. Students who anticipate being absent for family vacations, which are unexcused absences, should obtain a "STUDENT ABSENCE REQUEST FORM" from the Guidance Office, have their parents and teachers complete the appropriate sections of the form and return it to their guidance counselor prior to the period of absence.

## STUDENT ATTIRE

Students' dress is acceptable if it does not disrupt or distract from the educational process.

**The administration reserves the right to determine whether or not student clothing is appropriate.** Students dressed inappropriately may be sent home and/or receive disciplinary action.

Wall High School requires that a student's dress be neat and clean, not interfere with the educational process, and not be a safety hazard. In accordance with this section, students are to adhere to the following guidelines:

1. Shoes must be worn at all times;
2. Appropriate shorts are permitted during school hours;
3. Pajamas and bathing trunks are inappropriate attire;
4. Students may not wear tube, strapless tops, or see-through tops. Off-the-shoulder tops and backless dresses may be deemed inappropriate. Midriffs and undergarments must always be covered;
5. Clothing with large holes and tears may be deemed inappropriate;
6. Headgear may not be worn indoors. Hats may be confiscated;
7. Words or pictures that are not appropriate for the school environment may not appear on clothing;
8. Chains, choker studs or any other similar adornments are prohibited;

9. Students are to refrain from wearing sunglasses or tinted glasses of any type in school without written doctor's recommendation on file with the school nurse;
10. Pants must be worn at waist height and at no time should undergarments be visible

## DISCIPLINE POLICY

The discipline policy is based on a progressive series of consequences. All discipline matters will be handled on an individual basis; therefore, disciplinary consequences may not follow the sequence listed below. Disciplinary consequences will also be based upon the severity of the infraction. The Wall High School Administration recognizes that explicitly listing all possible unacceptable behaviors and their disciplinary consequences are not practicable. Therefore, the absence of specifically listed behavior will not prevent the administration from imposing consequences for behaviors deemed inappropriate including expulsion, if warranted. The principal has the discretion to suspend student privileges including a student's participation in co-curricular activities and/or athletics. Examples include, but are not limited to, athletic events, practices, meetings, theater productions, concerts, field trips, assemblies, dances, parking privileges and class meetings.

**Some disciplinary violations may result in police notification/involvement.**

### **Level 1 Violations:**

The following violations could result in the consequences listed:

<b><i>Infraction</i></b>	<b><i>1<sup>st</sup> Offense</i></b>	<b><i>2<sup>nd</sup> Offense</i></b>	<b><i>3<sup>rd</sup> Offense</i></b>	<b><i>4<sup>th</sup>+ Offenses</i></b>
Bus misconduct	Warning or 1 Detention	2 Detentions	1 Saturday Detention	Move to Level 2 second violation
Dress code violation (refusal to comply moves to a level 2 violation)				
Excessive tardiness to class				
Failure to report to teacher detention				
Food or drink outside designated area				
ID violation				
In hallway without a pass or leaving class without permission				
Public displays of affection (inappropriate)				
Violation of computer use policy (minor)				
Parking on campus without parking permit or parking in staff/reserved spot (after 3rd offense student cannot obtain a parking permit and/or permit may be revoked)				
Any other negative conduct, which, in the judgment of the administration, warrants a Level 1 violation				
Cutting class* (see cutting class policy)	2 Detentions	1 Saturday Detention	2 day in-school suspension	Move to Level 2 third violation
Failure to report to detention				
Possession and/or inappropriate use of any cell phone/electronic device. <i>Any student who refuses to surrender a cell phone upon the request of any staff member will receive additional</i>	2 Detentions & cell phone returned at the end of the day	1 Saturday Detention & cell phone returned to parent	2 day in-school suspension & cell phone	Move to Level 2 third violation

<i>discipline starting with two days in school-suspension.</i>			returned to the parent	
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**Level 2 Violations:**

The following violations and could result in the consequences listed:

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup>+ Offenses</b>
Failure to identify oneself to staff	1 Saturday Detention	1 to 3 days in-school suspension	3 days out-of school suspension	Move to Level 3 second violation
Forgery (minor)				
Leaving school without permission				
Open defiance to authority				
Obscene language/gestures to a peer				
Vandalism (minor)				
Trespassing				
Truancy				
Any other negative conduct, which, in the judgment of the administration, warrants a Level 2 violation				
Cutting Saturday detention	2 Saturday Detentions	1 to 3 days in-school suspension	3 days out-of school suspension	Move to Level 3 second violation
Possession of tobacco products and/or matches/lighter and/or electronic cigarettes	2 days in-school suspension	3 days out-of-school suspension	Move to Level 3 second violation	

**Level 3 Violations:**

The following violations are cause for immediate referral to the administration and could result in the consequences listed.

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup>+ Offenses</b>
Continued and/or willful disobedience (insubordination)	3 days out-of-school suspension	6 days out-of-school suspension	9 days of out-of-school suspension	Move to Level 4 violation
Forgery (major)				
Inappropriate physical contact with another student				
Removal from ISS				
Obscene language toward staff				
Smoking and/or use of any tobacco product on school grounds or any use at school sponsored events (including electronic cigarettes)				
Vandalism (major)				
Any other negative conduct, which, in the judgment of the administration, warrants a Level 3 violation				

**Level 4 Violations:**

The following violations are cause for immediate referral to the administration and could result in the consequences listed:

<b><i>Infraction</i></b>	<b><i>1<sup>st</sup> Offense</i></b>	<b><i>2<sup>nd</sup> Offense</i></b>	<b><i>3<sup>rd</sup> Offense</i></b>	<b><i>4<sup>th</sup>+ Offenses</i></b>
Bias incident	Level 4 violations can range from 4 days of out-of-school suspension to 9 days of out-of-school suspension with the possibility of an expulsion hearing.			
False alarm				
Extortion				
Food fight				
Gambling				
Gang activity				
Pornography				
Theft				
Threatening a staff member				
Any other negative conduct, which, in the judgment of the administration, warrants a Level 4 violation				
Inciting a riot	9 days out-of-school suspension with the possibility of an expulsion hearing			
Assault	9 days out-of-school suspension with the possibility of an expulsion hearing			
Assault with weapon	Removal from school for a period not exceeding one calendar year with the possibility of an expulsion hearing			
Causing a fire	9 days out-of-school suspension with the possibility of an expulsion hearing			
Use, possession or sale of drugs, alcohol, drug paraphernalia; or being under the influence of alcohol/drugs during school or school related activities	9 days out-of-school suspension with the possibility of an expulsion hearing			
Possession of dangerous and/or offensive weapons	9 days out-of-school suspension with the possibility of an expulsion hearing			
Possession of a firearm	Removal from the school for a period of not less than one calendar year with the possibility of an expulsion hearing			
Fighting	9 days out-of-school suspension with the possibility of an expulsion hearing			

## DISCIPLINE DEMERIT/MERIT SYSTEM

In addition to the consequences served for a discipline infraction students shall receive demerits outlined below. Please note that once a student reaches a certain number of demerits, as outlined below, they will not be able to participate in any extracurricular activity until the demerits are reduced. The demerit system is applied on a yearly basis and students are given a fresh start each new school year.

