

SPOTSWOOD PUBLIC SCHOOLS

**STUDENT/PARENT
HANDBOOK**

2025-26



September 2025

Dear Students and Families,

On behalf of the entire faculty, staff and administration, I welcome you to a new year at Spotswood High School. I hope your summer break was rejuvenating and that you're rested and ready to make this school year your best one yet! Our staff has been hard at work this summer making all of the preparations for your return and we are equally as excited for a memorable and productive school year.

Our staff is committed to providing a safe and secure environment conducive to learning for all students. We believe it is important to help our young people develop into well-rounded individuals, who can demonstrate positive character traits to engage with the world around them. With that in mind, we believe very strongly in providing opportunities inside and outside the classroom for our students to promote their abilities in academics, athletics, and the arts. We urge you to set high standards and goals, participate fully, and approach this year aiming for your personal best.

This handbook is designed to provide you with the organizational system and the information you'll need to navigate through this school year. Please take the time to familiarize yourself with the policies and procedures found here so that you start the school year off on a positive note!

We look forward to a wonderful year at Spotswood High School. Thank you for partnering with us to ensure the best for our school community!

Warmly,

Amy Jablonski

Amy Jablonski
Principal

DISTRICT MISSION STATEMENT

The Spotswood Public School District is dedicated to excellence in education by inspiring and challenging our students to achieve their full potential while becoming productive citizens of the global community.

SCHOOL MISSION STATEMENT

Spotswood High School is a suburban, public district dedicated to inspiring and challenging students to become productive, well-rounded citizens.

Through authentic learning experiences and a commitment to excellence in education, students are informed and prepared to participate in a global community.

CORE BELIEFS

Creativity

We believe...

Every child can be a creative problem solver.

Innovative, authentic, and well-rounded learning experiences prepare students to contribute to a diverse and dynamic world.

Scholarship

We believe...

Every child can learn.

Every child deserves to be nurtured and challenged through high quality instruction.

Community

We believe...

We can learn from one another.

Children learn best when supported by peers, parents, faculty, and community in a physically, emotionally, and intellectually safe environment.

Giving back to our community promotes valuable learning, civic responsibility, and mutual respect.

PROFILE OF GRADUATES

A Spotswood High School Graduate is the personification of our core beliefs:

Creative

Is a creative and practical problem solver.

Scholarly

Displays a lifelong love of learning.

Civic-Minded

Gives their time, energy, and wisdom.

COLLECTIVE SPOTSWOOD STUDENT COMMITMENTS

Since 1976 Spotswood High School has been building a tradition of excellence. As a Spotswood student you are able to contribute to that tradition through high personal expectations for success and open communication with our staff and your fellow students. In following the commitments listed below, you increase the probability of your success and continue the Spotswood tradition of excellence.

- Take responsibility for your decisions, actions, and education;
- Act in a way that best represents your family, your school, the Spotswood community, and yourself;
- Be an active participant in your school and community;
- Establish a balance of academics, co-curricular and other activities always giving your very best to each;
- Respect adults in all settings;
- Respect your fellow students, their activities, and their rights;
- Promote a healthy and safe learning environment.

STAFF COMMITMENTS

In an environment of mutual trust and respect for all, we will promote:

- High standards and expectations for success;
- Lifelong learning;
- Healthy and safe learning environment; and
- Continuous community involvement and support.

SPOTSWOOD BOARD OF EDUCATION AND EDUCATIONAL ADMINISTRATIVE LEADERSHIP TEAM COMMITMENTS FOR ACTION

The Spotswood Board of Education and Administrative Leadership Team are committed to the quality education and well being of each student enrolled in the Spotswood Public Schools. As a part of our professional learning community, we have identified the following values that guide our programs, priorities, procedures, and policies. Our Team will promote, advance, honor, and affirm the following values:

- Holding high standards and expectations for student success;
- Reflection and collective inquiry on best educational practices;
- Commitment to life-long learning through ongoing professional development, scholarship, and growth;
- Commitment to high levels of mutual trust and support among all members of our learning community;
- Recruitment and retention of staff who are a “best match” to advance the mission and the achievement of student goals;
- Development of curricular, co-curricular and extracurricular programs that result in high levels of engagement, address student needs, and integrate technology;
- Commitment to collective inquiry and reflection to improve learning based on student results;
- Celebration and recognition of the collective and individual efforts and the achievements of the Spotswood community;
- Fulfillment of our responsibilities as leaders of a “lighthouse district,” which provides effective interaction and collaboration with the educational community at large.

SCHOOL PHILOSOPHY

Spotswood High School endeavors to develop a student's intellectual, social, emotional, civil, creative, artistic, and physical potential by providing a variety of course offerings and extracurricular activities. Therefore, the educational philosophy of Spotswood High School is threefold:

1. To help the student achieve his/her fullest potential as a human being.
2. To encourage and enable the student to make responsible choices regarding his/her present education and his/her future endeavors.
3. To promote student involvement with the school and the community.

A student should be given the opportunity to develop his/her unique human potential as an individual for the benefit of self and society. To this end, the Spotswood High School curricula strive to help the individual think critically; to attain a feeling of self-worth; to appreciate learning as a lifelong process; to respect and appreciate individual and cultural rights, values and points of view of others; and to appreciate and enjoy beauty in the arts and in nature.

Furthermore, the Spotswood High School curricula should be organized according to the needs of both the student and society. Such curricula strive to equip each student with the knowledge and social skills necessary to enable him/her to make responsible decisions both in and out of school, and to respond to an ever-changing technological society.

Finally, the staff and curricula of Spotswood High School encourage each student to accept his/her civic responsibilities. Those skills necessary to participate in a democratic society are being developed with the hope that each student will participate effectively as an adult citizen.

BOARD OF EDUCATION

Dan Lennan	President
Jenalyn Engstrom	Vice President
Jaclyn Poissonnier	Board Member
Erik Williams	Board Member
Jim Ziegler	Board Member
Jennifer Spisso	Board Member (Milltown)

CENTRAL ADMINISTRATION

Jeffrey Bicsko	Superintendent of Schools
Sarah Rubin	Director of Curriculum & Instruction
Adrian Osofsky	Business Administrator/Board Secretary
Heather DeLollis	Director of Special Services
Timothy Cahill	Manager Information Technology
Joseph Luttman	Supervisor of Building and Grounds
Thomas Liming	Asst. Supervisor of Buildings and Grounds

HIGH SCHOOL ADMINISTRATION

Amy Jablonski	Principal
William Wishart	Assistant Principal
Andy Cammarano	Dean of Students

DEPARTMENT CHAIRS

Lauren Buchanan	District Testing & School Counseling
Michael Curto	Social Studies 6-12
Michael Del Aversano	Health/Physical Education/Athletics K-12
Martin Dempsey	Science K-12
Samantha DeFillippo	Special Education K-12
Christine Francisco	Art, Music, World Language & ESL K-12
TBA	Mathematics 6-12
Jeff Michaels	Business/Computers/Technology K-12
Ron Panico	ELA 6-12

