



KEANSBURG HIGH SCHOOL

Home of the Titans

Student / Parent Handbook

2026 – 2027

140 Port Monmouth Road

Keansburg, New Jersey 07734

Telephone: (732) 787-2007 Ext. 4200

HIGH SCHOOL ADMINISTRATION

Mr. Sean Brophy– Principal

Dr. John Bird– Assistant Principal

Mr. James Ferraro – Supervisor of Athletics

CENTRAL ADMINISTRATION

Ms. Kathleen O'Hare – Superintendent of Schools

Mr. Michael Sette – Board Secretary

Ms. Christine Formica – District Director of Operations, Curriculum & Instruction, State & Federal Programs

Ms. Tara Smith – Supervisor of Special Education

BOARD OF EDUCATION

Mr. Christopher J. Hoff - President

Mr. Michael Mankowski - Vice President

Ms. Brooke Clayton

Mr. Kenneth Cook

Ms. Judy Ferraro

Ms. Patricia Frizell

Ms. Kimberly Kelaher-Moran

Mr. Matthew Kitchen

Ms. Catherine Ryan



IMPORTANT TELEPHONE NUMBERS

All telephone numbers are reached by dialing 732-787-2007

Main Office.....x 4221/4222

Nurse x 4770

Principal.....x 4251

Vice-Principal.....x 4252

Athletics.....x 4242



Table of Contents

Table of Contents.....	4
Message from the KHS Administrative Team.....	9
Mission/Vision Statement.....	10
Calendar of Important Dates for 2026-2027.....	11
Bell Schedule.....	12
Full Day Schedule.....	12
1 Session Day Schedule.....	12
Delayed Opening Schedule.....	13
KHS School Entry Protocol.....	14
Emergency School Closing.....	15
Affirmative Action and Equal Opportunity Policy.....	16
Sexual Harassment (Title IX).....	18
Transgender and Gender Nonconforming Students.....	18
Pupil Records.....	19
Notice of Rights Under FERPA.....	19
Forwarding of Records.....	22
Internet Usage.....	23
Computer/Internet Policy.....	25
Academic Information.....	25
Program Access.....	25
New Jersey State Minimum Graduation Requirements.....	25
KHS Matriculation Policy.....	26
Grading Policy.....	26
Honor Roll.....	27
Grading System.....	28
Marking Period Dates.....	29



Grading Scale.....	29
Grade Point Average (GPA) Weight for Classes.....	29
Final Exams.....	29
KHS Assessment Dates.....	30
Summer School.....	30
Credit Recovery.....	31
General Information.....	31
Academic Integrity.....	32
National Honor Society.....	33
Scholarships.....	34
Guidance Department Information.....	34
Appointments.....	34
Confidentiality.....	34
Future Planning.....	35
Parent/Teacher Conference.....	35
Schedule Changes.....	35
Attendance Information.....	35
Attendance Definitions.....	36
Attendance Rules and Regulations.....	37
Attendance Procedure.....	39
Credit Withdrawal.....	39
Attendance Recovery.....	40
Student Code of Conduct.....	41
Discipline Matrix.....	43
Infraction Point Scale.....	47
Infraction Points.....	48
Dress Code.....	49
Personal Devices: “Bell-to-Bell” Policy.....	51
What Counts as a “Personal Device”?.....	51
When Is This Rule in Effect?.....	51



Where Do I Put My Phone?.....	51
What If My Parents Need to Reach Me?.....	52
Are There Exceptions?.....	52
What Happens if I Use My Phone Anyway?.....	52
Alcohol/Drugs.....	53
Tobacco/Smoking Policy.....	54
WEAPONS.....	55
FIREWORKS.....	56
GAMBLING/ CARD PLAYING.....	56
Suspected Gang Activity.....	56
Due Process.....	57
Central Detentions.....	57
Supervised Study Placement.....	57
Suspensions of Ten Days or More and Expulsion.....	58
Administrative/Expulsion Hearing.....	58
Assault on District Employees.....	59
Care of School Property.....	59
Harassment, Intimidation, and Bullying.....	60
Expected Behavior.....	61
Consequences and Appropriate Remedial Actions.....	62
Reporting Procedure.....	63
Investigation.....	63
Response to an Incident of Harassment, Intimidation, or Bullying.....	64
Parent Notification and Hearing Rights.....	65
Reprisal or Retaliation Prohibited.....	65
Consequences for False Accusations.....	65
Cyber-Bullying.....	66
Anti-Hazing.....	66



Suicide Prevention.....	67
Student Grievance Procedure.....	67
Hall Passes.....	73
Random Drug and Alcohol Testing.....	74
Absence/Tardy.....	74
Suspended Students.....	74
Sport Spectators.....	75
Student IDs.....	76
Book Bags and/or Backpacks.....	77
Driver Registration/Student Parking.....	78
Parking Regulations.....	80
Class Trips and Educational Excursions.....	80
Fire and School Security Drills.....	81
Senior Privilege Policy.....	82
General Information.....	82
Books and Fines.....	82
Entering and Exiting KHS.....	83
Prom.....	84
Injuries.....	85
Lockers.....	85
Locker Searches.....	86
Lost or Stolen Items.....	86
Lunchroom Procedures.....	87
Posters.....	87
Vending Machines.....	87
Vocational Students.....	87
Athletics/Co-Curricular Activities.....	89
Athletic and Co-Curricular Eligibility.....	89
KHS Extra-Curricular Activities.....	91



Athletic and Extra-Curricular Code of Conduct.....	91
PROJECT CHILD FIND.....	92
PROYECTO DEL HALLAZGO DEL NIÑO.....	92
KHS Handbook 26-27 Parent/Guardian Review.....	96



Message from the KHS Administrative Team

Welcome, Students and Parents,

It is our pleasure and with great Titan Pride on behalf of the Keansburg High School staff to welcome you to our school. The Keansburg School District's deep, rich curriculum is constantly updated and revised to NJDOE regulations and best practices. Our goal is to provide the best education possible for all students, guiding them on a path to becoming positive contributing members of our society. Career Technical Education is offered in Law Enforcement. We have a shared service with the Middletown School District to expand course offerings and provide our students with many opportunities to guide their learning experience.

Keansburg High School staff and administration will continue to go beyond the classroom to help ensure students' needs are met socially and emotionally through various student support services. We have dedicated, supportive, and skilled guidance counselors and child study team members available in the building. The School Based Youth Services Program offers social and emotional support for all of our students and, most importantly, our students in crisis. We also have partnered with the YMCA for mental health counseling for our students.

Students are encouraged to get involved beyond the classroom to experience all our High School offers. It is encouraged to get involved with athletics, co-curricular activities or clubs to explore different interests and contribute to the Keansburg High School community.

We look forward to working with you and your families and wish you all a successful and enriching 2026-2027 school year.

With Titan Pride,
Mr. Brophy and Dr. Bird



Mission/Vision Statement

Mission - The Keansburg School District shall graduate students with educational opportunities in college and career readiness. All stakeholders will set rigorous expectations for all students in the classroom, including co-curricular activities, attendance, tardiness, and discipline.

Vision - The Keansburg School District shall prepare students for life's abundant opportunities in college or careers in a safe, rigorous, and nurturing educational environment.



Calendar of Important Dates for 2026-2027

Keansburg Public Schools | 2026-2027 Academic Calendar

1,2 – No School – Staff Development
 3 – First Day for Students
 3, 4 – One Session Days – District
 7 – No School – Labor Day
 16 – BTSN – JCCS – REGULAR DAY
 17 – BTSN – KHS – REGULAR DAY
 23 – BTSN – KELC – REGULAR DAY
 24 – BTSN – JRB – REGULAR DAY
 25 – One Session Day – District

SEPTEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Student Days = 19; Staff Days = 21

FEBRUARY '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Student Days = 18; Staff Days = 18

3 – Conferences – KHS Evening – One Session Day
 4 – Conferences – JRB – Evening; KHS – Afternoon – One Session Day
 5 – Conferences – JRB – Afternoon – One Session Day
 12, 15 – No School – President's Weekend

9 – No School – Staff Development
 12 – No School – Columbus Day
 14 – One Session Day – District
 21 – KHS 9th and 12th Grades only – Delayed Opening

OCTOBER '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Student Days = 20; Staff Days = 21

MARCH '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Student Days = 19; Staff Days = 19

3 – One Session Day – District
 22 – Conferences – JCCS – Afternoon; KELC – Evening
 23 – Conferences – JCCS – Evening; KELC – Afternoon
 25 – One Session Day – District
 26-31 – No School – Spring Recess

5, 6 – No School – NJEA Convention
 11 – No School – Veteran's Day
 23 – Conferences – JRB – Evening; KHS – Afternoon – One Session Day
 24 – Conferences – JRB – Afternoon; KHS – Evening – One Session Day
 25 – One Session Day – District
 26, 27 – No School – Thanksgiving

NOVEMBER '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Student Days = 16; Staff Days = 16

APRIL '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Student Days = 20; Staff Days = 20

1, 2 – No School – Spring Recess
 5 – School Re-Opens
 14 – One Session Day – District

2 – One Session Day – District
 16 – Conferences – JCCS – Evening; KELC – Afternoon – One Session Day
 17 – Conferences – JCCS – Afternoon; KELC – Evening – One Session Day
 23 – One Session Day – District
 24-31 – Winter Recess – No School

DECEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Student Days = 17; Staff Days = 17

MAY '27						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Student Days = 19; Staff Days = 20

7 – No School – Staff Development
 28 – One Session Day – District
 31 – No School – Memorial Day

1 – No School – New Year's Day
 4 – School Re-Opens
 13 – One Session Day – District
 18 – No School – MLK

JANUARY '27						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Student Days = 19; Staff Days = 19

JUNE '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Student Days = 15; Staff Days = 16

1 – No School – Memorial Day Extended
 16 – 21 – Finals – KHS
 16 – 22 – One Session Days – District
 21 – Bolger Promotion – Tentative
 22 – KHS Graduation – Tentative
 22 – Last Day of School
 23 – Staff Development Day

Blue – No School for Students – Staff Development Day
 Red – No School for Staff and Students
 Green – One Session Day for Staff and Students – District
 Orange – One Session Day for Students – District
 Purple – Individual School Based One Session/Delayed Day

** There are two emergency days built into the calendar for inclement weather and other emergencies. If these days have not been utilized by the March BOE Meeting, the calendar will be adjusted as follows: - one day adjusted = Monday, April 5. Two days adjusted = April 5 and Wednesday, June 2 will become no school for staff and students.
 * Students – 182 scheduled days
 * Staff – 187 scheduled days

KELC/JCCS Trimester Dates
 Trimester 1
 September 3 – December 9
 Trimester 2
 December 10 – March 18
 Trimester 3
 March 19 – June 22

JRB/KHS Marking Period Dates
 First Marking Period
 September 3 – November 13
 Second Marking Period
 November 16 – January 29
 Third Marking Period
 February 1 – April 15
 Fourth Marking Period
 April 16 – June 22



Bell Schedule

Full Day Schedule

**Breakfast served at 7:15*

Period	Time
Period 1	7:34 - 8:19
Period 2	8:22 - 9:07
Period 3	9:10 - 9:55
Period 4	9:58 - 10:43
Period 5 / Lunch	10:43 - 11:08
Period 6	11:11 - 11:56
Period 7	11:59 - 12:44
Period 8	12:47 - 1:32
Period 9	1:35 - 2:20

1 Session Day Schedule

**Breakfast served at 7:15*

Period	Time
Period 1	7:34 - 8:04
Period 2	8:07 - 8:37
Period 3	8:40 - 9:10
Period 4	9:13 - 9:43



Period 6	9:46 - 10:16
Period 7	10:19 - 10:49
Period 8	10:52 - 11:22
Period 9	11:25 - 12:00 (5-minute announcements)

Delayed Opening Schedule

Period	Time
Period 1	9:05 - 9:39
Period 2	9:42 - 10:16
Period 3	10:19 - 10:53
Period 4	10:56 - 11:30
Lunch	11:30 - 11:55
Period 6	11:58 - 12:32
Period 7	12:35 - 1:08



Period 8	1:11 - 1:44
Period 9	1:47 - 2:20

KHS School Entry Protocol

The Entry Door Access Protocol was established in collaboration with the Keansburg Police Department and our District School Safety Specialist.