### Receipt of Demerits

Discipline violations have four levels. Each level will receive set demerits based on the following chart:

Level 1 violation – 1 Demerit

Level 2 violation – 3 Demerits

Level 3 violation – 5 Demerits

Level 4 violation – 10 Demerits

Every unexcused late to school – 1 Demerit

### Receipt of Merits

Students will be able to receive merits based on the following:

1 Central Detention – 1 Merit (Student must notify the Main Office that they plan to attend Central Detention)

1 Saturday Detention – 4 Merits (Student must notify the Main Office that they plan to attend Saturday Detention)

1 hour Community Service – 1.5 Merits (may only earn 6 total merits maximum in one day & service **must be pre-approved by the appropriate Assistant Principal**)

Other as determined by administration

### Accumulation of Demerits

1. Students who accumulate 10 demerits will have a warning letter sent home to parents/guardians.
2. Students who accumulate 15 demerits will have the following consequences until his or her demerits are reduced fewer than 10:
  - Letter sent home to parents/guardians

- No participation or attendance in any extracurricular activity including but not limited to athletic events, proms/dances, graduation, clubs, music performances, theater performances, etc.
  - Students may participate in or attend any extracurricular activity including but not limited to athletic events, proms/dances, graduation, clubs, music performances, theater performances, etc. immediately after his/her demerits are reduced to fewer than 10.
3. Students who accumulate 25 or more demerits will have the following consequences:
- Parent conference required with the Assistant Principal
  - Parking privileges will be revoked for the remainder of the year
  - No participation or attendance in any extracurricular activity (including but not limited to athletic events, proms/dances, graduation, clubs, music performances, theater performances, etc.) for 45 calendar days.
  - Student must work to reduce the demerits to fewer than 10 by the end of the 45 calendar days in order participate in any extracurricular activity (including but not limited to athletic events, proms/dances, graduation, clubs, music performances, theater performances, etc.)
  - Student will check in bi-weekly with Guidance Counselor or Case Manager during the 45 day period as needed
  - If at the end of 45 days the student has not reduced the demerits to fewer than 10, the student will not be allowed to participate in or attend any extracurricular activity (including but not limited to athletic events, proms/dances, graduation, clubs, music performances, theater performances, etc.) until demerits are reduced to fewer than 10.
4. Students who accumulate 50 or more demerits or have received a 5th OSS for the current school year will have the following consequences
- Parent conference required with the Principal
  - No participation or attendance in any extracurricular activity (including but not limited to athletic events, proms/dances, graduation, clubs, music performances, theater performances, etc.) for the remainder of the year
  - Student may lose the privilege of walking in graduation

## DETENTION

### TEACHER DETENTION

During a teacher detention, the student is to remain with the teacher for the full detention period. Failure to report to teacher detention, or to make arrangements satisfactory to the teacher, will be referred to administration for further disciplinary action.

Parents will be given at least 24-hour notice prior to the scheduled detention.

### CENTRAL DETENTION

Detention is a time when the student is assigned to stay in a designated area for any infractions of the student handbook or student behavior that is deemed inappropriate.

Students should fully understand that any teacher, teacher's aide, or other staff member in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a staff member might refer a student for disciplinary action who is not in any of his/her classes.

Student's assigned detention must bring work of a productive nature to the detention room. Detention is a quiet area where students can complete assignments. Arriving late or leaving detention early will be considered a cut and the student will be referred to administration for further disciplinary action. Anyone causing a disturbance will be asked to leave and will receive further disciplinary action.

Central detention is after school from 2:10-3:10. The student must be in attendance for the entire hour to be considered present.

### SATURDAY DETENTION

If a student reaches the level of this punishment, he/she must report to the designated room in the high school no later than 8:00 a.m. on the assigned Saturday. The length of this session is four hours. Students will be excused at 12:00 p.m. Students should bring enough homework, books, etc., to keep them busy for the entire session. Sleeping, socializing, eating, drinking, etc., will not be permitted. Anyone cutting Saturday detention, or causing a disturbance will receive disciplinary action.

### CUTTING CLASS

Being absent from a class or any assigned area without permission is an unexcused absence and an act of truancy. There is no legitimate reason for cutting class. Two detentions will be given for the first cut. A Saturday detention will be given for the second cut. Two days of in-school suspension will be assigned for the third cut and the student **will be placed in a non-credit status for that**



**particular class.** All additional cuts will result in out-of-school suspension. Students will receive a zero for any work missed. Students missing class due to illness must have documentation from the school nurse.

## **SUSPENSION**

Suspensions are incremental in nature. Suspensions may be in-school (ISS) or out-of-school (OSS) depending on the offense. The length of suspension will be determined by school authorities and will reflect the offense committed. The parent or guardian will be notified in writing of the action taken. Homework assignments may be found via the district and school website. It will be the responsibility of the student to finish this work along with any other make-up work, projects, quizzes, tests, etc. Students will be expected to have assigned work completed upon return to school. If additional assistance is needed for the student to complete assignments relating to new material, a number of days equal to the period of suspension will be allotted to complete the work. A suspended student may not loiter or appear on school property or at any school-sponsored activity at or away from the school. A student will be readmitted to school after a satisfactory solution to his/her conduct is agreed upon by parents, administration and the student involved.

Any student who is suspended will lose their parking privileges for a period of 30 days for a first offense. Any subsequent suspensions will result in permanent loss of parking privileges.

### **IN-SCHOOL SUSPENSION (ISS)**

When a student is assigned ISS he/she will report to the assistant principal's office by 7:20 a.m. The student will be escorted to the ISS classroom and remain there for the duration of the school day.

Students will be expected to complete school assignments provided by their subject area teachers and any additional work provided by the ISS supervisor. Failure to behave in accordance with normal school policies or to otherwise fail to cooperate with the ISS supervisor, will result in additional Out-Of-School Suspension.

All extra-curricular sanctions applied to Out-Of-School Suspensions will also be in effect for ISS.

## **WEAPONS**

The Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation. "Weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. Weapon includes, but is not limited to all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. Any person who possesses a weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

Any pupil who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to Out-Of-School Suspension and possible expulsion. Any pupil who commits an assault upon members

of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education.

Any student who is convicted or adjudicated delinquent for possession of a firearm on school grounds, convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds, or found knowingly in possession of a firearm on school grounds shall be immediately removed from the school's general education program for a period of not less than one calendar year and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9.