SPOTSWOOD HIGH SCHOOL STAFF

2025-26

Art & Music	Child Study Team	School Counseling	
Elizabeth Bartel (Art) Alyson Collins (Art) Sarah Carino-Koza (Music)	Jennifer Cahn Morgan Clark Hadia Irfan (LR)	Lauren Buchanan Michael Del Aversano Julie Matrale Jess Silva Matthew Steinfeld	
Communication Arts	Social Studies	Special Education	
Brianna Bicho Andrew Cammarano Suzanne Fredricks Michele Levine Sharon Murphy Ron Panico Dominic Sposato Annie Raczko Williams	Michael Curto Halli Gerin Matthew Merrigan Colleen Meyers Erin Peabody Kali Snook	Jacob Beal Pooja Bhojwani (Aide) Nancy Biroc (Aide) Elizabeth Della Ratta (RBT) Chris Feibel Susie Fulds Gabriella Heredia Leonard Hollender Michael Hyland	Todd Knolmayer Nancy Palella (Aide) Cori Rupp Susan Sheridan Elizabeth Sukovich Amanda Warwick (Para)
Health & PE	Mathematics	Vocational Education	
Glenn Fredricks Daniel Krainski Heather Rounds Jeff Turner – Trainer Samantha Vizzi Vincent Vizzi	Jessalyn Cahill Patricia Cohen Anthony Emmons Melissa Forgione George Gundrum Jeff Marvinny Paul Santomarco	Kristen Girone Kyle Harper Gary Hull Jeff Michaels Tracy Rowohlt Joseph Schwartz Neha Sharma	
World Language	Secretarial Staff	School Security	
Aymara Calzado Gina Di Vincenzo Christine Francisco (ESL) Mark Petscavage	Rachel Corson Denise Dellaglio Maria Karczewski Janine LoGatto	Barbara Fink Tyler Gold (Study Hall Monitor) Rich O'Brien Stu Pfeiffer Summer Pryor-Green (ISS Monitor) Marcy Steinbeck	
Science	School Nurse		
Amelia Cater Martin Dempsey Erin Groves Rima Michaels Dana Somers Christopher Talish Nick Toth Nick Zygnerski Patricia Zygnerski	Bonnie Francione		

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CALENDAR & DATES TO REMEMBER

2025-2026 SPOTSWOOD SCHOOL DISTRICT CALENDAR

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		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		

ED	First Day of School for Students
ED/PD	Early Dismissal Day for Students
ED	Early Dismissal for Students/Staff PD
ED	Early Dismissal Day for Students/Staff
X	Schools Closed
X	Schools Closed for Students/Staff Inservice
X	Last Day of School
X	Board Meetings

(20) January 2026 (20)						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	ED/PD	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	NTI	NTI	NTI	NTI	22	23
24	25	26	27	28	29	30
31						

AUGUST
18-21 New Teacher Induction (NTI)

SEPTEMBER
1 Labor Day
2-3 Staff Inservice
4 First Day of School
23 Rosh Hashanah

(19) February 2026 (19)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	ED/PD	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

(20) September 2025 (18)						
Su	Mo	Tu	We	Th	Fr	Sa
	1	X	X	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				

OCTOBER
2 Yom Kippur

NOVEMBER
5 Staff Inservice
6-7 NJEA Convention
26 Early Dismissal
27-28 Thanksgiving Break

(20) March 2026 (20)						
Su	Mo	Tu	We	Th	Fr	Sa
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				

(22) October 2025 (22)						
Su	Mo	Tu	We	Th	Fr	Sa
			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	

DECEMBER
23 Early Dismissal
24-31 Winter Break

JANUARY
1 New Year's Day
16 Early Dismissal/Staff Inservice
19 Martin L. King Jr. Day

(18) April 2026 (18)						
Su	Mo	Tu	We	Th	Fr	Sa
			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		

(16) November 2025 (15)						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	X	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	ED	27	28	29
30						

FEBRUARY
13 Early Dismissal/Staff Inservice
16 Presidents' Day

MARCH
30-31 Spring Break

APRIL
1-6 Spring Break

(20) May 2026 (20)						
Su	Mo	Tu	We	Th	Fr	Sa
					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						

(17) December 2025 (17)						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	ED	24	25	26	27
28	29	30	31			

MAY
25 Memorial Day

JUNE
17-18 Early Dismissal
18 Last Day of School

(14) June 2026 (14)						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	ED	18	19	20
21	22	23	24	25	26	27
28	29	30				

183 days for students - 186 days for staff (including 3 snow days). Additional snow days will be taken from Spring Break.
Should 1 snow day remain it will be used on May 22; 2 remaining snow days will be used May 22 and May 21 respectively;
3 remaining snow days will be used May 22, May 21, and April 7 respectively.

APPROVED BY THE SPOTSWOOD BOARD OF EDUCATION ON ...
THIS CALENDAR IS SUBJECT TO CHANGE DUE TO EMERGENCY/INCLEMENT WEATHER CLOSINGS

DATES TO REMEMBER
(Dates & Times Subject to Change)

DATE	EVENT	TIME
8/4/25 & 8/5/25	Senior Portraits	8:30am - 2:30pm
8/21/25	9th Grade Orientation	9am - 11am
9/11/25	Back to School Night	6:30pm
9/19/25	Underclassman Photos	All Day
9/24/25	Club Fair	Lunches
9/30/25	Senior College Planning Night	6:30pm
10/15/25	PSAT11/NMSQT	n/a
10/22/25	One Act Plays	6:30pm
10/24/25	Homecoming Football Game	TBA
10/25/25	Homecoming Dance	6:30pm
10/29/25 - 10/30/25	Parent Conferences	6pm-8pm
11/11/25	Underclassmen Photo Retakes	All Day
12/11/25	Winter Concert & Art Show	6:30pm
12/17/25	Music Club Concert	6:30pm
1/8/26	District Band Night	6:30pm
1/12/26	Poetry Out Loud Competition	6:30pm
1/13/26	National Honor Society Induction	6:30pm
1/15/26	District Drama Night	6:30pm
1/29/26	Incoming 9th Grade Open House	6:30pm
2/12/26	ESL Awards	6:30pm
2/19/26	Underclassman College Planning Night	6:30pm
2/20/26	Senior Week Pocketbook Bingo	6:30pm
3/5/26	Winter Sports Awards	6:30pm
3/9/26 - 3/12/26	NJGPA Testing	7:30am
3/10/26 - 3/11/26	PSAT 9 Testing	7:30am
3/19/26 - 3/21/26	School Musical	6:30pm

3/25/26	Jazz & Such Concert	6:30pm
4/10/26	Mr. Spotswood	6:30pm
4/15/26	College & Career Fair	6:30pm
4/29/26	Extracurricular Night	6:30pm
4/30/26	Music Club Concert	6:30pm
5/6/26	Broadway Night	6:30pm
5/14/26	Spring Concert & Art Show	6:30pm
5/21/26	Prom	TBA
5/28/26	Drama Awards Night	6:30pm
5/29/26	Band Awards Night	6:30pm
6/4/26	Senior Awards Night	6:30pm
6/8/26	Spring Sports Awards	6:30pm
6/10/26	Senior Walk	TBA
6/12/26	Senior Dinner Cruise	TBA
6/15/26	Senior Trip: Dorney Park	All Day
6/17/26	Senior Trip: Black Bear Lake	All Day
6/18/26	Senior Breakfast	8am
6/18/26	Graduation	6pm

MARKING PERIOD & REPORT CARD DATES

MARKING PERIOD	MARKING PERIOD END DATE	REPORT CARDS AVAILABLE VIA GENESIS
1	November 12, 2025	November 20, 2025
2	January 28, 2026	February 5, 2026
3	April 13, 2026	April 21, 2026
4/FINAL GRADES	June 18, 2026	June 19, 2026

DAILY SCHEDULE

REGULAR DAY SCHEDULE

1 st Warning Bell	7:20 am
2 nd Warning Bell	7:25 am
Period 1	7:30 am – 8:12 am
Homeroom	8:12 am – 8:17 am
Period 2	8:21 am – 9:03 am
Period 3	9:07 am – 9:49 am
Period 4	9:53 am – 10:35 am
Period 5 (Lunch)	10:39 am – 11:09 am
Period 5/6	10:39 am – 11:21 am
Period 6/7	11:12 am – 11:54 am
Period 7/8	11:24 am – 12:06 pm
Period 7 (Lunch)	11:24 am – 11:54 am
Period 8/9	11:57 am – 12:39 pm
Period 9 (Lunch)	12:09 pm – 12:39 pm
Period 10	12:43 pm – 1:25 pm
Period 11	1:29 pm – 2:11 pm