Please note the following:

- No visitors are to enter the building with students during arrival. All visitors to our schools will need to have an appointment to enter the building. (If you require assistance, an appointment must be made after the start of the school day.)
- At the buzzer, it is expected that all visitors will state the purpose of their visit and/or specify with whom they have the appointment.
- All visitors are required to show photo identification prior to being buzzed into the building.
- If the appointment is verified, the visitor will be buzzed in and must present themselves to the main office immediately.
- Visitors will be required to show photo identification again, and sign in to obtain a visitors pass.
- It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the buzzer system.
- If you must drop off an item for a student (lunch, homework, etc.) you will be directed to deposit that item in a bin outside the main entry. Entry into the school is not permitted.
- If you will be picking up your child early, you must notify the office in writing prior to dismissal. If it is an emergency, call the office to notify the school.
- Front office secretaries will be required to call 911 and notify school administrators if the visitor is uncooperative, does not adhere to the procedures, or becomes threatening.
- Ultimately, failure to follow these procedures may result in a lockdown for the safety of our students and staff, and the Keansburg Police Department may be notified that an intruder is in the building.



We know that this protocol is stringent and may inconvenience our visitors who are, as always, welcome in our schools. The safety of our students and staff must remain our priority and we are optimistic that our visitors will ultimately recognize our need to be as vigilant as possible.

If you should require clarification regarding the protocol, please contact the District School Safety Specialist Mr. George Hoff 732-787-2007 ext. 2450. He will be happy to answer your questions to ensure your full understanding and adherence to our procedures. With your cooperation, our schools will be more secure for students and staff.

The district continues to upgrade and implement improved security measures throughout all of our schools. Your suggestions are important and always appreciated. Please forward any items to ghoff@keansburg.k12.nj.us and he will be directed to the safety committee.

Emergency School Closing

In the event that severe weather conditions or other emergency situations make it necessary to close the schools, delay the opening of school, or issue an early dismissal, the primary methods of communication will be a phone blast and postings on the school district website, Facebook, and Twitter pages. The notification announcement will also be broadcast beginning at 6:00 a.m. on the following radio and TV stations: 94.3 FM The Point, <http://www.wor710.com>, WOBN – AM, WHTG (G106.3), 101.5FM, News 12 New Jersey TV, WABC-TV (Channel 7), KYW TV-3, WNBC-TV (Channel 4), WCBS (Channel 2), WJRZ Oldies 100. The Borough whistle also will sound at 6:30 AM, notifying residents when the Keansburg School District will not be in session. When there is a delay, the KSD will communicate through web blasts, social media, and phone blasts on instructions for reporting to homeroom. In the event of a delay, school dismissal will be at the regular time.



Affirmative Action and Equal Opportunity Policy

(Board of Education Policy #2260 & #5750)

The Keansburg Board of Education affirms its responsibility to ensure all students in the Keansburg School District equal education opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, or social or economic status. A lack of English language skills will not be a deterrent to admission to any program. No otherwise qualified handicapped individuals shall, solely by reason of their handicap, be denied benefits or be subjected to discrimination in any activity.

This equality of opportunity extends to employment within the district without regard to race, creed, color, sex, marital status, national origin, and personnel. Applicants are assured of equal application of benefits and compensation.

Students in the Keansburg Public Schools are expected to treat each other, faculty, and staff members with respect, regardless of gender, race, color, creed, religion, national origin, or sexual orientation.

Inappropriate touching of a sexual nature, gender or racial-based comments and jokes, or name-calling of any kind by students are not permitted while on school property or while involved in any school-related activity. Pupils are forbidden to harass other pupils, staff members, vendors, or volunteers through conduct or communication of a sexual nature within the school setting. All instances of such harassment are to be reported to the school administration.

Additional information relative to the Keansburg Board of Education policy on Harassment, Intimidation, and Bullying appears in this booklet.

The administration will refer students involved in any bias-related incidents to the Keansburg Human Relations Committee for intervention and mediation. Parents will be contacted, and additional appropriate action will be taken. Additional interventions include but are not limited to, supportive counseling, detention, and/or alternative educational placement or out-of-school suspension.

Continued or extreme difficulty in this area will warrant referral to the Keansburg Police and be dealt with as a bias-related incident.



Affirmative Action Officer(s):

Frank Barber (Caruso School, Assistant Principal) 81 Frances Place, Keansburg, NJ
07734 (732-787-2007)

504 Officer: Tara Smith

100 Palmer Place, Keansburg, NJ 07734 (732-787-2007)

The school district's Affirmative Action Plans for Employment/Contracts Practices and
School/Classroom Practices are on file in the Superintendent's office, 100 Palmer
Place, Keansburg, NJ 07734.



Sexual Harassment (Title IX)

(Board of Education Policy #5751)

The Keansburg Board of Education does not tolerate sexual harassment of students by school employees, other students, or third parties. Under Title IX of the Education Amendments of 1972, sexual harassment includes unwelcome conduct of a sexual nature that is severe, pervasive, and objectively offensive enough to deny a student equal access to the school's programs, as well as sexual assault, dating violence, domestic violence, and stalking as those terms are defined under federal law. Sexual harassment can occur in person or electronically, including through school-owned devices, networks, or platforms.

A report may also be made to any school employee, who is required to forward it to the Title IX Coordinator. Reports of sexual harassment involving students will also be investigated in accordance with the Harassment, Intimidation, and Bullying policy described in this handbook. The district will respond promptly to any report of sexual harassment and will not retaliate against anyone who makes a report or participates in an investigation in good faith.

Transgender and Gender Nonconforming Students

(Board of Education Policy #5756)

The Keansburg Board of Education is committed to providing a safe, supportive, and inclusive environment for all students, including transgender and gender nonconforming students, consistent with the New Jersey Law Against Discrimination and Title IX.

A transgender student will be addressed at school using the name and pronoun the student has chosen, regardless of whether a legal name change has occurred, and school-issued documents such as identification cards will reflect the student's chosen name. Transgender students have the right to dress in accordance with their gender identity and to use restrooms, locker rooms, and changing facilities that correspond to their gender identity. A student who is uncomfortable using a shared facility, whether transgender or not, may request a private alternative such as a single-use restroom or the nurse's office.

A student's transgender status is confidential. School staff will not disclose a student's transgender status or former name except as permitted by law or as necessary to



protect the student's health and safety, and only after informing the student of the need to do so whenever possible.

Students, parents, and staff with questions about this policy may speak with a school counselor, the Principal, or the district's Affirmative Action Officer, listed earlier in this handbook.

Pupil Records

Any parent or guardian of a non-adult pupil, and the non-adult pupil, who has the written permission of his or her parent or guardian, may have access to the pupil's records. The pupil's records are located in the following places:

Grades, Courses, Test Results, Counseling Notes, Discipline, Attendance, Tardy Records	Guidance Office
Health Information	Nurse's Office
Social Worker Report, Psychological Reports, and Learning Disability Records	Pupil Personnel Office

Notice of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records the Parents or eligible students may ask the School to amend a record they believe is inaccurate or misleading. They should write to the School principal (or appropriate official), clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the School decides not to amend the



record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(NOTE: FERPA requires the school district to make reasonable attempts to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office, U.S. Department of Education 400
Maryland Avenue, SW Washington, D.C. 20202-5901**

RELEASE OF DIRECTORY INFORMATION

Please be advised that two federal laws (N.J.A.C. 6:32.2(g)6 and P.L. 107110, Section 9528; 10 USC 503) require local boards of education to develop policies and procedures which accord educational, occupational, and military recruiters' access to directory information; specifically, under the categories of name, address, and telephone



number. Current code language makes provision for parents to request in writing to the chief school administrator that their child's name is omitted from the student information directory; adult students may make that request on their own behalf.

As per Board policy #9713, the district will give military recruiters the same right of access to secondary students as generally provided to post-secondary institutions and prospective employers.

Representatives of bona fide educational institutions, occupational agencies, and the United States Armed Forces may recruit students on school premises. Parents of secondary students and adult students shall be informed annually in writing of their right to request a secondary student's excusal from participation in all recruitment activities. Parents and/or adult students may submit a written request to the Superintendent or designee to opt out of disclosing such information for the student, in which case the information will not be released without the parent's permission.



Forwarding of Records

The Keansburg School District routinely forwards educational records to other districts where students seek or intend to enroll. Call 732-787-2007 ext. 4200 for details.



Internet Usage

As you are aware, there are potential dangers associated with posting personally identifiable information on a website since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as a school district want to celebrate your child and his/her work. The law requires that we ask for permission to use information about your child.

Pursuant to law, we will not release any personally identifiable information *without your prior written consent* as a parent or guardian. Personally identifiable information includes student names, photos or images, residential addresses, e-mail addresses, telephone numbers, and locations and times of class trips.

If you, as a parent or guardian, wish to rescind this agreement, you may do so at any time in writing *by sending a letter to the principal* of your child's school, and such rescission will take effect upon receipt of your letter by the school.

Check **only one** of the following choices in **each category** below:

Category 1: Internet Usage

Check **ONLY one** (1) of the four choices below:

_____ I/WE GRANT permission for a photo/image that includes this student without any other personal identifiers to be published on the school and/or district public Internet site.

_____ I/WE GRANT permission for a photo/image *and* name to be published on the school and/or district public Internet site.

_____ I/WE GRANT permission for this student's photo/image *and all other personal identifiers* listed above to be published on the school and/or district public Internet site.

_____ I/WE DO NOT GRANT permission for photos/images that include this student to be published on the school and/or district public Internet site.

Category 2 – Public Relations Publications, Brochures, and Press Releases to Local Newspapers.

Check **ONLY one** (1) of the two choices below.

_____ I/WE GRANT permission for my child's school and/or the Keansburg School District to publish my child's photo/image and/or name in public relations newsletters, program brochures and/or press releases to area newspapers.



_____ I/WE DO NOT GRANT permission for my child's school and/or the Keansburg School District to publish my child's photo/image and/or name in public relations newsletters, program brochures, and/or press releases to area newspapers.

Student's Name: (please print) _____ Grade: _____

Parent/Guardian's Name: (please print) _____

Signature of Parent/Guardian: (sign) _____

Relation to Student: _____ Date: _____



Computer/Internet Policy

(Board of Education Policy #2360, #2361, #2363)

A copy of the Board of Education policies regarding acceptable use of the computer network, computers, and resources will be provided for students and parents in the Student/Parent laptop agreement. Board Policies are also available on Keansburg School District's website. This information will be provided when student laptops are distributed. Prior to using any computer in the district, students must have returned the first page of this handbook **and user agreement**, completed and signed, to the main office and all additional documentation. Without a signed form, students will not be allowed access to the Internet and/or provided a school-issued laptop.

STUDENTS / PARENTS ARE TO ACKNOWLEDGE KSD USER AGREEMENT IN GENESIS PARENT PORTAL.

Academic Information

Program Access

All students attending Keansburg High School shall be provided an equal opportunity to achieve their maximum potential through the programs offered in the school, regardless of race, color, creed, handicap, religion, sex, or national origin, or social or economic background.

New Jersey State Minimum Graduation Requirements

In order to receive credit for a course, the student must meet all of the proficiencies presented and explained by the instructor at the beginning of each school year/semester

English/Language Arts Literacy	20 Credits (Including English I,II,III,IV)
Health and Physical Education	20 Credits (5 per year) in Health and PE
Mathematics	15 Credits (including Algebra I, Geometry, Algebra II)
Social Studies	15 Credits (World History, US History I, US History II)



Science	15 Credits (Lab Biology, Lab Chemistry, Lab Physics)
World Language	5 Credits
21st Century Life & Careers	5 Credits
Financial, Economic Literacy	2.5 Credits
Electives	12.5 Credits

All students must complete a minimum of 120 credits to graduate from Keansburg High School and the State of New Jersey.

KHS Matriculation Policy

	Credits Needed	Next Grade level
End of Year 1	Minimum of at least 30 credits	Promoted to 10th grade
End of Year 2	Minimum of at least 60 credits	Promoted to 11th grade
End of Year 3	Minimum of at least 90 credits	Promoted to 12th grade
End of Year 4	Minimum of at least 120 credits	HS Graduate if all other NJ State curricular requirements are satisfied.

Grading Policy

Major Assignments Tests, Projects, Writing, Presentations	45% of Marking Period Grade	Minimum: 2 per Marking Period
Minor Assignments Quizzes, Writing Samples	25% of Marking Period Grade	Minimum: 3 per Marking Period



Classwork	25% of Marking Period Grade	Minimum: 4 per Marking Period
Homework	5% of Marking Period Grade	Minimum: 4 per Marking Period

Honor Roll

Honor Roll: The School Counseling Department will review report cards to determine student eligibility for the honor roll. To be eligible, students must have earned grades of 85 or better in all courses. An incomplete grade (I) or withdrawn grade (W) in any subject makes a student ineligible for the honor roll.

High Honor Roll: The School Counseling Department will review report cards to determine student eligibility for the high honor roll. Eligible students must have earned grades of 90 or better in all courses. An incomplete grade (I) or withdrawn grade (W) in any subject makes a student ineligible.