(See Board of Education Policy 8467, Policy 5611, and Policy 5613)

## COMMUNITY SERVICE OPTION

Wall High School, in conjunction with the Township of Wall, offers a **Community Service** option as a means of reducing the length of a suspension. The Community Service Option is approved by the principal on a case by case basis. If approved, the student will work with the Public Works Director or the Recreation Director for six hours which will include an hour for lunch. This option **is not** available to any student suspended for a level 4 violation as per the discipline policy on page 14 of this handbook. The period of the suspension will be reduced according to the following schedule:

1. Two-Three Day Suspension: The student will work with the Township of Wall for one day and have the suspension reduced by one day;
2. Four-Six Day Suspension: The student will work with the Township of Wall for two-four days and have the suspension reduced by two days;
3. Seven-Nine Day Suspension: The student will work with the Township of Wall for four days and have the suspension reduced by three days.

## BUS REGULATIONS: PENALTIES FOR INFRACTIONS

**Administration reserves the right to suspend bus privileges for misconduct.** In addition to suspension of bus transportation, the student may be subject to other disciplinary action. Disciplinary action ranges from warning to bus suspension for the remainder of the school year.

If a student is suspended from the bus, his/her parent/guardian will be required to furnish his/her transportation to and from school during the entire period of suspension.

## SUBSTANCE ABUSE

Whenever a student appears to: 1) possess 2) sell or 3) be under the influence of a controlled dangerous substance, alcohol or other chemical compound, the student shall immediately be referred to the school administrator's office. Established Board procedures will be followed regarding screening, medical follow-ups, and disciplinary action.

### **ALCOHOL, TOBACCO, DRUGS OR NARCOTICS (INCLUDING COUNTERFEITS)**

A student shall not possess, transmit, conceal, use, smell of, or be under the influence of an alcoholic beverage, drug, inhalant, or narcotic except as prescribed by a duly licensed medical practitioner and registered with the school nurse or principal; nor shall a student possess, transmit, conceal, or use any counterfeit drug, drug paraphernalia, or narcotic. The use and/or possession of illicit drugs and the unlawful possession and use of alcohol are illegal and harmful and are subject to consequences outlined in board policy.

### **SMOKING**

As per state law and Board of Education policy, students are not permitted to smoke, use any tobacco product or use any product containing nicotine in school buildings, on school property or at school sponsored events. Smoking offenses may be accompanied by a police complaint. This includes the use of electronic cigarettes.

Violators will receive progressive discipline: first offense = 3-days out-of-school suspension; second offense = 6-days out-of-school suspension. All subsequent offenses = 9-days out-of-school suspension. In addition, on the first offense, a student will have their parking privilege suspended for 30 days. On the second offense, the student will lose his/her parking privilege for the duration of his/her high school attendance.

A student found in possession of cigarettes in school will be suspended for two days in-school suspension with progressive discipline for subsequent offenses. This includes all tobacco products and electronic cigarettes.

### **EXTRA HELP**

Students are encouraged to seek extra help from their teachers. Teacher extra help days are located on the district website. As a community service, National Honor Society members also provide tutorial services. Students should see their Guidance Counselor to arrange for this tutorial service or [click here](#) to complete a tutoring request form.

### **STUDENT ID**

Students are required to wear their ID cards on a breakaway lanyard at all times during the school day. Student ID cards are required for lunch purchase and bathroom sign-in. Additionally, students must have their ID card in their possession while attending school-sponsored activities. The student must submit this ID card to any staff member upon request. Students violating these requirements will be subject to disciplinary action. Any student who loses, defaces or damages his/her ID card will be required to purchase a new one.

## COMMUNICATION POLICY

Communication between staff members and students must be in accordance with BOE Policy 3283 *Electronic Communications Between Teaching Staff Members and Students*. Students are not permitted to communicate with staff via a staff member's personal email, personal cellular phone, personal social networking websites and other Internet-based social media. Students may communicate with staff members via school email, school website, and other school approved sites.

In the event a student sends an improper electronic communication, as defined in Policy 3283, to a teaching staff member, the teaching staff member shall report the improper communication to the principal or designee by the next school day. Appropriate action will be taken, as determined by administration, to have the student discontinue such improper electronic communications. Improper electronic communications may result in appropriate disciplinary action as determined by the Administration.

## ELECTRONIC DEVICES AND CELLULAR TELEPHONES

Students should follow the Wall Township Board of Education School district policy 2363 on pupil use of privately owned technology. A teaching staff member may approve a pupil's use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

Students will be permitted to use cell phones during unit lunch. Any student using a cellular telephone or having it in plain sight during other regular school hours without explicit permission may have the device confiscated and disciplined accordingly. There are no cell phones allowed during detention and in school suspension.

Violations of the above policy will be subject to the following schedule for disciplinary actions:

- First violation – two detentions will be assigned and the cell phone will be returned to the student at the end of the school day;
- Second violation – Saturday detention assigned and the cell phone will be returned to the student's parent or guardian;
- Third violation – two days in-school suspension and the cell phone will be returned to the student's parent or guardian;
- All subsequent violations – will have progressive suspension.
- **Any student who refuses to surrender a cell phone upon the request of any staff member will receive additional discipline starting with two days of in-school suspension.**

## RECORDING AND/OR TAKING PICTURES

Students are not permitted to record or take pictures during school, on the school bus or at any school sponsored event unless authorized by administration. Any student who violates this policy will be subject to disciplinary action.

## **USE OF SCHOOL TECHNOLOGY**

Students are advised that school internet access, technology equipment (computers, etc.) and Google accounts (including but not limited to gmail accounts and Google documents) must only be used for appropriate school-related work. Students who violate this policy will be disciplined according to the nature of the offense.

## **USE OF INTERNET DISCLAIMER AND MEDIA RELEASE**

It is the obligation of parents to inform the school administration that they **do not give permission** for their child/children to have access to use the internet and/or to be part of any media related (newspaper, website, school publication, video images) releases. Parents must **inform the building principal in writing** within the first week of school in September of their intention to deny permission for internet access and/or media related releases.

## **PLAGIARISM POLICY**

**Freshmen:** On the first offense, the student may rewrite for a maximum grade of 55. The rewrite should be closely monitored by the teacher because on the freshmen level we are concerned with students' understanding of the process. On the second offense, the student receives a 0 grade for the final product. (Students offenses will be filed in the supervisor's office.)

**Sophomores, Juniors and Seniors:** If the teacher finds that the plagiarism is flagrant or pervasive and can document same, the assessment may receive a grade of zero.

## **CHEATING**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to the following:

- Copying another student's work;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from one's test or quiz;
- Using any other method (ie "cheat sheets", communicating in any form) to get/give test or quiz answers;
- Taking a test or quiz in part or in whole to use or to give to others;
- Copying information from a source without giving proper acknowledgment;

- Taking papers from other students, publications, or internet sources and claiming it as one's own work;
- Academic dishonesty in any other form including, but not limited to, tampering with computerized grade records;
- Giving or receiving answers and/or test questions to or from another student.

Violators of this policy will be disciplined on a case-by-case basis, depending on the seriousness of the violation, prior violations and other factors.

Disciplinary measures/consequences may include, but are not limited to the following:

- Redoing the assignment (see policy on plagiarism);
- Receiving a zero grade on the project, test or quiz;
- Letter sent to parent and placed in student's file;
- Detention, suspension or expulsion.