2-HOUR DELAY BELL SCHEDULE

1 st Warning Bell	9:20 am
2 nd Warning Bell	9:25 am
Period 1/Homeroom	9:30 am – 10:03 am
Period 2	10:06 am – 10:34 am
Period 3	10:37 am – 11:05 am
Period 4	11:08 am – 11:36 am
Period 5/6	11:39 am – 12:07 pm
Period 5 (Lunch)	11:39 am – 12:07 pm
Period 6/7	12:10 pm – 12:38 pm
Period 7 (Lunch)	12:10 pm – 12:38 pm
Period 7/8	12:10 pm – 12:38 pm
Period 8/9	12:41 pm – 1:09 pm
Period 9 (Lunch)	12:41 pm – 1:09 pm
Period 10	1:12 pm – 1:40 pm
Period 11	1:43 pm – 2:11 pm

EARLY DISMISSAL SCHEDULE

1 st Warning Bell	7:20 am
2 nd Warning Bell	7:25 am
Period 1/Homeroom	7:30 am – 8:05 am
Period 2	8:08 am – 8:38 am
Period 3	8:41 am – 9:11 am
Period 4	9:14 am – 9:44 am
Periods 5/6, 6/7	9:47 am – 10:17 am
Periods 7/8, 8/9	10:20 am – 10:50 am
Period 10	10:53 am – 11:23 am
Period 11	11:26 am – 11:56 am

ATTENDANCE POLICY

Board Policy 5200, 2430, 5240

ABSENCES FROM SCHOOL

Parents/Guardians are required to call the Attendance Office by 7:30 am if their child is going to be absent from school or tardy to school. The phone number for the Attendance Office is 732-723-2200 extension 1001. Student absences with parental verification are considered unexcused absences until proper documentation, (i.e. original doctor's note, driver's license, etc.) has been presented to the Attendance Office. On the day of a student's absence the school may call the parent/guardian to verify such absence.

The Spotswood High School District Board of Education recognizes that attendance at school is compelled by the provisions of N.J.S.A. 184:35-1, et seq. for students below the age of sixteen. The Board is also mindful of its authority and its obligation to act affirmatively to regulate and remediate in the area of pupil attendance. It sets forth the following basic policy for the guidance of parents, students, and the professional staff. The policy became effective September 1981, at which time the rules and regulations were presented to the Board of Education and generally known.

The Board of Education requires that the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. Regularly is defined as being present for all days and hours that schools are in session, except in the case of excused absences or tardiness. The educational programs offered by this district are predicated upon the presence of the pupil and require 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 program is essential to the educational process.

Absences, the non-attendance of students enrolled in the school district, will be divided into two categories: excused and unexcused.

Excused Absences

- The Board of Education recognizes that there are unavoidable circumstances, which may prevent students from attending school. In the event, therefore, that students are absent for any of the reasons listed below, their absences will be excused:
 - An excused absence is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:
 - The student's illness as verified by a written statement from a physician/medical professional upon student's return to school
 - The student's required attendance in court
 - Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. 794 and 795 (20), and individualized health care plans
 - The student's suspension from school
 - Family illness or death supported by notification to the school by the student's parent
 - Visits to post-secondary educational institutions with a limit of three (3) per year
 - Interviews with a prospective employer or with an admissions officer of an institution of higher education
 - Examination for a driver's license
 - Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day
 - Take Our Children to Work Day
 - An absence considered excused by a New Jersey Department of Education rule.
 - An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence.

Unexcused Absences

➤ Definitions

- Any absence, which is not authorized for one of the reasons listed previously, is unexcused. Unexcused absences include full day absences, for which there is no legitimate reason as defined by this policy as well as every second tardy to an individual class. Family vacations are not considered excused absences.
- Unauthorized absences from individual classes, which result in more than half the class being missed, will be considered unexcused.
- Cutting: Students who are absent from class without authorization on days when they are in attendance at school are cutting class. Their behavior will be handled according to the class cut policy.

➤ Number of unexcused absences which students may accumulate before losing credit for a course:

- Full Year Course: Sixteen
- Semester Course: Eight
- Quarter Cycle: Four (Health Classes)

➤ Consequences of exceeding the unexcused absences limit:

- Students shall lose credit for any course in which their unexcused absences exceed the limits prescribed in this policy.
- Students whose absences from a given course exceed the limits stated in this policy will have the option of remaining in class. In order to receive credit for the course, they will be required to earn a passing grade and to attend summer school.
- Both the grade and credit will be withheld until the requirements of this policy have been met.

Procedures for the Remediation of Student Attendance

Home Instruction

- All students who will be absent for ten or more consecutive days as a result of illness are eligible to receive home instruction. Parents should notify the School Counseling Services immediately when circumstances require home instruction, as arrangements for instructors must be made.
- Written notice of the illness from a physician and a written request from a parent, a guardian, or an adult student are required in order to institute home instruction. The documentation should be forwarded to the school principal then to the school physician for approval. It may be presented immediately upon the onset of an illness.

Notification and Counseling

- At every **eighth, twelfth, and fifteenth** absence, which a student accumulates in a course, the Attendance Office will notify the parents.
- In courses, which are divided into quarter cycles, (Physical Education, Health, etc.) information about attendance will be given to parents and counselors when **three** absences have occurred.
- Upon receipt of written notification from the Attendance Office, counselors should confer with students to:
 - Acquaint students with the implications of the Attendance Policy
 - Discuss the factors, which may be inhibiting attendance.

All classified students pursuant to N.J.A.C. 6A:14.1.1, et seq. shall be referred to the Child Study Team for intervention at the time of five cumulative absences. A review of the case shall take place prior to the implementation of the policy prescribed above.

ATTENDANCE APPEAL PROCESS

1. Students and/or their parents/guardians have the right to appeal the decision of the administration regarding eligibility due to discipline and/or loss of credits due to attendance.
 - Appeals must be submitted in writing to the Office of the Principal or designee within ten (10) school days after receipt of notice of ineligibility and/loss of credit.
 - The Appeals Committee will be composed of the Assistant Principal or his designee, Athletic Director or his appointed designee, faculty member, and two students selected by the student council. Student committee representatives shall be excluded from any decision if the person appealing desires or administration deems it necessary to remove the students to protect the confidentiality of the appealing student. Each member of the Appeals Committee shall cast one vote. The total number of votes shall be either three (3) or five (5).
 - The Appeals Committee will be charged with the responsibility of rendering decisions related to all appeals in a timely manner.
2. The successive order of appeal is as follows:
Appeals Committee → Superintendent of Schools or his/her designee → Board of Education

LATENESS TO CLASS

Students are expected to arrive on time. The individual teacher will mark tardiness to class. As described in the lateness to school policy listed below, **every second late to a class will constitute an unexcused absence. Excessive tardies may result in disciplinary action.**

LATENESS TO SCHOOL

A student arriving after 7:30 am must report immediately to the Attendance Office to sign in. **Every two lates to school will constitute an unexcused absence.** Students who exceed the limit of three (3) unexcused tardies will be subject to disciplinary consequences per the Code of Conduct.

The student must provide documentation in order not to be subject to the Tardy Policy. Acceptable reasons for lateness: illness, death or serious illness in immediate family, family emergency, religious holiday, court appearance, driver's test, and medical or dental appointment.

TRUANCY

Truancy is defined as 10 or more cumulative unexcused absences from school for individuals between the ages of 6-16. In short, students under the age of 16 are required by law to regularly attend school. Failure to do so will result in loss of credit, and may result in a filing of truancy charges in court, per state law and Board of Education policy. Parents are encouraged to monitor their child's attendance via Genesis and keep the school aware of situations which may impact consistent attendance.

CODE OF CONDUCT

Board Policy 5600

The Code of Conduct will be disseminated annually to all school staff, students and parents. Parents and students will annually sign-off that they have read and understand the Code of Student Conduct and the provisions of the Board of Education's Regulation 5600. Both documents will be posted on the district's website at <https://shs.spsd.us/> for reference purposes. Copies will also be provided to parents who do not have internet access.

The Code of Student Conduct has been established to achieve the following purposes:

- A. Foster the health, safety and social and emotional well-being of students;
- B. Support the establishment and maintenance of civil, safe, supportive and disciplined school environments conducive to learning;
- C. Promote achievement of high academic standards;
- D. Prevent the occurrence of problem behaviors;
- E. Establish parameters for the intervention and remediation of student problem behaviors at all stages of identification; and
- F. Establish parameters for school responses to violations of the Code of Student Conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the student offenders and students' histories of inappropriate behaviors.