Distinguished Scholar: The School Counseling Department will review report cards to determine student eligibility for the Distinguished Scholar honor roll. To be eligible, students must have earned grades of 95 or better in all courses. An incomplete grade (I) or withdrawn grade (W) in any subject makes a student ineligible.

National Honor Society: This honor is bestowed upon eligible students entering the 11th and 12th grades. A committee will review student applications and must demonstrate the following: Scholarship, Character and Leadership, and Community Service.



Grading System

Report Card grades are issued in numeric form. The grades represent the academic achievement of the student in a particular course. A grade of 65 represents a minimum passing grade for each course offered. A grade of 64 or lower represents a failure to achieve academic credit for the course. Final grades are computed as follows:

Full Year Course

	Percentage
1st Marking Period	22.5%
2nd Marking Period	22.5%
3rd Marking Period	22.5%
4th Marking Period	22.5%
Final Exam	10%

Physical Education

	Percentage
1st Marking Period	30%
2nd Marking Period	30%
3rd Marking Period	30%
Final Exam	10%

Health

	Percentage
1st Marking Period	90%
Final Exam	10%



Marking Period Dates

Marking Period	Dates
MP 1	September 3 - November 13
MP 2	November 16 - January 29
MP 3	February 1 - April 15
MP 4	April 16 - June 22

Grading Scale

90-100	A
80-89	B
70-79	C
65-69	D
64 or Below	F

Grade Point Average (GPA) Weight for Classes

Electives	1.0
Regular	1.1
Honors	1.25
AP (Advanced Placement)	1.50

Final Exams

Seniors who have maintained an “A” for all four (4) marking periods may be exempt from their final exams. To be exempt, students must have an “A” average going into final exams. Students may still choose to take their exams if they wish to do so.

If they meet this criteria, seniors will be marked as “Absent Excused” on the day of their exam.



KHS Assessment Dates

Assessment	Grade Levels	Date
PSAT	10th and 11th Grade	TBA
NJGPA	11th Grade	TBA
NJSLA	By Class Enrollment	TBA
Final Exams	9th-12th Grade	TBA

Summer School

Students who receive a failing final grade in required courses may be eligible and/or required to attend summer school. Students must apply for entrance into the Summer School program through the guidance department at the end of the fourth marking period. A packet of registration materials and regulations will be provided during the meeting. **Summer school is based on yearly budget.



Credit Recovery

General Information

The Keansburg School District will offer a support program that is targeted at keeping students who have not earned required course credits on track for graduation.

This program combines teacher-directed instruction with the use of online courses offered by Edmentum® if applicable.

Credit will be awarded for successful completion at the 65% mastery level and meeting the necessary amount of instructional time which equates to 12 hours of seat time per credit. Attendance and effort are required. Students may be removed from this program if it is recommended by the teacher. Failure to meet the minimum attendance requirement benchmarks may result in removal from the program.

Eligibility Requirements

1. Must not have earned credit in a graduation requirement course already taken.
2. Relevant members of the student support team (administration, counselors, and parents) agree it is the best option for the student.
3. Students and Parents are required to complete and sign off on Credit Recovery documents that include:
 - Course Planning Sheet
 - Credit Recovery Contract
 - Credit Recovery Benchmark Attendance Calendar

The KHS Credit Recovery Program for the 2026-2027 school year will be held at KHS after school hours. Prescriptive plans and Credit Recovery Contracts will be determined after a mandatory eligibility meeting with a student and their guidance counselor, the prospective student and parent.

PLEASE NOTE: You must provide your own transportation.

All students enrolled in credit recovery must follow the school code of conduct and continue to follow the district internet use policy.



Academic Integrity

(Board of Education Policy #5701)

Plagiarism of any kind constitutes academic dishonesty. Therefore, engagement in any of the following acts will not be tolerated: cheating on examinations, including but not limited to; the unauthorized use of books or notes, use of crib sheets, copying from other pupils' papers, exchanging information with other pupils orally, in writing, or by signals, obtaining copies of the examination illegally, the use of text messaging, electronic transfer of information and other similar activities. Plagiarism, according to MLA (Modern Language Association), "is the act of using someone else's ideas or phrasing and representing those ideas or phrasing as one's own, either on purpose or through carelessness. 'Ideas or phrasing' includes written or spoken material, from whole papers and paragraphs to sentences and phrases. It can also include statistics, lab results, artwork, etc. 'Someone else' can mean a professional source, such as a published writer or critic in a book, magazine, encyclopedia, or journal; an electronic resource, such as material discovered on the World Wide Web; another student's work, a paper writing 'service' (online or otherwise) which offers to sell written papers for a fee." Plagiarism is not permitted in rough drafts, term papers, themes, essays, reports, images, take-home examinations, and other academic work.

Sources will be credited in all academic papers and projects, including items submitted to outside agencies by extra-curricular groups. Students found to be plagiarizing extra-curricular papers, or projects will forfeit the privilege of participating in said activity. **Charges of plagiarism shall be reviewed by a committee appointed by the vice principal. If the charges are substantiated, the student will receive a grade of "0" for the work. Additionally, substantiated charges may result in jeopardizing a student's consideration for or membership in the National Honor Society.**



National Honor Society

(Board of Education Policy #5440)

To be eligible for membership into the KHS National Honor Society all students must meet the following criteria:

- A student must be ranked in the top 15 of their class. Additionally, potential members must meet high standards of leadership, service, and character.
- Leadership is based on a student's participation in two or more community/school activities, or in an election to an office.
 - The student who exercises leadership demonstrates initiative in promoting school activities, inspires positive behavior in others, contributes ideas that improve the civic life of the school, exercises influence on peers in upholding school ideals, and is thoroughly dependable.
- The criterion of service is often defined in terms of the value of contributions.
 - What contribution has this candidate made to school, classmates, and community?
 - What is the student's attitude toward service?
 - The student is willing to uphold scholarship and maintain a loyal school attitude, cheerfully and enthusiastically renders any requested service to the school, shows courtesy by assisting visitors, teachers, and students, participates in some outside activities, volunteers, is gladly available and is willing to sacrifice to offer assistance.
 - To meet the service requirement, the student must actively participate in community service projects or develop a community service project of their own choosing.
 - A minimum of 30 hours of community service by September 30th of Junior year or 40 hours of community service for seniors. These hours must consist of two service roles (Service to the School and Service in the Community). A minimum of 15 hours must come from service to the community. All other service hours can be completed in the school or community.
- The student of character takes criticism willingly and accepts recommendations graciously, upholds principles of morality and ethics, shows courtesy, concern, and respect for others.
- Once inducted into the National Honor Society, members should understand fully that they are subject to dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection.



Scholarships

Each year many scholarships are offered by various organizations to seniors planning to further their education. Scholarships are announced by the Guidance Department and posted on the district website. All applications are due on time and complete to be eligible for the scholarships available.

Guidance Department Information

The purpose of Guidance services is to help each student in his/her social, educational, vocational, and personal development. Counselors are in the Guidance Office daily from 7:30 am until 2:30 pm.

Counselor	Extension	Grade Level	Student Alpha
Ms. Amanda Volturo	x 4232	Grades 9-12	A-K
Mrs. Kelly King	x 4231	Grades 9-12	L-Z

Appointments

Any student who wishes to schedule an appointment with his/her guidance counselor should email their guidance counselor directly to schedule an appointment. A student should never leave class to visit the guidance office unless they have an appointment or have been called down by a staff member. Students are expected to sign in and out of the office and indicate arrival and departure times.

Under no circumstances may a student sit in the guidance office waiting for a counselor (missing class) without an appointment. Such behavior subjects the student to disciplinary action for cutting class.

Confidentiality

Confidentiality will be maintained at all times. Personal information between students and counselors is only exchanged between those two people unless the student grants permission to share the information with another individual or if someone is in danger of



being injured or injuring themselves. This is also true for the release of transcripts or other pertinent information.

Future Planning

The Guidance Department and counselors have a wealth of information available. This information pertains to career, vocational, college, military, scholarship, and financial aid information. Students are urged to take the opportunity to discuss these options with guidance counselors.

Parent/Teacher Conference

Parents are encouraged to make appointments with teachers for any student concerns. However, it is helpful to have the student's counselor present to share information with all those involved. Appointments may be made by contacting the teacher directly, or by contacting the student's counselor in the Guidance Office.

Schedule Changes

No student may drop a course after September 11, 2026. Any parent believing that his/her child was incorrectly scheduled should contact the student's guidance counselor within the first week of the marking period. If a student drops after the add/drop period closes, a "W" grade will be placed on your transcript and computed in your GPA.

Attendance Information

(Board of Education Policy #5200)

The Board of Education requires the pupils enrolled in the schools of this district to attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. To that end, student attendance must be the concern of all staff members and parents. Student attendance is not only the function of the Attendance Officer, Guidance, the Child Study Team, and Administration, but also the function of parents who value the instructional time given to their children, and teachers who establish the expectations and learning



standards that necessitate regular attendance by students. It requires the continued vigilance of both parents and teachers.

Students/Parents will electronically acknowledge this policy in Genesis Parent Portal.

Attendance Definitions

Absence from school- is defined as nonattendance in regular classes and assigned locations for the entire school day. A student that comes to school later than 10:22 will be considered absent for the entire school day, but eligible to be present for individual classes.

Excused absence- is defined as absence due to:

- Religious holiday- as approved by the Department of Education.
 - Bring your child to work day.
 - College visits for 11th and 12th grade students. Must be documented with a note. (3 visit maximum)
 - **Unexcused Absence-** is generally defined as absence for any reason not listed above.
 - **Truancy-** is defined as an absence from all or part of the school day without the knowledge of the pupil's parent or guardian. It generally takes the form of an unexcused absence.
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- **Cutting-** is defined as unexcused or unexplained absence from school, class(es), or assigned location(s). It generally takes the form of selectively missing one or more assigned class(es) or assigned location(s) while being present for the school day or selectively cutting class(es) or assigned location(s) as a result of deliberately missing homeroom. A class cut is defined as missing class for a duration of an unexcused 10 minutes or more from a 60-minute course and 10 minutes or more from a 25-minute course.
 - **Tardiness to class or school-** is defined as not being in an assigned location by the time the bell or signal ceases.
 - **Excessive tardiness** is missing eighteen full-year classes, fifteen $\frac{3}{4}$ year classes, nine half-year classes, and five $\frac{1}{4}$ year classes. Excessive tardiness may result in a grade of "W".



Please be advised that all attendance policies and procedures apply to in-person and remote-only students (when applicable).

Attendance Rules and Regulations

Students should report to the main office when they have been absent and consequently must submit a written excuse, and when a parent or guardian is waiting to sign them out prior to dismissal. **The KSD will no longer accept doctor's notes that are submitted five (5) days after the absence.**

The following rules and regulations will be enforced with regard to student attendance:

- Parents/Guardians are required to notify the Main Office of a student's absence. This contact is for notification only and does not excuse the absence. Further documentation may be required.
- Submission of Notes- The Attendance Office will only accept original medical notes on prescription pad stationery.
- The Board of Education (per Policy #2412) shall provide instructional services to an enrolled student, whether a general education student in Kindergarten through grade twelve or special education student age three to twenty-one when the student is confined to the home or another out-of-school setting due to a temporary or chronic health condition or a need for treatment that precludes participation in their usual education setting, whether general or special education.

A parent's request for home instruction shall include a written determination from the student's physician documenting the projected need for confinement at the student's residence or other treatment setting for more than ten consecutive school days or twenty cumulative school days during the school year. The written determination from the student's physician shall be forwarded to the school physician, who shall either verify the need for home instruction or provide reasons for denial. The parent shall be notified concerning the school physician's verification or reasons for denial within five school days after receipt of the written determination by the student's physician.