## **FORGERY**

Forgery of any document is a serious offense and may result in a disciplinary action up to and including suspension.

## **HARASSMENT, INTIMIDATION AND BULLYING**

Each student is expected to conduct him/herself with a proper regard for the rights and welfare of others, demonstrating an attitude of respect to help cultivate a school climate where each individual can feel safe, secure and accepted. Harassment, intimidation or bullying in any form (physical, verbal, exclusionary or in any cyber mode), based on any motive (including, but not limited to, race, color, creed or sexual orientation,) will not be tolerated and any allegations of same will be thoroughly investigated. At the conclusion of an investigation, if it is determined that a student is culpable of harassing, intimidating or bullying, there will be progressive discipline based on the nature and frequency of his/her actions, up to a two (2) to nine (9) day period of suspension or a recommendation for expulsion. Additionally, if deemed appropriate, a student may be referred to the school counselor for counseling or for outside psychological/psychiatric evaluation. Actions of reprisal or retaliation against any person who reports an incident of harassment, intimidation or bullying or any attempt to falsely accuse another as a means of harassment, intimidation or bullying are also prohibited and will result in investigation and progressive disciplinary procedures.

Harassment of any individual is expressly prohibited and will not be tolerated. Please report any act of harassment, intimidation, or bullying to Ivan Goldenberg, Anti-Bullying Specialist (732) 556-2074 or to any staff member.

For detailed information please see the Board of Education Policy 5512 - Harassment, Intimidation, and Bullying (M), located on the Wall Township School District website.

## UNAUTHORIZED PUBLICATIONS

Pupil expression may be restricted, if it can be determined that such expression is inconsistent with the basic educational mission of the school district and when editorial control is reasonably related to legitimate educational concerns.

Violation of this policy by expression, publication or distribution of any materials which are biased or prejudiced, vulgar or profane, unsuitable for immature audiences, or which do not meet the school district's high standards of learning and propriety consistent with its educational goals and objectives may subject the violator(s) to disciplinary action.

## PARTICIPATION IN AFTER SCHOOL ACTIVITIES

**A student must be in school before the start of 3<sup>rd</sup> block in order to participate in any after school activity on a given day.** Any student who arrives to school after the start of Block 3 will be ineligible to participate in after school activities on that day. **Students leaving school due to illness may not return for after school activities.** As stated on formal dance permission slips, students must be in school for the full day on the date of the dance. Extenuating circumstances will be given consideration by the school administration.

## PARTICIPATION FORM

All students wishing to participate in any student or athletic activities will be required to sign an Anti-Substance Use and Student Conduct Agreement. Violations of this agreement will result in disciplinary action.

## ELIGIBILITY FOR ACTIVITIES

The attendance and participation in any activity is a privilege and the administration reserves the right to prohibit a student's involvement based on the student's academic and discipline records. This includes but is not limited to all of the above listed activities and the graduation ceremony.

To be eligible for athletic competition during the first semester (Sept. 1 - January 31) a high school student must have passed 30 credits during the immediately preceding academic year. A student who attends summer school and corrects his/her deficiencies, shall be eligible. To be eligible for athletic competition during the second semester (Feb. 1 - June 30) a pupil must have passed 15 credits at the close of the preceding semester (January 31). If a student is ineligible for participation

in a spring sport, the student must wait until May 1<sup>st</sup> when their credit status will be reexamined (using third marking period and interim report grades). A student can reestablish eligibility in September, February, and May only.

## **PROMS/DANCES**

All proms and dances sponsored by Wall Township High School and any club or class that represents Wall Township High School is a privilege and the administration reserves the right to prohibit a student's involvement based on the student's academic and discipline records. Any non-Wall High School student wishing to attend a Wall High School prom/dance must fill out the guest form. All students attending the Dames Ball and Junior Prom must currently be enrolled in High School. All students attending the Senior Prom must be under the age of 21. Students attending a school dance and/or activity must be present for a full day in school.



## 2016-2017 STUDENT ACTIVITIES

<ul style="list-style-type: none"> <li>Anti-Bully Task Force</li> <li>Art Club</li> <li>Astronomy Club</li> <li>Athletic Leadership Council</li> <li>Badminton Club</li> <li>Band</li> <li>Computer Science Club</li> <li>Dance Club</li> <li>Debate Team</li> <li>DECA</li> <li>DELTA</li> <li>Engineering Academy</li> <li>Environmental Club</li> <li>Fashion Club</li> <li>Fellowship of Christian Athletes</li> <li>Games Club</li> <li>Gay/Straight Alliance</li> <li>Guitar Club</li> <li>Heroes &amp; Cool Kids</li> <li>Interact Club</li> <li>Jazz Band</li> <li>Literary Club</li> <li>Math Club</li> <li>Model UN Club</li> <li>National Art Honor Society</li> <li>National Honor Society</li> <li>National Music Honor Society</li> <li>NNDCC: Drill &amp; Rifle Team</li> <li>Peace for Paws</li> <li>Peer Leadership</li> <li>SADD Task Force</li> <li>School Musical</li> <li>School News Media - Crimson Courier</li> <li>School Musical</li> <li>Science Competition Team</li> <li>Ski &amp; Snowboard Club</li> <li>Spirit in Motion</li> <li>Sports Medicine Club</li> <li>Student Council</li> <li>Technology Student Association</li> <li>Thespian Society</li> </ul>	<p><b>Fall Sports:</b></p> <ul style="list-style-type: none"> <li>Cheer - Football</li> <li>Cross Country</li> <li>Field Hockey</li> <li>Football</li> <li>Gymnastics</li> <li>Soccer</li> <li>Tennis</li> <li>Volleyball - Girls</li> <li>Surf</li> </ul> <p><b>Winter Sports:</b></p> <ul style="list-style-type: none"> <li>Basketball</li> <li>Bowling</li> <li>Cheer - Basketball</li> <li>Competitive Cheer</li> <li>Chess</li> <li>Ice Hockey</li> <li>Indoor Track</li> <li>Swimming</li> <li>Wrestling</li> </ul> <p><b>Spring Sports:</b></p> <ul style="list-style-type: none"> <li>Baseball</li> <li>Golf</li> <li>Lacrosse - Boys</li> <li>Lacrosse - Girls</li> <li>Softball</li> <li>Surf</li> <li>Tennis</li> <li>Track</li> <li>Volleyball - Boys</li> </ul>
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The Wall Feminism Club Wall Knights CARE WBFA Women in Science and Engineering World Language Club Yearbook Yoga Club	
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## **SPECIAL ATHLETIC AWARDS**

The Athletic Department offers two special awards. Each can only be bestowed once during a student's time at Wall High School. These awards are specially ordered; therefore a student must submit paperwork (available in the Athletic Office) at least three weeks before that season's Sports Awards Night in order to be honored. If paperwork is submitted late, that student will be acknowledged at the next season's Sports Awards. The two special Athletic Department Awards are:

1. Scholar Varsity Athlete Letter Award – to be eligible you must:
  - a. Be at least a junior;
  - b. Have earned a varsity letter in at least two sport seasons;
  - c. Have achieved one of the following:
    - i. accumulated a current GPA of 3.50 or higher
    - ii. be in the top 20% of your class
    - iii. been accepted as a member in the National Honor Society
2. Tri-Athlete Varsity Letter Award- to be eligible you must:
  - a. Be at least a sophomore
  - b. Have received a Varsity letter in three different sports

## **GUIDANCE AND COUNSELING SERVICES**

The purpose of guidance services is to provide support and encouragement for students as they adjust to new situations and face social, emotional, educational, and personal challenges. Students may schedule an appointment with the guidance counselor during the unit lunch period or after school. Please visit the guidance office during the unit lunch period to schedule an appointment.