Students must realize that any display of inappropriate behavior will have consequences that are graded according to severity. They include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions. They provide for equitable application without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5; and are consistent with the provisions of N.J.S.A. 18A:6-1 regarding the prohibition of corporal punishment. In all instances of student discipline, students will be afforded the due process required by law.

DISCIPLINARY CONSEQUENCES

ACTION	1st Incident	2nd Incident	3rd Incident	Subsequent Incidents
Academic Integrity Violation	Consequences for Academic Dishonesty may include the following, depending on severity: <ul style="list-style-type: none"> ➤ A grade of “zero” on the impacted assignment. ➤ Loss of eligibility for academic honors, including National Honor Society. ➤ Removal from academic honor societies. ➤ Suspension from extra-curricular activities. 			
Bus Conduct Violation	2 Days Administrative Detention; Parent Notification; Possible Seat Change; and/or 1 day Bus Suspension	1 Saturday Detention; 1-2 Days Bus Suspension; Seat Change for 1-4 Weeks	2 Saturday Detentions and/or 1 day ISS. 5 Days Bus Suspension; Seat Change for Remainder of Year	1-2 Days ISS/OSS
Cutting Class	Parent notified. 1 Saturday Detention.	Loss of course credit. 1 Day ISS.	2-3 Days ISS and/or OSS	
Defiance of Authority/ Insolence to Staff Member	1-2 Days Administrative Detention	2-3 Days Administrative Detention	1 Saturday Detention and/or ISS	4th Incident: 2 Saturday Detentions and/or ISS 5th Incident: 1 Day OSS
Detention Cut: Administrative	2 Days Administrative Detention	1 Saturday Detention	2 Saturday Detentions and/or ISS	2 Days ISS or 1 day OSS
Detention Cut: Saturday	Reassign Saturday Detention; 1 Day Saturday Detention	Reassign Saturday Detention; 2 Days Saturday Detention; Parent Conference with Principal	Reassign Saturday Detention; 1-2 Day OSS; Parent Conference with Principal	
Detention Cut: Teacher	2 days Administrative Detention	1 Saturday Detention	2 Saturday Detentions	1 Days OSS
Disorderly Conduct	1 Saturday Detention and/or ISS	2 Days Saturday Detention and/or ISS	1-4 Days OSS	
Disruptive/ Inappropriate Behavior	1-2 days Administrative Detention	3 days Administrative Detention	1-2 Saturday Detentions and or ISS	4th Incident: 2-3 Saturday Detentions and/or ISS 5th Incident: 2 days OSS

Failure to Follow Administrative Direction/Continued and Willful Disobedience	1-2 days ISS/OSS	2-3 days OSS	4 days OSS	
Assault	Minimum 4 days OSS; Up to 14 days Social Probation; Police Report	5-10 days OSS; I&RS Referral; Up to 1 year Social Probation; Police Report	OSS Pending BOE hearing to determine placement	
Bias Incident	1-2 Days OSS; Police Report	3-4 Days OSS; I&RS Referral; Police Report; Up to 1 year Social Probation;	Up to 5 Days OSS; I&RS Referral; Police Report	
Bias Intimidation (confirmed by police report)	Up to 4 days OSS; up to 14 days Social Probation; Police Report	Up to 10 days OSS; I&RS Referral; Up to 1 year Social Probation; Police Report	OSS Pending BOE hearing to determine placement; Police Report	
Dress Code Infraction	Warning/Wardrobe Change	Consequences as per administration	1 day Saturday Detention	1-2 Days ISS
Drugs/Alcohol/Substances: Under the Influence Note: Failure to test within 24 hours and/or an altered or diluted sample is an automatic "positive."	1 day OSS, 2 days ISS; Referral to SAC; Completion of SAC Evaluation; Up to 1 year Social Probation; Police Report may be filed.	2 days OSS, 2 days ISS; Completion of SAC Evaluation; Police Report; Mandatory parent meeting.	OSS Pending BOE hearing to determine placement; Police Report	
Drugs/Alcohol/Substances: Possession	2 days OSS, 2 days ISS; Police Report; Loss of extracurricular activities for 1 academic year; Referral to SAC for remainder of year.	2 days OSS, 2 days ISS; Police Report	OSS Pending BOE hearing to determine placement; Police Report	
Drugs/Alcohol/Substances: Possession with Intent to Distribute	OSS Pending BOE hearing to determine placement; Police Report			
Electronics Violation including unauthorized use/possession of a cell phone or other electronic device. Note: Refusal to submit cell phone is considered Willful Disobedience	1 Day Administrative Detention Device confiscated and returned to the student at the end of the day.	2-3 Days Administrative Detention. Parent contacted. Device confiscated and returned to the student at the end of the day.	1-2 days Saturday Detention. Device confiscated and parent phone conference required for return.	All subsequent offenses: ISS/OSS issued. In-person parent conference required for return.

Failure to Follow Proper Procedure	Administrative Warning	1-2 Days Administrative Detention; Parent Notification.	1-2 Days In-School Reflection; Parent Notification	1-2 Days ISS and/or OSS; Parent Notification
False Public Alarm (including initiating & circulating a false warning and/or setting off fire alarm)	4-8 Days OSS; Referral to Guidance & I&RS; Police Report	Up to 10 Days OSS; Referral to Guidance & I&RS; Police Report	OSS Pending BOE hearing to determine placement	
Fighting	3 days OSS; Up to 14 days Social Probation; Police Report	4 days OSS; Up to 1 year Social Probation; Police Report	OSS Pending BOE hearing to determine placement	
Gambling	Administrative Warning; Confiscation	1-2 days Administrative Detention	1-2 days Saturday Detention	4th Incident: 1-2 Days OSS
Harassing Behavior Note: Based on incident severity	Depending on the severity of the incident, consequences may range from Administrative Detention to OSS pending BOE hearing to determine placement. For subsequent offenses: A progressive approach will be coupled with incident severity to determine consequences.			
Incendiary Device: Use or Possession and/or Creation of a Safety Hazard	5-10 days OSS; I&RS Referral; Police Report	OSS Pending BOE hearing to determine placement		
Leaving Class Without Permission	1 Day Saturday Detention	2 Days Saturday Detention or ISS	1-2 Days OSS	
Leaving Campus Without Permission	1 day ISS	2-3 days ISS	4 days OSS	
Loitering (ex: In hallways, restrooms, or other common areas)	1-2 days Detention	2-3 days Detention	1-2 days Saturday Detention	1 day ISS
Malicious Mischief	Up to 3 days OSS; Restitution	Up to 4 days OSS; Restitution	Up to 10 days OSS; Restitution; Police Report	
Parking in Unauthorized Area or on School Grounds w/o a Permit	Administrative Warning	1 day Saturday Detention	2 days Saturday Detention; Loss of Parking Privileges for remainder of school year and/or loss of parking privilege in Junior/Senior year.	
Physical Misconduct (includes but not limited to: Play Fighting, Shadow Boxing, Inappropriate Touching (non-sexual))	1-2 Days Detention	1-2 Days Saturday Detention/ISS	1-2 Days ISS/OSS	