- Make-Up Work- Students will be permitted to make up work missed due to absences. It is the student's responsibility to request make-up material from his/her teachers immediately upon his/her return from an absence. **Students will have 3 school days from the return of the absence to submit their completed make-up work to their teachers.**
- Tardiness



- Students who arrive late to school after 7:35 must report directly to homeroom. Students who arrive after 7:40 must report to the Main Office to sign in.
- Students will be assigned one (1) infraction point for three (3) tardies.
- Any student arriving 15 minutes or more from a 60-minute course and 10 minutes or more from a 25-minute course will not receive credit for attending the class.
- Only students who provide medical or legal verification for being late will be excused from CD or infraction points; however, students will still be subject to the class attendance policy.
- Early Dismissal- Students may not be excused early from school unless a parent or guardian gives the administration written permission or comes in and signs them out prior to 2:00 pm. Students must remember that it is their responsibility to keep track of class attendance and to adhere to the attendance policy. No student of any age will be permitted to sign out during lunch periods.
- Leaving School Grounds/Truancy- Students are not permitted to leave the school building or school grounds without the permission of the administration. Students may be assigned Supervised Study Placement or out-of-school suspension for truancy or leaving school grounds without permission. **In addition, a mandatory chemical/intoxication screen will be required. If a student refuses the screening, the test will be considered positive, and the necessary action steps will be taken in accordance with board policy #5530.** The names of truant students or leaving the building will be submitted to the police department. Parents of such students should be aware that they might be subject to criminal penalties.
- Class Cuts- For cutting class, students may be assigned Central Detention or Supervised Study Placement for the day. Class cuts will seriously affect final grades. Cuts will count as absences in class and may lead to failure in a course. Specifically, four (4) class cuts in the same full-year class; and two (2) class cuts in the Health class may result in a grade of W for the marking period.
- Pupil Vacations during the school year- Students will be responsible for their class absences. Additionally, students must complete and submit all work to their teacher within three days of their return from vacation. It is recommended that students on vacation request all work from their teacher at least 5 DAYS before leaving. **Please be advised: There are no Excused Vacations.**
- Traveling students (i.e., Senior Flex, Vocational, Shared Time)- Students must sign in and out of school daily through the main office. Failure to sign in may result in a loss of attendance credit. Students must fill out the Keansburg High School Parking Application. In exercising this privilege, these students will be



subject to all of the driving privilege regulations outlined in Board of Education policy #5536.

Attendance Procedure

- **18 or more absences** in a full year course (180 days) may result in a grade of W for that course. (This includes both EXCUSED and UNEXCUSED ABSENCES)
- **9 or more absences** in a half-year course (90 days) may result in a grade of W for that course. (This includes both EXCUSED and UNEXCUSED ABSENCES)
- **14 absences** in a Physical Education course may result in a grade of W for that course. (This includes both EXCUSED and UNEXCUSED ABSENCES)
- **5 absences** in a health course may result in a grade of W for that course. (This includes both EXCUSED and UNEXCUSED ABSENCES)

The Keansburg School District will have the following interventions taken by the Attendance Intervention Team to ensure attendance remains a priority for students and parents.

The following actions are to be taken by attendance teams:

- **5 days:** A phone call to the family will be made by Mr. Pigott, the District Attendance Officer, to review the District Attendance policy.
- **10 days:** A meeting will take place with parent, student, and Guidance Counselor/CST Case Manager to create a student Attendance Intervention Plan
- **15 days:** A mandatory parent meeting will take place with the building administration to discuss an Attendance Action Plan.
- **20 days:** A court summons may be issued.
- **5 tardies:** Student will serve one lunch detention
- **10 tardies:** Equivalent of ½ day SSP infraction points

Credit Withdrawal

Once a student reaches 18 absences, their report card will show a grade of "W." They will remain in the class and need to go to attendance recovery to earn back their time. Once their time has been made up, their grade will be reinstated. If they do not make up the time by the end of the school year, the grade will remain a "W."

If a student is still in credit withdrawal status at the end of the school year, the Attendance Appeals Committee will review the student's record and an appeal will be permitted. The Attendance Appeals Committee will schedule the appeal meeting, and it



is the responsibility of the parent and student to attend as scheduled. Students/parents must be able to account for each and every absence during the school year up to the date of the appeal hearing. Class grades, attendance improvement, and compliance with the specific terms of the attendance contract will also be considered. If an appeal is approved, the student shall receive the grade they have academically earned for the class and the grade of "W" will be replaced; the student's credit will be reinstated for the course(s). If the appeal is denied, the student will receive a grade of "W" for the course(s) and no credit will be issued. IMPORTANT: A student may not apply for an appeal if they have exceeded the number of cuts per class listed in the Rules and Regulations.

Attendance Recovery

Students who, due to absence or tardiness, lack the requisite amount of seat time as prescribed by the state of NJ may use the credit recovery program to regain hours. Attendance recovery will be run in conjunction with credit recovery. Students may be limited on the amount of attendance recovery that may be completed over the course of one school year.



Student Code of Conduct

(Board of Education Policy #5600)

The following rules and regulations are designed to provide an orderly school environment, protect all members of the school community, and ensure the maintenance of a proper learning environment. **Both restorative and punitive practices are implemented, and specific situations will require the administration to deem consequences/action necessary.** Conduct that shall constitute good cause for detention, suspension, or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

- Non-permitted use of cell phones or any other electronic devices in any classroom;
- Continued and willful disobedience; Open defiance of the authority of any teacher, aide, custodian, administrator, or any person having authority over the student;
- Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
- Physical assault upon another pupil or upon any teacher or other school employee;
- Taking, or attempting to take, personal property or money from another pupil or from his/her presence by means of force or fear;
- Willfully causing or attempting to cause substantial damage to school property;
- Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other buildings owned by the school district and failure to leave school or other facilities promptly after having been directed to do so by the principal or other person in charge of such building or facility;
- Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by the school district;
- Incitement which is intended to and does result in truancy by other pupils;
- Smoking/Vaping (use or possession of e-cigarette) in the school or on any school grounds;
- Possession or consumption of alcoholic beverages or controlled dangerous substances or e-cigarettes;
- Leaving school without permission on a school day.



If a pupil is suspended from school, a school administrator or their designee will make every attempt to:

- Notify the parents or guardians of the suspension by telephone, email, and/or mail, including the length of the suspension and the reason for the suspension.
- Discuss with the parent or guardian and the pupil a plan to return to school.

Pupils who are suspended must be picked up by a parent/guardian as soon as possible, or they may be released with verifiable parental consent. They are not to return to the school building or property during the course of the suspension. In the event of a suspension lasting five days or more, a re-entry meeting will be required with a member of the School Administration, the parent/guardian of the student, and the student. Suspended students may not attend or participate in any school or school-related activities during the term of the suspension.

Any student who is deemed unruly or disorderly by the KHS administration will be referred to Local Police Authorities, who will then assist in maintaining school safety while a parent/guardian comes to retrieve the student.



Discipline Matrix

Level 1		Teacher: Talking Points/Phone Call		
Code	Description	1st Offense	2nd Offense	3rd Offense
101	Failure to Follow Proper Procedures	Teacher Talking Points/Phone Call (Genesis Note)	CD	2 CD
102	Late to Class (< 10 mins)	Teacher Talking Points/Phone Call (Genesis Note)	CD	2 CD
103	Misuse of Pass/No appointment	Teacher Talking Points/Phone Call (Genesis Note)	CD	2 CD
104	Indirect Profanity	Teacher Talking Points/Phone Call (Genesis Note)	CD	2 CD
105	Dress Code Violation	Teacher Talking Points/Phone Call (Genesis Note)*	CD*	2 CD*

**Requires Change of Attire*

106	Use of Technology without Permission (Cell Phone Policy)	Reminder; Teacher Talking Points/Phone Call (Genesis Note)	Phone Held Until Dismissal*	Phone Held**
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**Parent/Guardian Notified **Requires Parent/Guardian to Pick Up the Cell Phone. Additional offenses are treated as defiance under the Bell-to-Bell Policy.*

107	Leaving class without permission	Teacher Talking Points/Phone Call (Genesis Note)	CD	2 CD
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108	Inappropriate Lunch behavior	Teacher Talking Points/Phone Call (Genesis Note)	CD	Change in Lunch Placement
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Placement change is at administrator discretion.

Level 2		Teacher: Talking Points/Phone Call		
Code	Description	1st Offense	2nd Offense	3rd Offense
201	Failure to Attend Central Detention (including Lunch)	Teacher Talking Points/Phone Call (Genesis Note); 3 Hour SSP	1 Full Day SSP	2 Full Day SSP

Must Make up Initial CD

203	Class Cut (> 10 mins)	Teacher Talking Points/Phone Call (Genesis Note); CD	3 Hour SSP	1 Full Day SSP
204	Inappropriate and disruptive behavior	Teacher Talking Points/Phone Call (Genesis Note); CD	3 Hour SSP	1 Full Day SSP
205	Refusing to surrender cell phone or computer to staff member	Teacher Talking Points/Phone Call (Genesis Note); 3 Hour SSP	1 Full Day SSP	2 Full Day SSP
Level 3				
301	Removal From Class	3 Hour SSP	2 x 3 Hour SSP	3 x 3 Hour SSP
302	Verbal Abuse or Profanity	3 Hour SSP	2 x 3 Hour SSP	3 x 3 Hour SSP
303	Disrespect to Teacher	3 Hour SSP	2 x 3 Hour SSP	3 x 3 Hour SSP
304	Verbal Confrontation	3 Hour SSP	2 x 3 Hour SSP	3 x 3 Hour SSP

3rd Offense Requires Parent Meeting + Removal from next class period



Level 4				
Code	Description	1st Offense	2nd Offense	3rd Offense
400	Vulgar/Sexual Language	1 Full Day SSP*	1 Full Day SSP*	1 Day OSS*
401	Refusal to attend SSP (parent meeting)	1 Full Day SSP*	1 Full Day SSP*	1 Day OSS*

**Make-up of Original Day of SSP- Removal for Day*

402	Inappropriate cell phone usage	1 Full Day SSP	1 Full Day SSP	1 Day OSS
403	Endangering others	1 Full Day SSP	1 Full Day SSP	1 Day OSS
404	Leaving School Building without Permission (automatic drug screening)	1 Full Day SSP	1 Full Day SSP	1 Day OSS
405	Filming Assault/Physical Altercation	1 Full Day SSP	1 Full Day SSP	1 Day OSS
501	Theft	2 Full Day SSP	2 Full Day SSP	2 Day OSS
502	Vandalism/Vandalism to technology and destruction of school property	2 Full Day SSP	2 Full Day SSP	2 Day OSS
503	Trespassing	2 Full Day SSP	2 Full Day SSP	2 Day OSS
504	Failed Drug Screen (referral to counselor)	2 Full Day SSP	2 Full Day SSP	5 Day OSS
505	Possession of Tobacco Products on school grounds, including e-cigarettes and vapors (automatic drug screen)	2 Full Day SSP	2 Full Day SSP	5 Day OSS
506	Possession of Drugs, Alcohol (Drug Screening)	10 Day OSS	10 Day OSS	Possible Expulsion
601	Verbal Harassment/Threat Toward Staff or Students	2 Full Day SSP	2 Full Day SSP	2 Day OSS
603	Defamatory Language towards Staff	2 Full Day SSP	2 Full Day SSP	2 Day OSS
604	Inappropriate Sexual Behavior (possible referral to SBYS)	5 Day OSS	5 Day OSS	45 Day Placement
605	Physical Altercation	4 Day OSS + 1 Full Day SSP	4 Day OSS + 1 Full Day SSP	45 Day Placement
606	Assault Toward Another Student/Staff Member	5 Day OSS	5 Day OSS	45 Day Placement
607	Terroristic Threat	5 Day OSS	5 Day OSS	Possible Expulsion
608	Weapon	10 days OSS	10 days OSS	Possible Expulsion



609	HIB Founded	Administrative Discretion	Possible Expulsion
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***The Keansburg High School staff and administration work together to help the students understand the Code of Conduct, as such administrative discretion may be used in determining appropriate discipline/ consequences for a student.



Infraction Point Scale

Points Accumulated	Revocation of Privileges
20	Loss of Dances, School and Club sponsored events, and non-essential assemblies, including pep rallies. (1st Marking Period Only)
35	Loss of Dances, School and Club sponsored events, and non-essential assemblies, including pep rallies.
40	Loss of Athletic Participation (students may still participate in practices and attend games), loss of clubs, and other extra-curricular participation.
55	Loss of Prom
65	Students may be subject to change in their educational placement/program after review by school administration, the Child Study Team, and the 504 committee
75	Loss of graduation privileges/commencement exercises

Students who willfully continue to abuse the rules of Keansburg High School will be placed on a student discipline contract after a meeting between the administration and parents/guardians. The contract will cover expected behaviors and consequences for lack of compliance. Students who repeatedly break the contract will be referred for out-of-district placement.

- Students who accumulate ten (10) days of SSP or OSS must have a parent/guardian meeting with the Vice Principal, his/her guidance counselor, and case worker (if applicable).
- A student who accumulates fifteen (15) days of SSP or OSS must have a parent/guardian meeting with the Principal and his/her guidance counselor and case worker (if applicable)



- Students who accumulate twenty (20) days of SSP or OSS must have a parent/guardian meeting with the Superintendent and his/her guidance counselor and case worker (if applicable).

Students/Parents acknowledge that many privileges provided by KHS can be revoked at the discretion of the school administration at any time deemed necessary. Some of those privileges are Computers, open/hall and bathroom use, reduction of CD hours for community service, class trips, outside patio lunch, senior parking, and early dismissal for prom. This brief list is just some of the students' many privileges while on campus.