### **The counselor may assist the student in:**

- Recommending materials that the student may use to improve his/her study habits;
- Planning his/her schedule and 4-year academic program;
- Making realistic curriculum selections and suitable plans for the future;
- Providing opportunities for students to learn about their interests and abilities ;
- Exploring personal, educational and career choices;
- Offering aid in problems of adjustment - to listen to the student and discuss his/her problems;
- Personal relationships and decision making skills;
- Referring pupils and parents to various agencies for specialized services.

### **Individual Appointments**

To make an appointment with the Guidance and Counseling Department the student should fill out an appointment slip, available in the Guidance Office. The student will receive the slip back from their assigned counselor with an appointment date and time.

Students are advised to seek out the advice and direction of their counselors whenever needed, for both academic and personal reasons. Counselors are available before and after school, and by appointment during the day. Groups are scheduled during unit lunch period. Please visit the district website.

### **Group Counseling**

Counselors will meet with students in group settings during the unit lunch period and after school.

### **Guidance Programs**

Parent and student workshops will be scheduled throughout the year for all grade levels. Workshops will focus on grade level topics such as PSAT interpretation and SAT planning, College Planning, Financial Aid, College Application Process and Student Scheduling Assemblies. College representatives are scheduled to visit with WHS students in the fall of their senior year. Visit Naviance Family Connection for a list of specific colleges, dates and times through the district website.

### **College Application Process**

College bound seniors will begin the college application process in the fall. Student applicants must complete the application for admission, forward the designated application fee, complete a transcript request form and submit it to the guidance office. The Guidance Department requires ten working days to produce your transcript. A detailed outline of the college application process is provided on the guidance website.

## **Websites**

Families are encouraged to utilize the resources the guidance office has to offer. Please use Naviance Family Connection (<http://connection.naviance.com/wall>) and follow links to various resources.

## **Naviance Family Connection**

Naviance Family Connection is a Web-based service designed especially for students and parents. Family Connection is a comprehensive website that students can use to help in making decisions about courses, colleges, and careers. All students at WHS have their own password protected account. Family Connection is linked with Counselor's Office, a service that counselors use in our office to track and analyze data about college and career plans, so it provides up-to-date information that is specific to our school. It also provides links to other web resources for college and career information.

Family Connection allows you to:

- **Get involved in the planning and advising process** – Build a resume, complete on-line surveys, and manage timelines and deadlines for making decisions about colleges and careers
- **Research colleges** – Compare GPA, standardized test scores, and other statistics to actual historical data from our school for students who have applied and been admitted in the past
- **Sign up for college visits** – Find out which colleges are visiting our school and sign up to attend those sessions

## **SCHEDULING**

Wall High School provides educational opportunities that challenge all students. Student learners are encouraged to enhance their academic rigor and attempt the most challenging academic schedule possible. Students should consider their interests, abilities and goals as they choose their academic program each year. We encourage students to gather information from teachers, counselors, parents and administrators as they choose their courses for the school year. Counselors will meet with each student individually to discuss course selection. At the time of registration, counselors and students will make informed decisions and select the course of study that best suits the needs of each student.

## **SCHEDULE ADJUSTMENTS**

### **Prior to the School Year**

If it becomes necessary to make a schedule adjustment prior to the beginning of the 2016-2017 school year, students **must** schedule an appointment with their counselor. Students will be asked to identify the reason for the request. The school master schedule is built upon careful and deliberate course selections made by students. Any schedule changes made after the master schedule is built adversely affect the enrollment balances of classes. Every effort should be made by students,

counselors, parents, and teachers to ensure that the courses selected are appropriate for the students. The deadline for course selection changes will be the last day of school.

### **After the School Year Begins**

Valid reasons for which a student may request a change of schedule include:

- An error or omission in data entry;
- Meeting a graduation requirement (seniors);
- Course failures, which prohibit progress to the next sequential course;
- Successful summer school attendance allowing progress to the next sequential course;
- In order to honor, where possible, the student's original course selection requests.

**Any student requesting a change of schedule must do so by Friday, September 16, 2016.**

The dropped course will not become a part of the student's permanent record. A student dropping a course after September 18<sup>th</sup> will have the course printed on his/her permanent record. The course will appear on the student's transcript as either Withdraw Pass (WP) or Withdraw Fail (WF) based upon the grade at the time of dropping the course.

**This policy for changes will be followed at all times.**

### **PROGRESS REPORTS/ REPORT CARDS**

Progress reports are in real-time, accessible through the Genesis Parent Portal. Students and parents can utilize their login information to view student progress throughout the school year. Report cards will be posted for parents to access at the end of each marking period.

### **HONOR ROLL**

A student is placed on the honor roll if he/she has an 85 or better in all subjects. To qualify for the high honor roll, a student must obtain a 91 average and have no grade lower than a 89. **Students who still have an incomplete grade in any class or classes ten days after the close of any given marking period will not be included in the honor roll for that marking period.**

### **INCOMPLETE GRADES**

An "I" on a report card, in lieu of a grade, indicates that the marking period grade or the final grade cannot be computed because the student's academic work is incomplete. Incomplete grades must be satisfactorily completed within two weeks (10 school days) after the end of the marking period. After that, they will automatically be changed to a failing grade unless arrangements have been made with the subject teacher because of extenuating circumstances.

### **MIDTERM AND FINAL EXAM ATTENDANCE POLICY**

Students are required to be present and on time for all midterm and final exams at the time scheduled. In case of illness or other emergency, a student will be considered excused from a midterm or a final exam if a parent contacts the school the same day as the scheduled exam and provides acceptable documentation for a valid absence. The student must then make arrangements with the teacher to make-up the exam. In all other situations the student shall receive a "0" for a missed exam.

### **AP COURSES AND FINAL EXAMS**

All students enrolled in Advanced Placement courses are required to take the Advanced Placement Examinations in May (see Policy 2429).

- Students who earn a final average of 85 or above and take the AP Exam will be exempt from the final exam.
- Students who do not take the required AP Exam in May shall be required to reimburse the school district for the cost of the exam and take the final exam.
- Students who do not take the required AP Exam in May will receive Honors credit for the course with a notation on his/her transcript indicating that the student did not fulfill the AP requirement (GPA and class rank will be impacted).