Profanity/Obscene Gestures/Vulgarity/ Inappropriate Comments	1-2 days Administrative Detention	1-2 Saturday Detentions	1 Day OSS	4th Incident: 2-3 days OSS
Profanity/Obscene Gestures/Vulgarity Directed at Staff	1-2 Days OSS	2-3 Days OSS	3-4 Days OSS	
Scuffle	1-2 days Saturday Detention and/or ISS	1 Days OSS	4 Days OSS; I&RS Referral; Police Report	
Sexual Assault	OSS Pending BOE hearing to determine placement; Mandatory Police Report			
Sexual Contact	Minimum of 4-10 days OSS; Referral to Guidance and I&RS; Police Report	OSS Pending BOE hearing to determine placement; Police Report		
Sexual Harassment	Minimum 4 days OSS; I&RS Referral; Police Report	Up to 10 Days OSS; I&RS Referral; Police Report	OSS Pending BOE hearing to determine placement; Police Report	
Smoking/Possession of Igniter, electronic cigarettes, smokeless tobacco, or cigarettes including vaping paraphernalia (ex: empty “pods”).	1 Day Saturday Detention Note: Students' confirmation or suspicion of vaping will result in a drug/alcohol screening.	2 Days Saturday Detention and/or ISS Note: Students' confirmation or suspicion of vaping will result in a drug/alcohol screening.	Up to 4 Days OSS Note: Students' confirmation or suspicion of vaping will result in a drug/alcohol screening.	
Tardiness to Class, Chronic & Excessive	Tardy #4: Parent contact identifying days of tardy to school; 1 day Administrative Detention	Tardy #5: Parent contact identifying days of tardy to school; 2 days Administrative Detention	Tardy #6: Letter sent to parents. Parent contact identifying days of tardy to school; 3 days Administrative Detention or loss of parking privileges	Tardy #7-10: Parent contact identifying days of tardy to school; 1 day Administrative Detention for each tardy; Parent Conference; Possible loss of course credit or loss of extracurricular activities. Subsequent Tardies: Parent contact identifying days of tardy to school; At least 1 Saturday Detention; Parent

				Conference; Possible loss of course credit or loss of extracurricular activities.
Tardiness to School, Chronic & Excessive	Tardy #4: Parent contact identifying days of tardy to school; 1 day Administrative Detention	Tardy #5: Parent contact identifying days of tardy to school; 2 days Administrative Detention	Tardy #6: Letter sent to parents. Parent contact identifying days of tardy to school; 3 days Administrative Detention or loss of parking privileges	Tardy #7-10: Parent contact identifying days of tardy to school; 1 day Administrative Detention for each tardy; Parent Conference; Possible loss of course credit or loss of extracurricular activities. Subsequent Tardies: Parent contact identifying days of tardy to school; At least 1 Saturday Detention; Parent Conference; Possible loss of course credit or loss of extracurricular activities.
Taunting, Teasing and/or Ridiculing Classmates	Administrative Warning; Conference with staff and classmate (where appropriate); Parent Notification	1-2 Days Administrative Detention; Conference with Staff Member and Administration; Parent Notification	1 Day In-School Reflection; Parent Conference	1-2 Days ISS and/or OSS; Student Counseling
Technology Acceptable Use Violation	1 Saturday Detention *Additional consequences may be applied per BOE Regulation #2361	2 Saturday Detentions *Additional consequences may be applied per BOE Regulation #2361	1 day OSS *Additional consequences may be applied per BOE Regulation #2361	
Technology Acceptable Use Violation: Severe	Up to 2 days OSS *Additional consequences may be applied per BOE Regulation #2361	Up to 3 days OSS *Additional consequences may be applied per BOE Regulation #2361	Up to 5 days OSS *Additional consequences may be applied per BOE Regulation #2361	
Theft	Depending on the severity of the incident(s), including the estimated value of the items stolen, consequences may range from Administrative Detention to OSS. All theft offenses require restitution and may include a Police Report.			

Threat (Student to Student) (Verbal, Gestural, Written, or Electronic, including Social Media)	1-3 days OSS; Mandatory Police Report	3-4 Days OSS; I&RS Referral; Mandatory Police Report	Up to 5 days OSS, I&RS Referral; Mandatory Police Report	
Unauthorized Photography & Video	Depending on the severity of the incident, consequences may range from Administrative Detention to OSS pending BOE hearing to determine placement. For subsequent offenses: A progressive approach will be coupled with incident severity to determine consequences. In all instances, the device shall be confiscated and parent pickup required for return.			
Unauthorized Sales (excluding substances)	1-2 Days Detention	1-2 Days Saturday Detention/ISS	1-2 Days ISS/OSS	
Vandalism/Graffiti	1 Saturday Detention; Restitution	2 Saturday Detentions; Restitution; Police Report	2 days OSS; Restitution; Police Report	
Weapon & Dangerous Instrument: Possession	OSS Pending BOE hearing to determine placement; Police Report.			
Willful Disobedience	1-2 Days ISS and/or OSS	2-3 Days ISS and/or OSS	4 Days OSS	

PLEASE NOTE:

- A student who receives an “out of school” suspension will be placed on Social/Extracurricular probation for a two week period (14 days). A second “out of school” suspension will result in ineligibility to participate in all extracurricular activities for the remainder of the academic school year.
- A student who received an “in-school suspension” may not participate in extracurricular activities, including athletics, on the date ISS is being served.
- Given extenuating circumstances, principals may recommend to the Superintendent a reduced penalty and/or a waiver of the Board hearing.
- A readmittance conference may be required for return following an out-of-school suspension. The parent must be present for this conference.
- The above consequences for inappropriate behaviors serve as a guideline. Please be aware that the administration reserves the right to interpret and consequence students beyond the scope dictated above in order to maintain the safety, order, and discipline of the school.
- All Reward Activities and Special End-of-Year Activities, such as proms, dances, field days, etc. are privileged events and will be denied to students with excessive code of conduct infractions and/or attendance infractions.

CUT POLICY

A cut is an unauthorized absence from class or an assigned location while the student is present in school. This includes but is not limited to: failure to report to class, leaving class for an extended period of time, hall wandering, misrepresentation of location during an authorized pass (ex: asking to go to the nurse and going to the lunchroom). Whenever a student leaves class, they must sign in at the approved location (ex: restroom, guidance, nurse). Failure to do so may result in a class cut. Students who cut a class twice will lose credit for the course.

CLASSROOM DISCIPLINE

Mutual respect is the basis for good teacher-pupil relations. Where this exists good conduct prevails and discipline is not a problem. **Minor infractions of classroom procedure will be handled by the teacher.** The teacher will enlist the aid of parents, supervisors, and administrators to ensure that a proper classroom atmosphere prevails. Serious infractions of classroom discipline will result in the student referral to the Assistant Principal. At that time students may be assigned disciplinary consequences at the discretion of administration.

ADMINISTRATIVE DETENTION

Administrative detention may only be assigned by the administration. The following rules have been developed:

1. Detention may be held Monday through Friday. Morning and lunch detentions will be held Monday through Friday. Detention days may be altered to accommodate the school calendar.
2. Report to detention no later than 2:16 pm in the Main Office. Students should use the restrooms beforehand. Students who arrive late without a valid reason will be subject to disciplinary action.
3. Students are expected to remain silent. If after a warning a student does not comply, no credit for attendance will be given; and a referral to the office will be made. Students must bring work to do. Students may complete work on their Chromebooks so long as they are accessing school work only. There is to be no playing games, etc. Students may not sleep.
4. No food or drink may be taken to central detention.
5. If a student is absent from school on the day that administrative detention has been assigned, administration will reassign detention. All administrative detentions must be made up on the next available detention day.
6. If a student is dismissed early from school during the day for any valid reason, administration will reassign detention to the next available detention day.
7. The parent of a student who needs to reschedule an administrative detention for a valid reason must get approval from the administration at least 24 hours in advance.
8. Detention takes preference over other commitments: working, athletics, extracurricular activities, etc.
9. Students must leave the building immediately at the end of detention. Coats and other belongings should be brought to the detention room. See Code of Conduct for consequences resulting from administrative detention cuts.

SATURDAY DETENTION

1. Saturday detention is held from 9:00 a.m. to 12:00 pm, approximately twice a month. Students are expected to arrive by 8:50am.
2. The parent/student is responsible for providing transportation.
3. Students who cut Saturday Detention will be reassigned another Saturday Detention in order to fulfill their Saturday Detention obligation. Failure to arrive by 9:05am is considered a cut. A form of suspension may also be issued. The type of suspension and duration will be determined by administration based on the cut level.
4. Students are expected to remain silent. If after a warning a student does not comply, no credit for attendance will be given; and a referral to the office will be made. Students must bring work to do. Students may complete work on their Chromebooks so long as they are accessing school work only. There is to be no playing games, etc. Students may not sleep.
5. No food or drink may be taken to Saturday detention.
6. The parent of a student who needs to reschedule an administrative detention for a valid reason must get approval from the administration at least 24 hours in advance.
7. Detention takes preference over other commitments: working, athletics, extracurricular activities, etc.