Infraction Points

Students will be issued infraction points in conjunction with disciplinary consequences. Infraction points will stay with a student throughout the school year. **The consequences must be served (CD, SSP, OSS) but the infraction points will not be removed.** If a student acquires a specific amount of infraction points they will be subject to the loss of privileges. No removal of infraction points will occur over the course of the school year.

Consequence	Infraction Points Issued
Central Detention	1 pt per day
3 hour SSP	3
1 day SSP	5
1 day OSS	10

***Athletics Infraction Points in Season stipulation:**

- If a student/athlete reaches 25 or more infraction points during a season they will be removed from the sport they are participating in during that season.
- At the end of each season students will have an opportunity to participate in another athletic season at which point the 25 in season infraction points will reset to zero.
- If a student's conduct reaches a point where they accumulated 50 or more points for a code of conduct violation a meeting will be held with the Athletic Director to determine if the student in question will miss an additional season.
- In building points continue to accumulate and will affect other loss of privileges.



Dress Code

(Board of Education Policy #5511)

It is expected that all students at Keansburg High School will use good judgment in the selection of personal clothing that is neat, clean, and not offensive in taste or modesty. Safety requirements in specialized subject areas must also be considered.

The following regulations are to be enforced as per Board of Education policy #5511:

- Footwear that is age-appropriate, must be worn at all times. Shoelaces must be tied properly for safety. Regardless; students must always be prepared for gym class.
- Patches, slogans, words, symbols, or pictures of an offensive or obscene nature may not be worn.
- No undergarments, tank tops, halter tops, muscle shirts, midriff tops, fish or mesh net tops, etc, are to be worn by themselves.
- No blouses, undergarments, or shirts which are cut off in any way shall be worn.
- Metal studs, spikes, etc., or other potentially hazardous or disruptive items that may cause excessive wear and tear to school equipment and facilities or interfere with the efficient operation of the school will not be permitted.
- All male and female headwear (exclusive of religious dress), including hats, headbands, handkerchiefs, durags, and bandanas, are to be removed upon entering the building and kept in lockers. Administrators will otherwise confiscate all headwear and return them to the parent/guardian or student at the end of the school day.
- No excessively tight or baggy shorts or pants will be permitted. Shorts and pants must be properly fitted and worn at the waist at all times, utilizing a belt if necessary.
 - Shorts/Skirts more than four inches above the knee shall not be permitted.
 - Pajama pants are not permitted
- No pocket-to-wallet chains, dog and choker chains, locks, etc., may be worn. Pierced jewelry, including, but not limited to, lip, nose, eyebrow, tongue rings, and/or earrings (i.e., hoop or hanging), shall not be permitted to be worn during physical education classes. The necessary protective clothing and equipment must be worn in education and laboratory areas. Failure to comply will result in removal from the laboratory area.
 - Headphones may not be worn around the neck or on the head as jewelry.
- Any other items that could create a distraction or safety hazard.



All pupils who violate this code will be required to dress suitably before being permitted to return to class. Parents/guardians will be contacted when a dress code infraction is committed. Parents/guardians may be required to bring appropriate clothing so the pupil may return to class. Recurring violations or refusal to comply with the code will result in disciplinary action. Any prohibited items confiscated will be returned to the parent or legal guardian at the discretion of the administration.

*The school's administration will determine the final decision in determining the suitability of dress.

Other dress code considerations:

Gang Affiliation- Pupils are prohibited from wearing on school grounds, at any school-related or sponsored activity, on school busses, and any other place where pupils are supervised by school district staff, any type of clothing or accessory that would indicate a pupil has membership in or affiliation with, any gang associated with criminal activities pursuant to N.J.S.A. 18A:11-9.

Costumes- All Halloween costumes must follow the dress code. No masks or props are permitted at any time. Costumes that are deemed inappropriate or distasteful by the administration will be removed.

*** Administrative Discretion will be applied in all situations**



Personal Devices: “Bell-to-Bell” Policy

(Board of Education Policy #5516; N.J. P.L. 2025, c. 195)

We want our high school to be a vibrant place where you can focus on learning, connect deeply with friends, and take a mental break from constant digital noise. To support this, our school operates on a strict “Bell-to-Bell” personal device policy in compliance with New Jersey state law (P.L. 2025, c. 195).

Once the morning warning bell rings to start the day, your personal devices must be turned completely off, or silent, and kept out of sight until the final dismissal bell rings at the end of the day.

What Counts as a “Personal Device”?

Anything you own that connects to the internet or cellular data. This includes:

- Your smartphone.
- Smartwatches and fitness trackers, which must be kept in “do not disturb” or offline mode, or stored, if they receive notifications.
- Tablets or personal laptops.
- Earbuds and headphones, which cannot be worn during the school day.

When Is This Rule in Effect?

All day long. This means no personal devices during:

- Classes and study halls.
- Passing time in the hallways.
- Lunch in the cafeteria.
- Club meetings during school hours.

Note: You are welcome to use your devices on the school bus, during off-campus activities, and at after-school practices or activities.

Where Do I Put My Phone?

KHS uses hallway lockers and/or classroom pouches. Your phone must be powered down and placed there before class starts.



What If My Parents Need to Reach Me?

We've got you covered. If your family has an urgent message or emergency, they should call our Main Office at 732-787-2007 Ext. 4200, and we will get the message to you immediately. Families can also email your student's school account, which students can check on their district-issued laptop during designated times.

Are There Exceptions?

Yes, but they must be approved. You can use your personal device if:

- It is written into your IEP, 504 Plan, or Individualized Health Plan (for example, if you use your phone to track your blood sugar levels).
- You have a pre-approved Caregiver Waiver on file because you are responsible for the daily care of a family member.
- An emergency situation arises where safety is threatened.

If you need to request an exception, have your parent or guardian complete the Personal Device Exception Form, available in the Main Office or on the school website.

What Happens if I Use My Phone Anyway?

We want to help you build great habits, but we will enforce this policy consistently.

- 1. First time:** A friendly reminder to turn it off and put it away.
- 2. Second time:** Your teacher or an administrator will keep your phone in the office until the end of the day. You may pick it up at the dismissal bell, and we will notify your parents.
- 3. Third time:** Your phone will be sent to the office, and only a parent or guardian may come to school to pick it up.
- 4. Further issues:** Additional violations will be treated as defiance, which may lead to detention or having to check your phone into the office every morning when you arrive.

Let's work together to keep our hallways and classrooms engaging, active, and screen-free!



Alcohol/Drugs

(Board of Education Policy #5530)

Any student possessing a controlled substance or paraphernalia used in consuming the substance shall be subject to complete disciplinary action by the school administration.

Any student who is suspected to be under the influence of alcohol, a controlled dangerous substance, a chemical compound, or in use of an electronic smoking device will be sent immediately for a medical evaluation. This procedure will also apply to students who are found to be in possession of these substances. If a student refuses the screening, the test will be considered positive, and the necessary action steps will be taken in accordance with board policy. A subsequent drug and alcohol evaluation and counseling will be given based on the examination results per Board of Education Policy #5530.

Any student found distributing any of the above-mentioned items shall be subject to complete disciplinary action by the school administration, and reports shall be filed with the proper law enforcement agency.

Disciplinary action shall include the following:

- Suspension, not to exceed ten (10) days.
- 45 days out of school placement.
- Suspension from all extra-curricular activities for one (1) academic year.
- Signing by the administration of appropriate complaints with the Police Department.
- Possible recommendation to the Board of Education for expulsion.

These rules and regulations shall be in effect at all times that the student is under the authority of the school. The times shall include, but not be limited to, the regular school day and all other extra-curricular activities, such as athletic events, social events, trips, and dances, on and off Board of Education property.



Tobacco/Smoking Policy

(Board of Education Policy #5533 & #7434)

Regardless of age, pupils are not permitted to smoke at any time in the school or on school grounds. The use of chewing tobacco or snuff is also prohibited. Smoking cessation programs are offered by the school to any student who violates the smoking/tobacco policy and/or any student who wants to quit smoking/chewing tobacco. This also includes electronic smoking devices.

- **Electronic Smoking Devices – Both use and/or possession will result in an automatic drug screening.**
- First Offense: Two days of Supervised Study Placement,
- Second Offense: Three days of Supervised Study Placement.
- Third Offense: Two days Out of School Suspension, a complaint will be filed with the Keansburg Fire Official, a summons will be issued, and a fine may be assessed per NJ Statute 26:3D-20. The student will be responsible for the payment of fines.

Students possessing tobacco/smoking material such as tobacco, matches, lighters, vapor cigarettes, vapor paraphernalia, electronic cigarettes, etc., will be dealt with in the following way: Possession will be treated the same as smoking, and articles will be confiscated.



WEAPONS

The New Jersey Code of Criminal Justice, Title 2C's definition of "weapon" means "anything readily capable of lethal use or of inflicting serious bodily injury including firearms, firearm components which can be readily assembled for operation; knives; stun guns; and any weapon or device which projects, or emits tear gas or any other substance intended to produce temporary physical discomfort through being vaporized or otherwise dispensed in the air" (N.J.S.A. 2C:39-1r).

The Keansburg 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, except as the possession and use of a weapon authorized by law and required in the performance of the possessor's duty.



FIREWORKS

Firecrackers and similar items are illegal and dangerous. Possession or firing is cause for suspension and referral to authorities.

GAMBLING/ CARD PLAYING

Any form of gambling, dice, or card playing (that is not curricular-based) is forbidden in any part of the school or on school grounds. Possession of gambling paraphernalia, including but not limited to playing cards, dice, etc., is strictly forbidden. Disciplinary action will be taken for students who refuse to comply with this directive.

Suspected Gang Activity

(Board of Education Policy #5615)

In the event the Principal or designee believes any physical or verbal harassing, intimidating, or bullying conduct was or is being committed for the benefit of, at the direction of, or in association with a group of three or more persons, the school staff will investigate further to determine if the conduct was committed by those pupils representing a criminal street gang (hereinafter referred to as a gang) as defined in N.J.S.A. 2C:33-29. If it is determined that unacceptable conduct was committed by pupils representing a gang, the Principal or designee will assign appropriate disciplinary action and will notify the parent(s) or legal guardian(s) of the victim and the offender. The Principal or designee will also inform the Superintendent of Schools and local law enforcement.

The parent(s) or legal guardian(s) of any pupil identified as being potentially involved in gang-related activities shall be notified by the Principal or designee. A pupil identified as potentially involved in gang-related activities shall be offered appropriate counseling by school district staff.



Discipline Rules and Regulations

Due Process

The right to due process in disciplinary proceedings is applicable in all instances where the behavior of the student is being evaluated for possible suspension or expulsion. The student must always be treated with fundamental fairness, has the right to be fully informed about his/her alleged breach of behavior and must be provided with the opportunity to respond to such charges.

Central Detentions

Students must complete their central detention hours on the assigned date given during notification. If this date conflicts with the students schedule they may reschedule one (1) time within a two day period. Failure to complete Central Detention on the assigned date will result in a half day Supervised Student Placement. Central detention will meet after school Monday through Friday. Students may serve Central Detention daily and begin at 2:00pm, with Administrative permission.

One central detention will result in the removal of one infraction point. Any student who has accumulated more than 35 infraction points may have a revocation of privileges based on the infraction point guide.

Supervised Study Placement

The Supervised Study Placement (S.S.P.) program is a self-contained classroom with a full-time certified teacher. Students may be assigned to S.S.P. when found to be in violation of a school rule. While in S.S.P., students are restricted from interacting with other students during their assignments.

Each student who is referred to S.S.P. will review the rules with the teacher in charge. Students must bring ALL books and materials needed for the entire day and are expected to take advantage of the time in S.S.P. to complete all work assigned by their classroom teachers and the teacher in charge. Once all assigned work is completed, the student will meet with the teacher for additional assignments. **Any student who does not cooperate will be referred to Administration for further disciplinary action.** Students who refuse to attend S.S.P. will be rescheduled and may be sent home for the remainder of the day with the possibility of additional days being added. O.S.S. may be used for students who refuse S.S.P.



Participation in ANY extra-curricular activity (Game/Performance, etc.) is NOT permitted when a student is placed in a full day S.S.P or OSS (sports practices will be permitted).

*More information on co-curricular participation can be found in the handbook's Athletics/ Co-Curricular Activities section.