## SENIOR FINAL EXAM EXEMPTIONS

A Senior student who completes a course with an average of 91 or higher, as determined by averaging the Semester 1 Average with the average of the third and fourth marking period grades and with the stipulation that no marking period average be lower than 88; will be exempt from taking the final exam.

There will be no exemptions from midterm exams. In the case of semester courses, where the exam is actually a final exam, seniors who have earned at least a 91 average for marking periods one and two and no marking period average is below 88, will be exempt from the semester course final exam.

## FINAL GRADES

On or before the last day of school each teacher is required to fill out a Final Grade Failure/Incomplete Notice for each student who is incomplete or failing a course for the year. The Guidance Department will mail a copy of the Final Grade Failure/Incomplete Notice with information about summer school. Each parent/guardian is encouraged to discuss their options with their child and inform the Guidance Department of their decision. The Final Grade Failure/Incomplete Notice should be considered an official notification from the teacher.

## OPTION II

The New Jersey Department of Education (NJDOE) recognizes and acknowledges that all students will not achieve Common Core/Core Curriculum Content Standards (CCCS) in the same manner and/or with the same level of success. The Wall Township School District is permitted to allow students with individualized learning opportunities outside of the traditional classroom that are stimulating and challenging and that enable students to meet or exceed the Common Core/Core Curriculum Content Standards. This is commonly referred to as **Option II**. Students are permitted to earn credit toward graduation through Option II experiences. These experiences include, but are not limited to: course remediation/acceleration, early college credit, online learning, work-based programs, school based programs, and internships. Participation in Option II is predicated on the application process through which students seek approval. Attainment of credit toward graduation is based on the successful completion of assessments that verify student achievement in meeting or exceeding the Common Core/Core Curriculum Content Standards at the high school level.

## Option II Credit Attainment

Students planning to pursue coursework for credit in addition to the traditional offerings at Wall High School are required to submit a completed application to the Principal's Option II Review Committee. This committee will be comprised of the High School Principal, Director of Guidance, Department Supervisor and a designated School Counselor. If the course is to be taken during the summer, the application must be completed by May 31<sup>st</sup> and all course requirements must be completed and submitted to the Director of Guidance no later than August 15<sup>th</sup>. Deadlines for submission are August 1<sup>st</sup> for Fall Semester coursework; January 1<sup>st</sup> for Spring Semester course work. The Principal's Option II Review Committee will review each application to determine eligibility and grant approval/disapproval based on the criteria outlined. Each student's application will be reviewed on its own merit. The committee will ensure that each student is on track to fulfill graduation requirements.

- Option II credit may be earned for a maximum of two courses in one year (July 1-June 30)
- Students may not take consecutive courses in a sequence and/or subject area
- Parents/Guardians are responsible for all expenses associated with Option II Credit
- **Final course grades and credits earned will appear on a student's transcript, but will not be used in GPA calculation and will not count in the calculation for class rank.**

## Credit Recovery

Students receiving below a 70 in a WHS course do not receive credit. Students who fail to meet course requirements and/or meet attendance requirements receive a final grade of NC (no credit). In each case, credits towards graduation are not earned. Student options include the repeat of the course during the next school year; enrollment in an approved summer school program; or enrollment in an approved Option II alternative. Option II alternatives require approval by the Principal's Option II Review Committee.

Credit Recovery courses require students to be enrolled for a minimum of 60 hours for a 5 credit course. Grades for completed Credit Recovery courses will be reflected on transcripts. Credit recovery courses are not included in the calculation of a student's overall GPA. The original course and final grade **will be** retained on the student's transcript. Appropriate credits will be applied toward graduation requirements. Credit recovery can be achieved through in-person or online coursework.

## Course Acceleration

Students may opt to enroll in Option II courses to accelerate their program and/or to advance a course level. A common example of advanced coursework is the student who takes an additional mathematics course to advance to the next level of math or a world language that is not available for study at the high school. Advanced credit, additional credit, or acceleration can be achieved through in-person or online coursework. The following guidelines must be followed:

- Parents/Guardians are responsible for arranging instruction by a Wall Board of Education approved educational program or by a NJ State certified teacher for sixty (60) hours of one-on-one instruction. Prior approval by the Principal's Option II Review Committee must be granted in all instances.
- All tutors must be state certified in the respective subject area and submit a copy of said New Jersey teaching certificate to the high school administration.
- Parents/Guardians are responsible for all expenses associated with Option II Credit.
- If the course is to be taken during the summer, the application must be completed by May 31<sup>st</sup> and all course requirements must be completed and submitted to the Director of Guidance no later than August 15<sup>th</sup>. **Course extensions will not be granted.**
- Final course grade and credits earned will appear on a student's transcript, but will not be used in GPA calculation and will not count in the calculation for class rank.

### **Option II for Alternative Physical Education**

The Wall Township School District encourages all students to participate in the Physical Education Program. It recognizes, however, that some students are engaged in athletic, interscholastic or other programs of vigorous activity, allowing for achievement of the New Jersey Core Curriculum Content Standards. Such students may be excused from the required physical education course, while still earning physical education credit. Attainment of credit toward graduation is based on the successful completion of assessments that verify student achievement in meeting or exceeding the Core Curriculum Content Standards at the high school level. There are two qualifying paths a Wall High School student may take to earn Physical Education credit through Option II:

1. Parents/Guardians are responsible for arranging instruction by a Wall Board of Education approved educational program or by a NJ State certified teacher for forty-five (45) hours of one-on-one instruction. A copy of the New Jersey teaching certificate must be provided to the Principal's Option II Review Committee for consideration.
2. Continuous high level training, practice, performance, and/or competition in an athletic or physical activity for at least 150 minutes per week with an approved organization, coach, and/or teacher. Students will be awarded a final grade of Pass/Fail.

In order to be considered for Option II for Alternative Physical Education, students must meet the following criteria:

- Junior or senior (who has not previously failed health or physical education)
- Member of an athletic team or organization that provides a minimum of 150 minutes of physical activity each week for 3 out of 4 marking periods (excluding health)
  - 300 minutes in 1 week will not transfer to another week
- Enroll in a Health education course outside of Wall High School

**Any student interested in Option II is encouraged to speak with their school counselor.**



## GRADE DESIGNATION

All students will move with their grade regardless of the number of accrued credits. At the end of their junior year, the guidance counselors will check each student's credits to determine if they qualify for graduation. All students accruing enough credits will be considered a senior.

## GRADUATION REQUIREMENTS

To receive a New Jersey State endorsed diploma from Wall High School, each student must earn a *minimum* of 120 credits. In addition, students in the class of 2016 must demonstrate proficiency in English Language Arts and Mathematics on the Partnership for Assessment of Readiness for College and Careers (PARCC) or its equivalent. Minimum passing scores are set by the New Jersey State Department of Education.