8. Students must leave the building immediately at the end of detention. Coats and other belongings should be brought to the detention room. See Code of Conduct for consequences resulting from administrative detention cuts.

IN SCHOOL SUSPENSION

The following rules and regulations apply to In-School Suspension:

1. All directions and rules must be followed or students will be assigned either OSS or additional ISS.
2. Hours are 7:30 AM to 2:11 PM. Students must report to the Main Office and sign in. Students who are late to school will make up the additional time at the next ISS session. Students who are absent will be automatically assigned to the next ISS day.
3. Students must complete and submit all assigned work or additional ISS time may be assigned until assignments are complete.
4. All ISS Students should bring their district-provided Chromebook, which shall be used for assignment completion only.
5. Students may not put their heads down or sleep during ISS.
6. Students are not permitted any outside personal electronic devices, including headphones in ISS. Students will submit their devices to Ms. LoGatto in the Main Office when they sign in at 7:30 am. If a student refuses to submit their device to Ms. LoGatto, their parents will be contacted and OSS will be assigned.
7. Students may not leave their seats or talk to other students.
8. Breaks - During breaks, students will be escorted to the bathroom. Students will be allowed 2 bathroom breaks at the following times: 9:10am, 1pm.
9. Lunch - All students will be escorted to the cafeteria at 11:10am. After students receive their lunch, they will be escorted back to the ISS room for lunch until 11:40am. Following lunch, students will be escorted to the bathroom.
10. Students must bring reading material to complete or reading material will be assigned when all other work is complete.
11. Students will not be permitted to participate in extracurricular activities, including athletics, on the date of their ISS.

OUT OF SCHOOL SUSPENSION

Suspension will be assigned in all cases of illegal or violent behavior such as fighting, substance abuse, weapons possession or other serious matters. During an Out-of-School Suspension, students are not permitted on school grounds before, during, or after school for any reason and doing so is considered trespassing. Students who have been suspended repeatedly may be subject to a district level hearing concerning their behavior. A readmittance conference may be required for return. A parent must be present for this conference.

Students who have been suspended Out-of-School may make up any missed work or tests. The number of days out will determine how many days a student will have to make up work. For example; a student is returning from a three-day suspension should complete make-up work within three days of their return. Students who fail to submit make-up work will receive a zero for those assignments.

Any student who accumulates a total of two (2) separate suspensions will be ineligible to participate in all extra-curricular events, including, but not limited to: proms, sporting events, school performances, trips, and school sponsored activities.

SUSPENSION AND EXPULSION FROM SCHOOL

Board Policy 5610 - Suspension

The Board of Education recognizes that even the temporary exclusion of a pupil from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Pupil Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1 et seq. *Full description of policy can be found on the District website.

Board Policy 5620 – Expulsion

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a pupil. For the purposes of this policy, “expulsion” means the Board discontinuing the education services or discontinuing payment of education services for a general regular education pupil from school pursuant to N.J.S.A. 18A:37-2.

The Board may expel a general education pupil only after the Board has provided the procedural due process rights set forth in N.J.A.C. 6A:16-7.3 and 7.4 and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3, and only after the Board has provided an appropriate education program or appropriate educational services, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2, Alternative Educational Programs, and N.J.A.C. 6A:16-10.2, Home or Out-of-School Instruction for General Education Pupils, and N.J.A.C. 6A:14-2, Special Education, Procedural Safeguards and N.J.A.C. 6A:14-4.3, Special Education, Programs and Instruction, whichever are applicable. The education services provided, either in school or out of school, shall be comparable to those provided in the public schools for pupils of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25. *Full description of policy can be found on the District website.

DRUG AND ALCOHOL USE – Board Policy 5600, 5530 & 5770

The Spotswood Board of Education recognizes that alcohol and drug abuse is a complex problem in society and is aware of the vital role played by the schools in the efforts of the community to deal with this problem. The district further recognizes that alcohol/drug abuse and dependency is a treatable health problem that affects the dependent person and those persons surrounding the dependent in the family, the peer group, the school, and on the job. The Board of Education believes that an educational and therapeutic approach to the problem is more effective than one which is solely punitive in nature.

The Spotswood Board of Education has responded to this problem by establishing a program to assist students. This program, under the direction of properly certified staff, will facilitate development and implementation of programs to prevent alcohol and drug use/abuse/dependencies; to inform and educate their families; and to initiate diagnosis, referral for treatment and provide follow-up support services.

Any violation of Board rules prohibiting the use, possession and/or distribution of a substance is a serious offense, and the pupil who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Consequences for violations of the Drug & Alcohol policy may be found in the Code of Conduct.

Presence of Substances on School Premises

- A pupil's person, effects, or school storage places may be searched for substances in accordance with Policy No. 5770.
- The Principal or other school official conducting the search shall confiscate as evidence any substance found in the pupil's possession.
- The Spotswood Police Department will be notified of the substance.

WEAPONS AND DANGEROUS INSTRUMENTS – Board Policy 8467 and 5611

The Spotswood Board of Education believes that all students have the right to a safe educational environment. In this interest it takes a strong stand against the possession of weapons on school property or at school-sponsored activities. Weapons of any type are strictly prohibited on school premises or at any board of education approved activity.

Definition: for the purpose of this policy, "weapon" is defined as any item:

- Set forth by N.J.S.A. 2e:39-1
- Capable of causing harm or bodily injury, and for which there is no educational or instructional purpose. Observed, displayed or used as a weapon.

This definition includes, but is not limited to:

- Guns
- Knives
- Stun guns
- Mace
- Tear gas
- Brass knuckles
- Sharp rings and jewelry
- Blackjacks
- Martial arts weapons

Penalties:

In all cases of weapons possession, the school principal shall immediately notify the Spotswood Police Department. As appropriate, formal police complaints shall be filed. Unless the weapon has been taken into custody by a law enforcement officer, the Building Principal and/or designee and/or immediate supervisor shall immediately store any confiscated weapon in a securely locked box or container and report the presence of the weapon to the Superintendent. The Superintendent shall promptly notify, by telephone call and by letter, the Chief of Police of Spotswood that a weapon is present on school premises; the notice shall request removal of the weapon by an authorized law enforcement officer.

The Superintendent shall obtain and file a receipt for any weapon removed by a law enforcement officer.

Any pupil who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which may include expulsion. Any pupil or school employee who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline. Any person who possesses a weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

Any pupil who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Pupils convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education school or program pending a hearing before the Board of Education to remove the pupil.

GENERAL INFORMATION FOR PARENTS & STUDENTS

ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS AND RESOURCES - Board Policy #2361

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network in a manner that:
 - Intentionally disrupts network traffic or crashes the network;
 - Degrades or disrupts equipment or system performance;
 - Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
 - Steals data or other intellectual property;
 - Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
 - Gains or seeks unauthorized access to resources or entities;
 - Forges electronic mail messages or uses an account owned by others;
 - Invades privacy of others;
 - Posts anonymous messages;
 - Possesses any data which is a violation of this Policy; and/or
 - Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed with the individual a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

- 1. Use of the network only under direct supervision;
- 2. Suspension of network privileges;

3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

Students and parents are encouraged to thoroughly read through the SPSD Student Device Handbook for additional information regarding Chromebook acceptable use policies.

ANNOUNCEMENTS

Announcements are made daily during homeroom.