Suspensions of Ten Days or More and Expulsion

(Board of Education Policies #5610 & #5620)

A pupil may be suspended for ten (10) days or more if his/her behavior “materially or substantially interferes” with maintaining good order in the school. A suspension this serious would have the following due process steps:

1. Written notice of the charges made against the student
2. At a preliminary hearing, the student will be given an explanation of the basis of the charges made with an opportunity to present the student's side of the story.
3. A full hearing before the Board of Education as soon as practicable, but not later than ten (10) school days following the preliminary hearing.
4. At the time of the entire hearing, the student shall be permitted to be represented by counsel, to confront and cross-examine the witness supporting the charges against the student, and to call their own witnesses to verify the student's version of the incident.
5. The Board may base its decision on a hearing committee report, but only after both parties have had an opportunity to review that report and comment thereon.

Expulsion is the permanent removal of a pupil from the school. A pupil may only be expelled upon order of the Board of Education after a hearing such as the one described for a ten (10) day suspension.

Administrative/Expulsion Hearing

When a student commits a serious infraction of the discipline code, the building administrator may refer the superintendent for an administrative hearing. For example, if a student has three positive drug screenings, the principal will refer the student for an administrative hearing during the ten-day suspension period. This hearing may result in an expulsion proceeding before the Board of Education.



Assault on District Employees

(Board of Education Policy #5612)

A student who assaults a teacher, administrator, other school employee, or Board member acting in the performance of their duties will be removed from school immediately, consistent with due process procedures, pending a hearing before the Board of Education. This applies whether or not a weapon is involved.

The Principal or designee will notify the Superintendent, the student's parent or guardian, and local law enforcement of the removal and the student's due process rights.

Any school employee or Board member who is assaulted by a student, or a labor representative acting on their behalf, may file a written report of the incident with the Principal, who will forward it to the Superintendent for report to the Board of Education.

Care of School Property

(Board of Education Policy #7610)

All school district property should be respected, and all persons who use or have access to school district property should respect such property and take pride in the institutions of this community and the schools of this district.

Students should not mark school furniture, walls, lockers, ceiling, floor, or equipment with a pen, pencil, marker, paint, or any other instrument. Students should not tamper with fire alarms, extinguishers, or electrical systems. Anyone who willfully destroys school property through vandalism, arson, or larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.

Students should understand that the school-issued laptop is the property of the district, and they must:

- Do not deface the laptop. (Each laptop will have an asset tag from the district, which should be the only thing on the laptop.)
- Not walk around school or outside of school with the laptop open in their hand. It should be closed and/or inside a backpack when walking around school.



Harassment, Intimidation, and Bullying

(Board of Education Policy #5512)

The Keansburg Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment, since pupils 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" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. 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
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

"Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager. Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying). This Policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the



provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or emotional safety and wellbeing or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

Expected Behavior

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

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

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

General guidelines for pupil conduct will be developed by the Superintendent, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil



conduct will be suited to the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules and guidelines. The district prohibits active or passive support for acts of harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee. Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each Building Principal will develop and provide a school based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils and staff members who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of pupil conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), and consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the code of pupil conduct.

In deciding on a consequence or remedial measure, school administrators consider factors such as the age and maturity of those involved, the severity and history of the behavior, the relationship between the parties, and the circumstances surrounding the incident.

Consequences for a student who commits an act of harassment, intimidation, or bullying may range from a warning or loss of privileges up to suspension or expulsion, depending on the severity and history of the behavior. Remedial measures may include counseling, mediation, parent conferences, behavioral support plans, or other interventions designed to correct the behavior and support those affected. The district's full policy, including the complete list of possible consequences and remedial measures, is available from the Principal's office upon request.



N.J.A.C. 6A:167.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of school counseling, professional development programs, and work environment modifications.

Reporting Procedure

Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this Policy to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices or the reporting party may use a district's web-based reporting system. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:3716.c

Investigation

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

The investigation will begin within one school day of the verbal report and, in most cases, will be completed within ten school days. Any Board member, school employee, or contracted service provider who witnesses or receives a report of harassment,



intimidation, or bullying must submit a written HIB 338 Form to the Principal within two school days of the verbal report.

Response to an Incident of Harassment, Intimidation, or Bullying

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

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:371, Discipline of Pupils and as set forth in N.J.A.C. 6A:167.2, Short Term Suspensions, N.J.A.C. 6A:167.3, Long Term Suspensions and N.J.A.C. 6A:167.5, Expulsions.

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



including, but not limited to, school counseling services and environmental modifications.

Parent Notification and Hearing Rights

Parents of students who are parties to a harassment, intimidation, or bullying investigation will receive written information about the outcome within five school days after the results are reported to the Board of Education.

A parent who disagrees with the outcome may request a hearing before the Board of Education by submitting a written request to the Board Secretary within sixty calendar days of receiving that information. The Board will hold the hearing in executive session to protect student confidentiality.

Reprisal or Retaliation Prohibited

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for employees will range from an admonishment to termination of employment. The consequences for a volunteer will range from an admonishment to dismissal from the volunteer position.

Consequences for False Accusations

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:371 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:167.2, Short Term Suspensions, N.J.A.C. 6A:167, Long Term Suspensions and N.J.A.C. 6A:167.5, Expulsions. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be in accordance with district policies, procedures, and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of



harassment, intimidation, or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, which may include a report to appropriate law enforcement officials.

Cyber-Bullying

(Board of Education Policy #5512)

Board of Education policy #5512 prohibits acts of cyberbullying by students through the use of any school district-owned, operated, and supervised technologies. The Principal will investigate all reports of such conduct. If the investigation results indicate that a school district pupil committed cyberbullying on school grounds and/or using school district technologies, the student will be subjected to appropriate discipline. The Principal may report allegations of cyberbullying to law enforcement authorities as well. Cyberbullying is defined as the use of electronic information and communication devices, including but not limited to email messages, instant/text messaging, cellular telephone communications, Internet blogs, Internet chat rooms, Internet postings, and defamatory websites that (a) deliberately threaten, harasses, intimidates an individual or group of individuals; or (b) places an individual in reasonable fear of harm to the individual to damage to the individual's property; or (c) has the effect of substantially disrupting the orderly operation of the school.

Anti-Hazing

(Board of Education Policy #5541)

The Keansburg Board of Education prohibits hazing in any form. Hazing includes any action by a member of a school-sponsored student organization, club, or athletic team that conditions a student's acceptance into that group on the student's participation in activities that are humiliating, demeaning, intimidating, or exhausting. Under New Jersey law, hazing may also include causing or coercing a student to violate the law; to consume food, alcohol, drugs, or other substances that risk the student's health; or to endure physical or emotional abuse, mistreatment, or degradation, including conduct of a sexual nature.

Any Board member, school employee, or contracted service provider who becomes aware of an alleged incident of hazing, whether it occurred on or off school grounds, must report it to the Principal or designee on the same day. Students, parents, volunteers, and visitors are encouraged to do the same.



The Principal or designee will investigate any report of hazing using the same procedures used for other violations of the Student Code of Conduct. If the conduct also indicates harassment, intimidation, or bullying, a separate investigation will be conducted under the Harassment, Intimidation, and Bullying policy described earlier in this handbook. Violations of this policy may result in discipline up to and including suspension or expulsion.

Suicide Prevention

(Board of Education Policy #5350)

The Keansburg Board of Education recognizes that depression and thoughts of self-harm are serious concerns among students. Any staff member who becomes aware of warning signs of self-destructive behavior, or who receives a report of such signs from a student or another staff member, must treat the information with the utmost seriousness and report it immediately to the Principal or designee.

When a student shows warning signs of suicide, the Principal or designee will notify the student's parent or guardian and refer the student to the Child Study Team or a Suicide Intervention Team for a preliminary assessment. Based on that assessment, the parent or guardian may be required to obtain medical or psychiatric services for the student before the student returns to school. Any required psychiatric clearance will be provided at no cost to the family, consistent with state law.

Any school district staff member who has reasonable cause to believe a student has attempted or completed suicide must immediately report the information to the Principal or designee, who will notify the Superintendent and, as required, the New Jersey Department of Children and Families.

Students are encouraged to talk to a school counselor, the school nurse, or any trusted staff member if they or someone they know is struggling. The New Jersey Suicide and Crisis Hopeline and a crisis text line are printed on the back of every student identification card, as described in the Student IDs section of this handbook.

Student Grievance Procedure

(Board of Education Policy #5710)



Objectives

1. To define the correct procedure for students to follow in resolving grievances.
2. To allow the students to come before a committee with peer representation.
3. To secure at the earliest and most convenient level an equitable solution to the problem for those parties involved in the grievance.

Definitions

- A Grievance shall be defined as a claim allegedly caused by a misinterpretation, violation, or inequitable application of a student's rights.
- Days shall be defined as only school days; holidays and weekends are not to be considered applicable.

Procedure

1. Any student, at any time, may make an appointment with the appropriate administrator to discuss a grievance following a conference with the staff member immediately involved.
2. A student must initiate definite action on a grievance within ten (10) days following the event or occurrence, which is the basis for the grievance, or the complaint, shall be considered invalid (as waived).
3. If a problem is not resolved at the first approach, the student may submit a written appeal to successively higher authorities. The superior administrator will discuss the grievance with all parties involved, including the parents of the student, if necessary. Following the discussion, the administrator shall render a decision to all parties involved, in writing, within ten (10) days of receiving the grievance.
4. Failure at any level of a school district administrator or Board to submit a written decision within the specified time limits shall permit the aggrieved student to take the grievance to the next level of this procedure. Failure by the student at any level of this procedure to take the grievance to the next level within the specified time limit shall be considered acceptance of the decision rendered at this level.



5. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as the maximum, and every effort should be made to expedite the process. However, the time limits specified may be extended by mutual written agreement of the parties involved.
6. All formal grievances and decisions rendered shall be in writing. In the event a grievance is filed after June 1 of any year, this procedure will not allow for a settlement prior to the completion of the school year; all parties involved shall use their best effort to resolve the grievance within ten (10) days of the event or occurrence, which is the basis for the grievance.

Student Services

Child Study Team

Child Study Teams include at least one School Social Worker, Learning Disabilities Consultant, and School Psychologist. The Child Study Team identifies and works with students who have difficulty learning and have been determined to have a learning disability. In addition, the Child Study Team is a consultant to administrators, teachers, and parents in helping develop strategies and plans to help students. Members of the Child Study Team are also available to help in times of crisis.

School-Based Health and Social Service Program

The SBYSP is an NJ State grant that provides primary health care, mental health counseling, prevention education, leadership/mentoring opportunities, recreation, and employment training programs. All students are provided enrichment programming to encourage college and career planning and support post-graduation social service needs.

Students are eligible for services with parent/guardian-signed permission.

The program collaborates with community and countywide agencies to provide additional services for students and families. The Program manages the Workforce Investment Board grant for eligible students on a twelve-month basis and provides outdoor adventures and leadership programs in the summer months. The SBYSP offices are located on the KHS campus. Contact Jackie Fay at 732 787-2007 x2550 for additional information.



General Enrollment and Permission for SBYSP services

The School Based Youth Service Program's objective is to provide on-site services that support students' academic success and emotional well-being, allowing them to reach their full potential. The State requires that data is collected on the number and types of services provided on a yearly basis. Additional consent forms are required for primary care and mental health services.

My son/daughter has my permission to participate in SBYSP programming.

_____	_____
Student Name	Grade
_____	_____
Parent/Guardian Signature	Date



Health Office

The health office is staffed by a qualified school nurse whose primary objective is to provide emergency first aid in the event of an accident or sudden illness. The nurse does not diagnose illness, prescribe treatment, or dispense medication of any type, including aspirin, without a valid signed permission slip or prescription on file. Pupils are not allowed to enter the Health Office without a pass from a teacher. The Nurse will log in and out all pupils who report to her and the reason why they are there. In addition, use of the restroom in the Health Office is not permitted without direct permission from the Nurse.

The school nurse works in collaboration with the SBYSP Nurse Practitioner who provides primary care. Students must see the school nurse initially and be referred to the Nurse Practitioner for diagnosis and treatment. Health care includes ill visits, diagnosis, prescriptions, physical exams, health education and health counseling. Signed parental/guardian permission is required for treatment and forms are found on the reverse side of the Student Health Card.

All students must have Emergency Contact Cards on file in the Health Office. If a student must be sent home because of illness, the nurse will notify the parent and report the name of the student to the Attendance Office. Pupils may not leave the building because of illness without authorization of the nurse or the administration. Any student who leaves the building without authorization will face disciplinary action for doing so. A parent or guardian must pick up students that are feeling ill.

Students who leave prior to dismissal must return with a doctor's note. The school nurse or attendance office must verify all notes. Students who are dismissed early by the nurse cannot participate in any co-curricular activity that day. If it is Friday, the student cannot participate in any weekend activities. When the student returns to school with a doctor's note, they may participate.

If the nurse is not in her office, pupils must report to the Main Office.