*\*All students in Grade 9 will be enrolled in Freshman Seminar\**

## WALL TOWNSHIP HIGH SCHOOL GRADUATION REQUIREMENTS

English 4 years (20 credits)	World Language 1 year (5 credits)
Mathematics 3 years (15 Credits)	Financial, Economic, Business & Entrepreneurial Literacy ½ year (2.5 credits)
Science 3 years (15 credits)	Health & Physical Education 4 years (20 credits)
Social Studies 3 years (15 credits) Modern World History U.S. History 1 U.S. History 2	Visual and Performing Arts 1 year (5 credits)  Practical Arts 1 year (5 credits)

## TRANSFER STUDENTS

**The Wall Township School District has established procedures relating to the acceptance of work and credit for students entering the Wall Township School system. The procedure is as follows:**

1. All transcripts of incoming students are analyzed on an individual basis. Transfer students new to Wall High School will have courses, grades and credits from the previous school infused into their Wall High School permanent record. This infusion will be accomplished by the high school guidance counselor subject to the approval of the Director of Guidance;

2. If coursework is from another high school, or from an approved and accredited institution, the information provided for input into a student's WHS course history must be from the school's official transcript. A notation as to where the previous course work was completed will appear on the WHS transcript;
3. The counselor will award credits for previous course work when the previous school's transcript indicates achievement of credit. "Credit" means the award for the equivalent of a class period of instruction which meets for a minimum of 40 minutes, one time per week during the school year or as outlined in N.J.A.C 6A:8-5.1(a)2;
4. Wall High School calculates GPA and class rank for each student following the completion of 10<sup>th</sup> grade. For the purposes of ranking, transfer grades are weighted using the Wall High School scale. An Honor's course completed at another high school will receive appropriate weight as long as a comparable course was available at WHS;
5. High School level courses, taken prior to grade 9, may be used to meet prerequisites or advancement in a particular subject area; however, because graduation credit requirements may only be met by courses taken in grades 9-12, these courses are not included in GPA or credits earned, nor are they listed on the high school transcript.

## **CUMULATIVE GRADE POINT AVERAGE AND CLASS RANK**

Grade Point Average is an indicator of a student's overall academic performance, taking into account all courses that he/she has completed during the academic school year. The final grade in each course is used in the calculation. The student with the highest Grade Point Average will be ranked as number 1, the second as number 2, etc. Two or more students having the same GPA will share the same class rank.

- GPA and class rank will be calculated at the conclusion of each school year and after first semester senior year;
- The Valedictorian and Salutatorian will be determined after first semester senior year;
- Final GPA will be determined at the conclusion of senior year and final transcripts will be sent to colleges and universities.

### **How to calculate GPA:**

1. To calculate GPA, begin with the Quality Point (QP) value for each grade. Ex: If a student earned an 85 in an Honor's course, the Quality Point value is 3.5. If a student earned an 85 in a College prep course, the Quality Point value is a 3.0;
2. Calculate the Quality Point value for each final grade;
3. Multiply the QP value by the credits attempted, which is 5 for each full year course, 2.5 for a semester/half year course, 1.25 for Health and 3.75 for Physical Education;
4. The total (QP x credits attempted) is divided by the credits earned for the year to determine yearly GPA;
5. The cumulative total (QP X credits attempted) is divided by the total cumulative credits earned to determine the Cumulative GPA.

**\*\*GPA's are updated at the completion of each school year and at the mid year senior year. \*\***

Letter Grade	College Prep Quality Points	Honor's Quality Points	AP Quality Points
A+ (97-100)	4.0	4.5	5.0
A (94-96)	3.87	4.37	4.87
A- (91-93)	3.67	4.17	4.67
B+ (88-90)	3.33	3.83	4.33
B (85-87)	3.0	3.5	4.0
B- (82-84)	2.67	3.17	3.67
C+ (79-81)	2.33	2.83	3.33
C (76-78)	2.0	2.5	3.0
C- (74-75)	1.67	2.17	2.67
D+ (72-73)	1.33	1.83	2.33
D (70-71)	1.0	1.5	2.0
F Below 70	0	0	0

Grade Point Average Calculation Example:

Course:	Final Grade	QP	Credits	Total QP x Credits Attempted
English 9 CP	88	3.33	5	16.65
Modern World History H	89	3.83	5	19.15
Algebra 1	93	3.67	5	18.35
Spanish 2 H	94	4.37	5	21.85
Health 9	100	4.0	1.25	5.00
Physical Education	98	4.0	3.75	15.00
Lab Biology CP	85	3.0	5	15.00
Art Experience	94	3.87	5	19.35
Freshman Seminar	96	3.87	2.5	9.675
Personal Financial Literacy	91	3.67	2.5	<u>9.175</u>
				149.20

Total QP= 149.20

Number of credits earned=40

$149.95/40 = 3.73$

Cumulative GPA= 3.73

## CHANGE OF ADDRESS

It is important that a student notify the Guidance and Counseling Office immediately of any change of address or telephone number. The school maintains a roster of names and address, which is developed from registration forms.

## WORKING PAPERS

Students under 18 years of age must secure working papers if they wish to accept employment during vacations or on a part time basis. Applications for working papers may be found in the Guidance and Counseling Office . After working papers are completely filled out, the student must submit the application in person. Office hours are between 8:00 - 3:00 during the school year and from 8:00 - 1:00 during the summer. The Guidance and Counseling Office may be reached at 732-556-2063.

\*\*If you have a sports physical on file, the school nurse may certify Section C. This may be certified by the school nurse during the school year *only*. During the summer, Section C *must* be certified by a physician.\*

## WITHDRAWAL FROM SCHOOL

A student who is withdrawing from school for any reason must do the following:

- Arrange a parent conference with the appropriate counselor and administration and obtain the Withdraw from School Form;
- Return all books and equipment to the appropriate teachers who will initial the Withdrawal Form and record the grade up to that date;
- Return the Withdrawal Form signed by the appropriate school personnel and by a parent or guardian to the Guidance and Counseling Office. When transferring to another school, the student withdrawing will receive a copy of their health records, transcript and the withdrawal form.

## DISSECTION – STUDENT “OPT-OUT” LAW

In response to legislation enacted on January 5, 2006, PL 2005, Chapter 266 (C.18A:35-4.24 & C.18A:35-4.25), which requires all New Jersey school districts to provide alternative education projects for those pupils who choose not to participate in dissection and related activities; schools are required to notify pupils and their parents or guardians at the beginning of the school year of the

students' right to refuse to dissect, vivisect, incubate, capture, harm or destroy organisms. Students' grades will not be affected by their decision not to participate in the lab experience. Their grades may be impacted only if they do not master the agreed upon learning objectives and expectations. The law does not distinguish between elective courses and required courses.

Students will receive a letter from their science lab teacher describing course requirements and "opt-out" procedures. The process is "opt-out", not "opt-in", therefore, the parent or guardian must notify the school in writing within two weeks of receipt of the above referenced letter of their intention to select alternate projects in lieu of dissection or related activities.