ARRIVAL AT SCHOOL

Students should arrive at school no later than 7:20 am. **Once students are dropped off by their parents or by the bus, they are expected to enter the school and not leave school grounds. If a student leaves school grounds, they may be subject to disciplinary actions.**

Students who arrive prior to 7:20 am should report to the following locations where they will stay until the 7:20 am bell:

- 9th & 10th Grades: Cafetorium
- 11th & 12th Grades: Gym

At 7:25 am, a warning will be issued to students that they should be in their Period 1 class. **Students must be in their Period 1 class before 7:30 am.**

ATHLETIC ELIGIBILITY RULES

Eligibility rules apply to all Varsity and Junior Varsity teams representing Spotswood High School:

1. ELIGIBLE if a student has not reached the age of 19 prior to September 1.
2. ELIGIBLE to represent the high school 8 consecutive semesters following a student's entrance into the ninth grade.
3. ELIGIBLE if a student passes:
 - To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 30 credits required by the State of New Jersey for graduation 120 credits, during the immediately preceding academic year.
 - To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9th grade or higher, a pupil must have passed 15 credits required by New Jersey for graduation 120 at the close of the preceding semester (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.
 - SENIORS WITH EARLY RELEASE: Should be aware that failing one class will result in loss of athletic eligibility per NJSIAA credit requirements.
4. NOT ELIGIBLE if they have 2 or more failing grades (includes WF, I, & NC) until the following marking period. If at the end of that marking period, they have less than 2 failing grades they would then become eligible. ***Please note: If a student earns a failing grade in two or more courses for the year, they are ineligible for the first marking period of the following year (this includes health and semester courses) unless they successfully complete the number of summer school courses needed to have less than 2 failing grades for the year.**
5. ELIGIBLE if in full residence.
6. ELIGIBLE if transfer because of change of residency by parent or because of hardship, as approved by the NJSIAA Executive Committee.
7. ELIGIBLE if no influence used to retain or secure the student.
8. NOT ELIGIBLE if the student transfers from one high school to another without a change of residence by the parents.

9. ELIGIBLE to represent the school if a student's parents move to another school district maintaining a secondary school of equal grade or higher as long as the student remains properly enrolled.
10. NOT ELIGIBLE if expelled from one high school and going to another.
11. NOT ELIGIBLE after the completion of 8 semesters following a student's entrance into the ninth grade, regardless of the fact that a sports season may not be completed.
12. NOT ELIGIBLE after the class in which a student originally enrolled graduates, regardless of transfers during 3 or 4-year period.
13. NOT ELIGIBLE if a student has 2 or more out of school suspensions.

THE RESPONSIBILITY OF SPORTSMANSHIP

THE PLAYER

1. The N.J.S.I.A.A. requires that any athlete ejected from an athletic contest automatically forfeits participation in the next two athletic contests at that same level of participation.
2. Treats opponents with respect.
3. Plays hard, but plays within the rules.
4. Exercises self-control at all times, setting the example for others to follow.
5. Respects officials and accept their decisions without gesture or argument.
6. Wins without boasting, lose without boasting, loses without excuses, and never quits.
7. Always remembers that it is a privilege to represent the school and community.

THE SPECTATOR

1. Attempts to understand and be informed of the playing rules.
2. Appreciates a good play no matter who makes it.
3. Cooperates with and responds enthusiastically to cheerleaders.
4. Shows compassion for an injured player; applauds positive performance; does not heckle, jeer, or distract players; and avoids use of profane and obnoxious language and behavior.
5. Respects the judgment and strategy of the coach, and does not criticize players or coaches for loss of a game.

BUS MONITORING

The Board of Education recognizes that safe and secure conditions for all pupils transported in school owned or contracted school vehicles are paramount. Pupils transported in a school owned or contracted school vehicle must maintain proper discipline in the vehicle at all times.

To maintain the safe and secure conditions for all pupils transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe student behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice-monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that: "Video and/or Audio monitoring devices are used on school owned and contracted vehicles and this vehicle may be monitored at any time."

The recording may be used in pupil and staff discipline matters, driver evaluations or for driver discipline or training. Notice of this policy will be provided to parent(s) or legal guardian(s) and all transportation personnel each year in staff, pupil and/or parent handbooks.

CELL PHONES - Board Policy #5516

All students will be issued district-provided Chromebooks at the start of the school year. These Chromebooks are to be used for academic purposes, eliminating the need for personal electronic devices. Cell phone use comes with a great deal of responsibility. There are certain behaviors related to electronic device use that are unacceptable. Threats, photos, sexting, plagiarism, cheating, copyright violation, unauthorized recording of staff/students, etc. will result in disciplinary consequences as well as potential legal issues. **Use of all cell phones/electronic devices (including headphones) during class periods is strictly prohibited. Cell phones should be placed in the designated area in each classroom.** Should a teacher see a

personal device out during class or a student refuses to place their device in the designated area, they will send a conduct report to school administration and it will be addressed under the code of conduct. Students will be allowed to use their electronic devices ONLY during passing time, lunch periods and after school. **Please note: Failure to turn in a device to school administration is considered willful disobedience. See Code of Conduct for electronics, acceptable use, unauthorized photo/video and willful disobedience consequences.**

CHAIN OF COMMAND

During each school year, parents may be faced with the need to question Spotswood High School about matters concerning their child's classroom activities, attendance, discipline, or participation in clubs or athletics. As questions arise, parents are encouraged to bring these concerns to the attention of the appropriate personnel:

Academic Concern: Classroom Teacher → School Counselor → Assistant Principal → Principal

Athletic Concern: Coach → Athletic Director → Principal

Attendance Concern: Attendance Office → Dean of Students → Assistant Principal → Principal

Discipline/Conduct Issue: Dean of Students → Assistant Principal → Principal

Extracurricular/Club Concern: Club Advisor → Assistant Principal → Principal

School Counseling Concern: School Counselor → Ms. Buchanan (School Counseling Chair) → Assistant Principal → Principal

In order to reach any of the above personnel, please call 732-723-2200 or email to discuss the problem or to make an appointment. Dealing with them as soon as possible can solve most problems easily. We welcome your call. Due to the school schedule, impromptu meetings may not be accommodated. If a parent wishes to speak to a staff member or administration, please call ahead to schedule an appointment and we will make every effort to meet with the parent as soon as possible.

DISMISSAL

Once the school day has started, all early dismissals must go through the attendance office. Parents should inform the attendance office in advance that their child will be leaving school early. A parent/guardian or another individual on the student's emergency contact list must be present and show ID in order to pick up the student. This includes all students who are not legally parked on campus. Student drivers who park off campus will not be dismissed early without a parent present. Under no circumstances will a student be dismissed early and permitted to walk themselves home.

Students with On-Campus Parking: Only students who are legally parked on campus may drive home with parent permission. In the event that a student has early dismissal, they must check out through the attendance office before proceeding to their vehicle.

At the conclusion of the regular school day, all students must exit to their bus or to walk home. Students who are staying at school must be under the direction of a teacher, advisor, or coach and should be under that adult's supervision by 2:15pm.

DISPLAY OF AFFECTION

Students should not inappropriately display affection towards each other during school or on school property. Parents of students doing so will be notified and, if the problem is not corrected, further disciplinary action will be taken.

DRESS CODE – Board Policy 5511

While the selection of clothing worn at school is the responsibility of the parent/guardian and students, the school reserves the right of final decision concerning dress and appearance. All students are expected to remove any headgear and electronic devices immediately upon entering the building. Headgear includes, but is not limited to, hats, hoods, bandanas, ski masks, sunglasses, do-rags, headbands, sweatbands, and earmuffs. Electronic devices include, but are not limited to, IPADS, MP3 players, cell phones, radios, transmitters, iPods, CD players, Walkman, disc man, and video recorders etc. Failure to comply may result in disciplinary action. The school will not be held responsible for items, which have been confiscated, lost, or stolen. Head coverings required for religious or medical reasons are exempt from this policy.

Reasonable regulations concerning dress and cleanliness are vital not only to the individual student but also those with whom he/she shares a class or activity. Concerns about cleanliness may be referred to the nurse by staff or students.