Medication

If under exceptional circumstances a child is required to take any medication during school hours, and his/her attendance to school would not be detrimental to the health or physical well-being of others, the following procedures shall be followed:

1. Written statement from the parents giving permission to administer medication.
2. A written order from the attending physician which shall include:
 - a. Child's name and name of medication
 - b. Diagnosis, dosage, and frequency
 - c. Medication must be in original container
 - d. The parents of the student shall assume responsibility for informing the school nurse of any change in the student's health or change in the medication.

The school nurse shall:

- Inform appropriate school personnel of the medication
- Keep a record of the administration of medication
- Keep the medication in a locked cabinet
- Return unused medication to the parent

The school district reserves the right to reject requests for the administration of medicine.

If a child is under medication, the parent should consult with the student's physician about giving the medication before and/or after school hours, as no child will be permitted to take any medication in school unless the above procedures have been followed.

2nd Floor Youth Helpline

2ND Floor is a telephone helpline for youth, which is operated by 180-Turning Lives Around, Inc. It provides confidential service for young people, where you can talk about whatever is on your mind. You can talk to a non-judgmental, trained listener 24 hours a day, 7 days a week. Sometimes it's easier to talk to someone you don't know, which can help you feel better. We won't tell anyone you called, unless you want us to speak to someone for you, or if you or someone else is in danger.

It's your call 1-888-222-2228 or check out our website at www.2ndfloor.org



Hall Passes

Pupils are not permitted in the hallways without a hall pass as provided by a staff member. A class-designated/specific hall pass is available in every classroom for student use. **No more than one student may be dismissed at one time.** In addition, passes may not be given for telephone use during class time. Students caught falsifying or misusing passes are subject to disciplinary action. In addition, students must also seek and receive permission from the teacher of their scheduled class prior to missing all or any portion of the class. Students who solicit passes from other teachers, counselors, or support personnel without prior approval may find those passes unacceptable to the scheduled teacher.

The names of students who are repeatedly late to class, in the halls without a pass, or who abuse the hall pass privilege by remaining out of class for an excessive amount of time will be given a consequence at the HS administration's discretion. Those students may face disciplinary action, including being placed on a pass restriction that only allows them to leave a classroom for emergency purposes with a security escort.



Random Drug and Alcohol Testing

(Board of Education Policy #5536)

Students who participate in athletics, co-curricular activities, or school clubs, and students who hold a parking permit, are subject to the district's Random Drug and Alcohol Testing program. Participation requires a signed parental consent form, which remains valid for 365 days.

Students are selected for testing at random throughout the season. A confirmed positive result or a refusal to test carries consequences ranging from a mandatory medical evaluation and counseling sessions to removal from the activity or loss of parking privileges, increasing with repeated offenses. Full program details, including the appeal process and confidentiality protections, are available from the Athletic Department or the school nurse.

Absence/Tardy

No pupil absent for a school day may participate in a co-curricular activity scheduled for the afternoon or evening of the school day if considered an unexcused absence per the Keansburg School District Attendance Policy.

A pupil who arrives late to school with an unexcused absence according to the Keansburg School District Attendance Policy may not participate in school district-sponsored programs of athletic competition the afternoon or evening of that school day unless they were in school for four (4) hours during the school day.

Pupils who leave school prior to dismissal must return with a doctor's note. All notes must be verified by a school nurse or administrator before the student can participate in competition or practice on the same day.

Suspended Students

Students suspended out of school may not participate in any practice, extra-curricular activity or athletic competition during the day(s) of the out of school suspension. If the out of school suspension occurs on the last day of the week and continues through the following week, all athletic and/or extra-curricular participation will be prohibited during the weekend of the suspension. Student's assigned a full day School Study Placement may participate in practices on the day of detention, but may not participate in any scheduled games, events or activities.



Students who complete assigned central detentions and morning School Study Placement may participate in a practice, game or activity that same day upon successful completion of detention.

Sport Spectators

Spectators at all sporting events are to remain in the bleachers. No one other than the coaches, players, trainers, physicians, student managers, and/or athletic director will be allowed on the court or playing field. This is a matter of personal safety and crowd control. Spectators that are removed from an event may be asked to attend a sportsmanship class before being allowed to resume attendance for future events.



Student IDs

(Board of Education Policy #5517)

The Board of Education recognizes school building security measures are important for the safety and welfare of all students, staff, parents, and community members in school buildings. In recognizing this important responsibility, the Principal or designee may require students to carry a school district issued Identification Card.

An Identification Card will be issued to all students in middle schools, & high schools.

Required For Any Grades Seven through Twelve

The Identification Card shall have printed on the back the telephone number for the New Jersey Suicide Prevention Hopeline (NJ Hopeline) and contact information for a crisis text line pursuant to N.J.S.A. 18A:6-113.1. The district may, in addition to the telephone number for the NJ Hopeline and contact information for a crisis text line, provide the contact information for the National Suicide Prevention Lifeline, a school district crisis center, or any other mental health support services pursuant to N.J.S.A. 18A:3B-73.2.

The Principal or designee may require a student to present their Identification Card at any time during the school day or at any time during a school-sponsored activity on school grounds.

Notwithstanding any provision of this Policy, the Principal or designee may also require students carry their Identification Card at any school-sponsored, off-campus activity, including but not limited to, field trips or interscholastic sports programs pursuant to N.J.S.A. 18A:36-43a. The provisions of this Policy shall not be construed to require a student to carry the Identification Card while participating in an athletic contest or competition, an activity involving fine arts or performing arts, or any other activity that the Commissioner of Education determines does not require the physical possession of an Identification Card. An Identification Card used in accordance with N.J.S.A. 18A:36-43a shall include, but need not be limited to, the following information: the student's name; an up-to-date photograph; and the current school year.

Any student who fails to have the Identification Card in their possession or fails to present it when required may be denied access to an event or activity and may be subject to appropriate discipline.

An Identification Card issued in accordance with this Policy shall not be considered a government record pursuant to P.L. 1963, c.73 (N.J.S.A.



47:1A-1 et seq.), P.L. 2001, c.404 (N.J.S.A. 47:1A-5), or the common law concerning access to government records.



Book Bags and/or Backpacks

Backpacks and bookbags will not be permitted for student use during the school day. Students may use bags only to transport educational materials and supplies to and from school. Students will be issued lockers for the storage of bags, educational materials, and supplies. *Pocketbooks are limited in size to 5 inches in length.

Driver Registration/Student Parking

Students who wish to park in the High School parking lot or who will be using their cars as part of the Senior Seminar Program must obtain and complete a registration form. The required parking forms can be obtained from the Main Office either before or after school. You must submit proof of insurance, vehicle registration, and a valid driver's license, and you must not be on the NJMVC revoked list. A numbered permit will be issued to students granted permission to park/drive in a specific numbered spot on the school property. The permit must be placed on the inside rear window whenever the car is parked on school property. These permits will be granted to **seniors** with a valid driver's license, current vehicle registration, and insurance coverage on a first come basis. Parking permits are not transferable and can only be used on the registered vehicle.

Parking is only available to seniors. Juniors may be subject to not being allowed to park during their senior year if they are found parking in the parking lot. Seniors who have accumulated 12 absences may not park in the parking lot until they have completed attendance recovery to bring their absences down to 6.

Parking permits will only be issued if the parents and faculty of the High School and PreK School have met the parking needs. Students will not be issued parking permits if an overcrowded or unsafe condition arises.

Any student who parks in the parking lot without permission or fails to display a valid parking permit is subject to disciplinary action. All vehicles parked illegally are subject to being towed at the owner's expense.

Accumulation of 4 tardies in one marking period, excessive absences, or excessive discipline infractions may result in revocation of parking privileges for up to one marking period. Continued violations of the student code of conduct or attendance rules will permanently revoke parking privileges.



The school speed limit is **10 miles per hour**. Excessive speeding will result in immediate revocation of parking privileges.

Finally, NO student is permitted to park in the rear of the high school for any reason.



Parking Regulations

In addition, the following regulations will be enforced:

- If reasonable suspicion of illegal or prohibited items is determined, any student car parked on school grounds may be subject to search by the building administration.
- All New Jersey motor vehicle laws apply on school grounds.
- Student vehicles must park in their assigned spots in the parking lot. Students are not permitted to sit, loiter, or smoke in parked cars in the parking lot. Infractions will result in the loss of parking privileges.
- Students are not permitted to use their cars or to go to their cars during school hours without prior approval from a building administrator. Students who drive to school must maintain regular attendance. The district will not accept any transportation-related excuses for arriving tardy to school.

Class Trips and Educational Excursions

Students participating in school-sponsored trips must submit a permission slip signed by a parent/ guardian before the trip. The student must pass all his/ her classes to attend class trips/ educational excursions. Teacher permission is required. **Students must have less than 35 infraction points to attend trips.** All school rules/ regulations remain in effect while participating in a school-sponsored activity. Students must follow the directions of chaperones and staff members, and appropriate behavior is required.

Students with excessive absences in certain classes should note that attending field trips may result in credit loss in those classes. Any student with ten or more absences for the year and/or five (5) or more tardies per marking period in a class will not be permitted to attend class trips/ educational excursions. These absences and/or tardies pertain to both excused and unexcused.

Students must be passing a class at the time the teacher signs the form. If grades are not passing, the teacher will not approve. This will avoid any day-of-trip denials.



Fire and School Security Drills

(Board of Education Policies #8420 & 7440)

Regularly scheduled Fire and School Security drills are essential for the safety of all staff and students. To ensure a maximum degree of protection for you as well as for other members of our school community, the Keansburg School District and local law enforcement will work together to conduct a minimum of one fire drill and one security drill each month in accordance with state-mandated guidelines.

In the event of a fire drill: when the fire alarm sounds:

- Cease all activity and talking;
- Follow the instructions of your classroom teacher;
- Leave the classroom in a quiet and orderly manner, proceeding to the exit to which you are directed;
- Move away from the building, leaving all driveways clear for emergency vehicles;
- Return to your class immediately after the drill.

School security, evacuation, and lockdown drills will also be conducted monthly throughout the course of the year as mandated by the State of New Jersey.

In the event of a security drill: when the specific security announcement is made:

- Cease all activity and talking.
- Follow the instructions of your classroom teacher in regard to the specific security drill which is being conducted.
- Staff and students will return to their designated assignments after the appropriate announcement has been made by an administrator.

Any student who behaves inappropriately during a fire drill or security drill will receive disciplinary action.

Any student who pulls a false alarm or threatens the safety of the school will be subjected to disciplinary action, including suspension from school and a possible referral to the Superintendent of Schools with a recommendation for expulsion. Additionally, a police complaint shall be filed.



Senior Privilege Policy

Senior Privilege is offered to students who are in good standing and move out of the district prior to completing their senior year at Keansburg High School. In order to be eligible for senior privilege, students must have the following:

- Successfully completed their 11th-grade year at Keansburg High School
- 80 or more high school credits
- Less than 35 infraction points
- Less than 20 absences from school the prior year
- Less than 10 unexcused absences in all classes from the prior school year
- Less than 12 unexcused tardies
- No outstanding fines

Senior privilege will be revoked if the student:

- Is involved in a physical altercation and/or assault on school grounds.
- Tests positive on a chemical screen (excludes Random Drug Test)
- Brings drugs, alcohol, or a weapon on school grounds
- Is found as the offender in a Harassment, Intimidation, and Bullying Investigation
- Accumulates 35 or more infraction points
- Accumulates 20 absences from school
- Accumulates 10 unexcused absences in a class
- Accumulates 12 unexcused tardies

If a student would like to request Senior Privilege, he/she should write the request to the Keansburg High School Principal. Each case will be reviewed individually. Keansburg School District will not be responsible for providing students with Senior Privilege transportation.

General Information

Books and Fines

All textbooks and other issued materials are the property of the school and are loaned to the student for his/her use during the school year. Textbooks are to be kept clean and unmarked except for the student's name, grade and teacher's name on the inside front cover, in case the book is lost. Fines will be charged based on the Principal's judgment for abuse, misuse or loss. Students with outstanding fines may have a letter sent home



to parents notifying them of the amount and cause of the fine. **Graduating seniors will not receive diplomas or participate in graduation ceremonies until all fines are cleared.** The same procedure applies to athletic equipment, library books, library fines, money collected for fundraising activities, student technology (computers) and any other school equipment.

Entering and Exiting KHS

Except for emergency situations or the specific direction of a faculty member, all individuals arriving/leaving the building are to enter and exit the building through the main entrance and follow the sign-in procedures.



Prom

Students attending prom will be required to sign an Early-Dismissal and Conduct Agreement Form and are expected to adhere to the requirements set forth in the agreement. Any student found to be violating the signed agreement may be subject to disciplinary consequences and loss of privileges, including graduation and parking.