## **WALL HIGH SCHOOL STUDENT ASSISTANCE**

Wall High School Student Assistance represents a long-range commitment by the school district to deal with alcohol and drug related issues of students.

The goals of the student assistance program are to provide education, intervention, and support services for students affected by their own or others' drug or alcohol use. Through an affirmative approach the program attempts to:

1. Reduce the incidence of alcohol/drug related problems among students;
2. Increase student and staff awareness of the assistance available for those affected by addiction/dependency;
3. Establish joint home, community and school related efforts to combat substance abuse;
4. Provide in-service educational programs related to alcohol/drug use.

For more information contact:

Guidance Department at Wall High School 732-556-2061

## **2<sup>ND</sup>FLOOR HELPLINE**

The 2<sup>nd</sup> Floor Youth Helpline is a free community service provided to the greater Monmouth County region. Youth can call our confidential toll-free helpline at **1-888-222-2228** to speak with accredited professionals and trained volunteers who listen carefully and compassionately. Young people can also visit [www.2ndfloor.org](http://www.2ndfloor.org) for up-to-date information about free contests with prizes and ways to order free orange 2<sup>nd</sup> Floor wristbands.

## **MILITARY SERVICES – DIRECTORY INFORMATION**

Federal legislation (amendments to the Elementary and Secondary Education Act (ESEA) of 1965 and the National Defense Authorization Act for Fiscal Year 2002) require secondary schools to provide military recruiters the same access to secondary students and student information as they provide to post-secondary institutions and prospective employers.

According to the United States Department of Education (USDOE), military recruiters are also entitled to receive the name, address and telephone listing of juniors and seniors in high school. In the view of USDOE, the obligation to provide this information to military recruiters does not conflict with the Family Educational Rights and Privacy Act (FERPA) as it falls within the category of student directory information.

Parents are hereby notified that in accordance with the provisions of ESEA and FERPA, Wall High School will provide the required directory information (name, address and telephone number) to

military recruiters who request it. It should be understood that the consequences of school districts failing to comply with the military disclosure requirements is to lose federal funding under ESEA.

**Under the law, parents or guardians have the option to request that the school not disclose the directory information unless they provide specific written consent to do so.** Parents/guardians may exercise this right by completing the form available at school and returning it to the Wall High School Office of Guidance and Counseling. **Please note that a separate form must be completed for each child.**

## NATIONAL HONOR SOCIETY

The National Honor Society chapter of Wall High School is a duly chartered and affiliated chapter of this prestigious national organization.

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each fall. The chapter advisor serves as a non-voting member of the Faculty Council and is only present to assure selection procedures are accurately followed.

For the scholarship criterion, seniors and juniors who have maintained a cumulative weighted GPA of 3.6000 or higher for the ninth grade to the last semester of their previous year shall be eligible candidates. The academic threshold is 3.6000 exactly (e.g. a weighted GPA of 3.5999 would fail to meet this threshold.) Those students who meet this criterion are invited to complete a Candidate Information Binder that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school and community service is also required.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's character.

These forms and the Student Information Binder are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members.

Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, participation in one of the chapter service projects, and one of the chapter fundraising projects. In addition, at the end of each month, students are required to submit evidence of the completion of six hours of service activities.

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Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor, Mrs. Amanda Glynn, in Room C-15 or by email at [aglynn@wall.k12.nj.us](mailto:aglynn@wall.k12.nj.us)

## **COMMUNITY SERVICE**

### **1. WHAT IS COMMUNITY SERVICE?**

Community service involves volunteer work for which the student receives no payment or other extrinsic reward. The service activity takes place outside of the school setting or the beneficiaries of the work are outside of the school. Community service may be performed as an individual or as part of a group such as a school club (Student Council, SADD, NHS, NNDCC, Environmental Club, etc.) or outside organization (Boy Scouts, Church groups, etc.).

### **2. WHY SHOULD I PERFORM COMMUNITY SERVICE?**

When students perform community service, the “community” - be it in the form of individuals receiving help or the population at large benefiting from such things as environmental clean-ups - clearly gains. The students performing the service also benefit in a number of ways:

- Students will gain experience in working with diverse groups of people
- Students will have an opportunity to improve their communication skills
- Students may have the chance to explore areas of career opportunities
- Students will learn to set and attain goals, which in turn will help them realize their own potential, more fully develop their gifts and talents, and boost their self-esteem
- Students will gain personal satisfaction and improve their citizenship skills by giving back to their community
- Students will gain a better appreciation of their own circumstances
- Students may benefit by fulfilling requirements for membership in honorary groups (NHS, etc.) and enhancing their chances for scholarships and college admission

## **HEALTH ROOM POLICY**

Except in emergency situations, a student who reports to the health room must have a pass from his/her classroom teacher. The student will be assessed by the nurse, who will make a determination as to whether the student should return to class, rest in the health room or be sent home. A student may be permitted to remain in the health room up to one class period, at the discretion of the nurse.

If the student is unable to attend class after one period and/or requests his/her parent/guardian be notified of the illness, a parent/guardian will be called. The parent/guardian will be asked to take home students if they are unable to attend class. **A student will be considered medically excused if he/she comes to the health room with a fever or exhibits clinical signs of illness. If a student who is not medically excused by the nurse requests to go home, and the student has parental consent, the parent may pick up the student, but this day would be considered an absence, not a medical excuse.**

**Any student who is sent home by the nurse will not be permitted to drive themselves or walk home. The student must be picked up and signed out by a parent/guardian or an emergency contact.**

**No student is to bring any medication to school without the written permission of a physician. This includes over the counter medications, such as Tylenol, Midol, etc. All medications are to be kept in the nurse's room. If a student is found to be in possession of any medication, he/she may face disciplinary charges.**

**If a note signed by a parent/guardian is brought from home, a student may be excused from Physical Education participation for medical reasons. This note allows non-participation for up to two consecutive days. If the number of consecutive non-participation days requested exceeds two days, a note from a physician is required and must be submitted to the Nurse.**

## **MEDIA CENTER**

### **Hours**

Monday – Friday: 7:00 AM – 3:00 PM

### **Student Access**

Students may come to the media center before and after school without a pass. Students must have a pass to come to the media center during school hours. Passes are issued through individual teachers.

### **Fines**

We do not charge late fees; however, lost or damaged books require full replacement cost payment.

### **Copy Machines/Printers**

There is no charge for using the copy machines or the printers. Please do not misuse this privilege.

## **BULLETINS AND ANNOUNCEMENTS**

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced during the morning news and listed on daily announcement page on the high school website. Students responsible for putting notices in this daily bulletin must have their notices approved by their advisor and in the main office the day preceding the notice.



Special notices are posted on the bulletin boards outside the main office, in the Media Center, Guidance and Counseling Office posted as poster signs. All posters must advertise school-sponsored events and must be approved by the administration.

## **VISITORS**

All visitors must secure permission from the administration before any visitation can take place. A valid ID is required for visitation.