1. Students attending the prom are required to be in school and on time on the day of prom in order to gain entrance. Students with signed permission forms will be dismissed early on prom day.
2. Students with outstanding central detention hours will NOT be allowed to attend prom.
3. Students with more than 55 infraction points will NOT be allowed to attend the prom.
4. Students who serve suspensions (in-school or out-school) on the day of the prom will NOT be permitted to attend the prom.
5. Students attending the prom will NOT be permitted to leave prom by any means other than by the transportation provided by Keansburg High School.
6. Students will be expected to abide by all rules and policies set forth in the student handbook and as outlined in board policy.
7. Students who fail to abide by these rules and policies will be subject to full disciplinary action by school administration and may lose privileges including graduation and parking.
8. The approval of a guest is at the discretion of the principal, who may consult with other school administrators, and/or law enforcement. The building administrator must approve all outside guests. Guests may not be older than 20 years of age and must obey all Board of Education policies, regulations, and rules since the prom is a school function. The advisor must be notified of changes in guests.
9. Smoking will not be tolerated inside or on the grounds of the facility. Any violators will be handled with disciplinary action as per applicable Board of Education policies and regulations.



10. All students and guests must submit identification upon request and shall be subject to review by on-site administrators and/or staff members. Approval for participation shall be at their sole discretion.
11. All student fines must be paid before prom bids can be purchased. If a student accrues a fine after he/she has purchased a bid, he/she must clear that fine by the date of the prom, or she/she will be denied admission.
12. All students are subject to a search before boarding the bus for departure to the prom location.

Injuries

Students who are injured during school hours must report the injury to their classroom teacher. Serious injuries must be directed to the school nurse for immediate attention. Athletes who sustain an injury during a school-related activity must report it to their coach/advisor immediately. An accident report will be filed when injuries are reported.

Lockers

(Board of Education Policy #5770)

The Board acknowledges the need for the in school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official. The following regulations will be enforced with regard to student lockers:

- Lockers will be assigned to students through their homeroom teacher. Students may only use the locker assigned to them.
- Each student should come to school with their own locks to use on their lockers. These will not be provided for students.
- Lockers should be locked at all times. Combinations should not be shared with other students.



- In the event that a lock must be cut off of a locker, the school will replace the student's purchased lock.
- Students should not keep valuable items in their lockers. The school is not responsible for items lost or taken from lockers.
- Stickers and adhesive material may not be used on lockers. Students will be assigned discipline for any damage done to lockers and will be liable for repairing damaged lockers.
- Students must contact an administrator immediately if their locker is broken or damaged.
- Gym lockers are not to be used for overnight storage of personal items.

Locker Searches

(Board of Education Policy #5770)

Lockers are the property of the school and not of the individual students; therefore, lockers may be searched at random by an administrator and/or at any time if there is reasonable suspicion that illegal or harmful items are in the locker. In the event that a search reveals that a student's locker contains any material or article in violation of Board of Education policy or criminal law, the individual(s) responsible may be subject to disciplinary action and/or criminal charges.

Lost or Stolen Items

Students are responsible for school materials, supplies and equipment issued, as well as for all personal items. Students should not bring large amounts of money or valuables to school. If you have lost something, you should first check the rooms you had previously visited. If you are unsuccessful in finding the item, report to the main office to see if someone has turned it in.

THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEM MISSING OR STOLEN WHILE IN SCHOOL.



Lunchroom Procedures

The following regulations will be enforced in the lunchroom:

- Students must always walk in the cafeteria.
- Students must stand on one (1) of the two (2) lines, single file while waiting for food. Students must remain seated while eating lunch and until the bell rings dismissing the lunch period.
- Students must clear tables and the surrounding area of papers and other litter, and discard trash in available containers.
- Students are not allowed to leave the cafeteria without a pass. The passes will only be given in case of emergency or if warranted by a teacher. Passes will be given out by one teacher who will log students in and out.
- Students may not take food or beverage out of the cafeteria.
- Students may not call for take-out food delivered to the school.

Posters

There are several bulletin boards throughout the school. These bulletin boards will be used by assigned individuals, groups, and/or classes. An administrator must approve any announcements placed on these boards before being displayed. These bulletin boards are to remain up to date with activities and notices and other creative displays. It is also necessary to ensure that the upkeep of these boards is maintained by the individual(s) responsible throughout the year.

All posters or announcements to be displayed anywhere in the building, other than on bulletin boards, must also be approved by an administrator. Items may only be attached to surfaces that will not be damaged by masking tape. Paste, thumbtacks, cellophane tape or pins may not be used to attach items to painted walls or varnished surfaces. It is understood that all signs posted will be taken down after a reasonable length of time.

Vending Machines

Vending machines in the cafeteria should not be used by students during the school day. It is strictly prohibited for students to use vending machines in the faculty lounge.

Vocational Students

Morning vocational students must sign in at the Main Office upon arriving at school. Afternoon vocational students must sign out through the Main Office before leaving for



their assigned afternoon program. Vocational students will abide by the rules and guidelines set forth in both the Keansburg High School and Vocational School handbooks. This will also apply to transportation between both schools.



Athletics/Co-Curricular Activities

The following eligibility rules apply to ALL Junior Varsity and Varsity teams representing Keansburg High School:

- ELIGIBLE if a student has not reached the age of 19 prior to September.
- ELIGIBLE for athletic competition if during the first semester (September 1 to January 31) of the 10th grade year or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year.

To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9th grade year or higher, a pupil must have passed the equivalent of 12 1/2% of the credits (15) required by the State of New Jersey for graduation (120), at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

At no time will a student-athlete be permitted to participate if he/she has failed to meet the NJSIAA requirements.

- ELIGIBLE under the NJSIAA one time transfer policy. Please see NJSIAA.org for additional details on transfer policy.

Athletic and Co-Curricular Eligibility

It shall be the policy of the Keansburg Borough Board of Education to conform with the State law and Rules and Regulations adopted by the State Board of Education in all matters relating to physical education procedures, athletic personnel and athletic procedures.

In order to maintain a high standard of academic excellence, the Keansburg Athletic Department in accordance with the New Jersey State Interscholastic Athletic Association (NJSIAA) requires that student-athletes adhere to State and District Policy to maintain full eligibility. Any changes or updates to the NJSIAA policy will result in the immediate adoption by the Keansburg School District in accordance with State policy.



1. Pupils participating in interscholastic athletic competition shall be enrolled in physical education, in either a full or restricted program. All restricted programs shall be medically authorized.
2. All pupils in interscholastic athletic competition shall carry appropriate student's insurance coverage, or present proof that they are eligible for similar benefits under a plan underwritten by a private carrier.
3. All pupils in grade seven through twelve involved with interscholastic athletic teams, cheerleaders, and any other pupil groups which represent Bolger Middle School or Keansburg High School on an interscholastic level will be subject to athletic and extra-curricular eligibility policy.
4. Pupils in affected activities must meet all New Jersey State Interscholastic Athletic Association requirements.
5. The Keansburg School District and extra-curricular eligibility rules should automatically be upgraded to remain consistent with any future NJSIAA adjustments to eligibility requirements.

Full NJSIAA eligibility requirements, including semester credit thresholds, are listed above under Athletics/Co-Curricular Activities.



KHS Extra-Curricular Activities

- Art Honor Society
- Band
- Baseball
- Basketball
- Boys and Girls Bowling
- Cheerleading (Fall)
- Boys and Girls Cross Country
- Drama
- Environmental Club
- E-Sports
- Flag Football
- Football
- Freshman Class
- GSA
- Junior Class
- Key Club
- National Honor Society
- Music Club
- Senior Class
- Softball
- Sophomore Class
- Student Council
- Boys and Girls Tennis
- Yearbook Club
- Wrestling
- World Cultures Club

Athletic and Extra-Curricular Code of Conduct

All Keansburg students that compete or spectate in an athletic or extra-curricular event at KHS are subject to the code of conduct that is enforced during the general school day. In addition to the school's code of conduct, students that are competing may also



be subject to disciplinary action through the Athletic Department code of conduct and/or their individual teams code of conduct.

PROJECT CHILD FIND

The Keansburg School District must provide a free and appropriate education (FAPE) to eligible children living in the Keansburg School District, 3 through 21 years of age. Individuals and/or families who know of a child within this age range with suspected or known disability should contact the appropriate school listed below: Included in the district's "child find" are public and nonpublic children from three to five years (preschool) of age, wards of the state, and children who are highly mobile, such as migrant and homeless students.

Call the appropriate Keansburg Public School

Port Monmouth Road School (Pre-K), main office at 732-787-2007, ext. 5400

Joseph C. Caruso School (K - 5th grades), main office at 732-787-2007, ext. 6000

Joseph R. Bolger Middle School (gr 6th-8th), main office at 732-787-2007, ext. 2200

Keansburg High School (grade 9th-12th), main office at 732-787-2007, ext. 4200

You can call Project Child Find at 1-800-322-8174

Keansburg Pupil Personnel can be reached at 732-787-2007, ext. 3300

PROYECTO DEL HALLAZGO DEL NIÑO

Las escuelas públicas de Keansburg deben proporcionar una educación apropiada libre (FAPE), a las pupilas elegibles de 3 a 21 años de edad. Los individuos y/o las familias que saben

de un niño dentro de esta gama de la edad con una inhabilidad sospechada o sabida deben llamar la escuela apropiada enumerada abajo. En el "hallazgo de niño" del distrito incluyen a los niños públicos y no público a partir del tres a cinco años (el pre entrenamiento) de la edad y de los niños no sea altamente móvil por ejemplo estudiantes migratorios y sin hogar.



Llame al Keansburg apropiado escuela pública:

Port Monmouth Road School (grados pre-jardín de la Infancia) Llame al equipo de estudio del niño en 732-787-2007, ext. 5400

Joseph C. Caruso School (grados Jardine de la Infancia por Quinto) Llame al equipo de estudio del Camino en 732-787-2007, ext. 6000

Joseph R. Bolger Middle School (grados Sexto por Octavo) Llame al equipo de estudio del niño en 732-787-2007, ext.2200

Keansburg High School (Grados 912) 732-787-2007, ext. 4364 Keansburg Servicios de Pupilas 732-787-2007, ext. 3300

Usted puede llamar al hallazgo del niño del proyecto en 1-800-322-8174. El personal de la pupila de Keansburg puede ser alcanzado en 732-787-2007, ext. 3300.



Proyecto Child Find

Un servicio gratuito de referidos

1-800-322-8174

Todas las llamadas son confidenciales | Sin cargo

¿Le preocupa el desarrollo
de su hijo? ¡**Llámenos!**



Para obtener más información
sobre la educación especial
en Nueva Jersey, visite

www.nj.gov/education/specialed

*Para niños desde el nacimiento hasta los 2 años
Comuníquese con el Sistema de Intervención
Temprana de Nueva Jersey*

888-653-4463



El Proyecto Child Find (servicio de evaluación infantil) fue establecido por el Departamento de Educación de Nueva Jersey a través de fondos del Departamento de Educación de los EE. UU. en virtud de la Parte B de la Ley IDEA.



Project Child Find



A Free Referral Service

1-800-322-8174

All Calls Are Confidential | Toll-Free

Do you have concerns about your
child's development? **Call us!**



For more information about
Special Education in NJ visit
www.nj.gov/education/specialed

*For children ages Birth through 2 years
Contact the New Jersey Early Intervention System*

888-653-4463



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through I.D.E.A., Part B funds from the U.S. Department of Education



KHS Handbook 26-27 Parent/Guardian Review

I have received a copy of the 2026-2027 Keansburg High School Student-Parent Handbook and have reviewed information regarding my child's education.

I have also reviewed the information presented in this handbook with my child.

I have reviewed the Harassment/Intimidation/Bullying Policy and understand its contents, including both the expectations and consequences.

I grant permission for my son/daughter to use Keansburg School District

computers, including access to networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I am also aware that all users of the district's computer system are to comply with all rules and policies as set forth in the Board of Education's Acceptable Usage Policy. *(A complete copy of the Board of Education's Policy is available upon request.)*

I acknowledge that I must contact the main office in order to speak with or reach my student, and that I am not to text or call my student during the school day under the district's "Bell-to-Bell" personal device policy. I acknowledge that if my student is found using their personal electronic device during the school day, it will be taken from them and a consequence will be issued.

Parent/Guardian Signature _____ **Date** _____

As a user of the Keansburg Public Schools' computers and computer networks, including Internet access via the computers, I hereby agree to comply with the rules and policies as set forth in the district's Acceptable Usage Policy (Board of Education Policy #2361). A complete copy of the Board of Education Policy is available upon request at your school.

Student Signature _____ **Date** _____