It is clear that some types of clothing, which are completely appropriate for recreation, sports, etc., are not suitable for school where neither clothing nor behavior should hinder a serious learning atmosphere. Students should not wear clothing that can be hazardous to good health in any type of school activities or that blocks vision and restricts movement

While the selection of clothing worn at school is the responsibility of the parent/guardian and students, the school reserves the right of final decision concerning dress and appearance, especially if a dress style is potentially disruptive or consists of the following violations:

- Student attire shall be school-appropriate – neat, clean and reflecting an appearance of modesty.
- Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, profanity, tobacco or gang affiliation slogans, offensive or obscene language, symbols, signs or slogans degrading race, societal group, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation or people with disabilities is not permitted. Drug-related pictures and messages that support and/or condone drug use are also unacceptable.
- Buttons, pins and other accessories are permitted as long as they comply with the above-mentioned regulations and do not cause disruption, disorder, or danger.
- Footwear must be worn and securely fitted at all times. Open shoes (flip-flops and “Heelys”) are not allowed because they constitute a safety hazard.
- Hats are not to be worn indoors.
- Bare midriff, crop tops that expose the abdominal area, halter-tops, tube tops and tank tops with straps that are less than one inch wide are not permitted.
- No tank top shirts of any kind are permitted to be worn by boys.
- Very short shorts, very short skirts and/or short culottes are not permitted. The length of the garment should minimally be mid-thigh or longer.
- Lingerie, including bra straps and underwear, and sports bras may not be exposed. Pupils are required to wear appropriate undergarments at all times.
- Articles which can cause damage to other students and/or property are not permitted.
- Leather bands studded with metal fillings are not permitted.

Students who are in violation of this policy will be sent to the appropriate office and given an opportunity to change into dress that is more appropriate. If a student does not have a change of clothing, he or she will be required to return home to change into clothing that is in compliance with the above policy. School administration will make the final determination as to whether clothing in question is in violation of the dress code. Parents and/or legal guardians are strongly encouraged to assist students in being in compliance with the dress code before students leave home for school. Dress code applies during school hours and on school-sponsored activities and trips. In addition, some department restrictions on attire may be prescribed for participation or implemented for reasons of safety.

Specific situations such as labs, shops, etc. may require additional regulations for which the students involved will be informed. Consequences for violations of the dress code policy may be found in the Code of Conduct.

DROP OFFS

In keeping with our philosophy encouraging all of our learners to problem-solve, think creatively, and develop flexibility as well as independence, we have implemented a “No Drop Off” protocol. Additionally, this protocol limits classroom interruptions and reducing the instances of outside building doors opening is a best practice in school security.

Arrangements must be made in advance between the parent and student for dropping off items at the Main Office. The Main Office will not deliver student items unless deemed an emergency by an administrator (ex: glasses, lunch, medication). **Books, chromebooks, projects, etc. are not considered an emergency.** Snacks & drinks do not constitute an emergency unless there is a documented medical need. **Students will not be called to the Main Office.** Students must pick up items during passing

time. Lunches that are not picked up will be discarded at the end of the day. **It is not permissible for students to order food to be delivered to the school.** Deliveries to the school by third-parties (ex: Door Dash, Uber Eats, etc.) will be turned away.

EXTRACURRICULAR ELIGIBILITY – Board Policy 2430

PURPOSE

The Board of Education of the Spotswood Public Schools believes that participation by students in extracurricular activities is a valuable aspect of the students' educational process. This participation must be in concert with acceptable overall academic achievement and standards of good behavior.

Students who desire to participate in the Spotswood High School extra- curricular programs have a responsibility to set an example for others by their compliance with the rules and regulations of the school as well as with the academic requirements.

STATEMENT OF POLICY

The high school faculty and administration are responsible for providing support and assistance to encourage the highest level of academic achievement possible from students participating in extracurricular activities.

The Board of Education recognizes that participation in extracurricular activities is a right, which carries with it certain responsibilities including:

- Recognition that student participants represent the school and community and must project positive images;
- Maintaining satisfactory academic achievement;
- Maintaining standards of conduct as outlined in the student handbook.

Board of Education eligibility standards shall be as follows:

A. Academic

- A student shall be considered academically eligible for the first semester if he/she has met the course credit requirements established by the NJSIAA.
- A student will be considered academically eligible for the second semester if he/she has achieved a passing grade in seven or more subjects at the close of the preceding semester as evidenced by the second marking period report card. A student who had been academically ineligible for the first semester must meet the course credit requirements established for second semester eligibility by the NJSIAA.
- Referencing Board Policy 2430, a student is ineligible if they fail 2 or more grades (Includes WF, I, & NC) until the following marking period. If they have less than 2 failing grades in that marking period, they would then become eligible.

***Please note: If a student earns a failing grade in two or more courses for the year, they are ineligible for the first marking period of the following year (this includes health and semester courses) unless they successfully complete the number of summer school courses needed to have less than 2 failing grades for the year.**

B. Attendance

- Students must be in attendance for four hours under New Jersey Department of Education regulations in order to be marked "present" in the attendance register. **If a student has not signed in before 10:16 am, he/she is considered "absent" and therefore is not eligible to participate or practice in athletic and extracurricular events that day.** In cases where the event is scheduled on a weekend, school attendance on the preceding school day **is mandatory** in order for the student to participate in that event.

C. Behavior

- A student who receives an "out-of-school" suspension shall absent himself/herself immediately from all Extracurricular activities for a two-week period (i.e. 14 days Social Probation).
- Upon a second "out-of-school" suspension is ineligible to participate in all extracurricular activities and cannot attend school functions including clubs, athletics, for the remainder of the academic school year.
- A student found to be in possession of, in control of, or under the influence of any controlled/dangerous substance (drugs, alcohol), shall forfeit his/her eligibility for the remainder of the school year.

D. Parent/Physician Permission

- In order to participate in interscholastic athletics (player or manager) and cheerleading, a student must show evidence of written permission from a parent or guardian and must be examined by a physician and be found to be physically fit.

EXTRACURRICULAR ELIGIBILITY APPEAL PROCESS – Board Policy 2430

1. Students and/or their parents/guardians have the right to appeal the decision of the administration regarding eligibility due to discipline and/or loss of credits due to attendance.
 - a. Appeals must be submitted in writing to the Office of the Principal or designee within five (5) school days after receipt of notice of ineligibility and/loss of credit.
 - b. The Appeals Committee will be composed of the Principal or Assistant Principal, Athletic Director, faculty member, and two pupils selected by the Student Council. Each member of the Appeals Committee shall cast one vote. The total number of votes shall be five.
 - c. The Appeals Committee will be charged with the responsibility of rendering decisions related to all appeals in a timely manner.
2. The successive order of appeal is as follows:
 - a. Appeals Committee
 - b. Superintendent of Schools or his/her designee
 - c. Board of Education

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT – Board Policy 8335

The Family Educational Rights and Privacy Act (FERPA) afford 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 student of the time and place where the records may be inspected.

1. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 procedures will be provided to the parent or eligible student when notified of the right to a hearing.

2. 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 serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest of the official needs to review an education 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 a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Spotswood School District 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, DC 20202-4605

Should you have further questions, or need help understanding your rights, please feel free to contact me.

No Child Left Behind Act of 2001 – Board Policy 2415

In accordance with the “No Child Left Behind Act of 2001” high schools are now required to release the names, mailing addresses, and telephone numbers of students to military recruiters upon request. This information is to be used specifically for armed forces recruiting purposes.

One of the provisions of the law states that a student or the parent of the student may request that a student’s names, address, and telephone listing not be released without prior written parental consent, and that Spotswood shall notify parents of the option to make a request and shall comply with any request.

In compliance with this law, we are hereby notifying all parents of their option to make a request to not release information to the military without prior written consent. **If you choose to take advantage of this option, please notify School Counseling Services by September 10, 2024.**

FLAG SALUTE AND PLEDGE OF ALLEGIANCE – Board Policy 8820

New Jersey law requires that students show respect for the flag of the United States of America. Students are required by law to respectfully remain silent. Each morning students are asked to stand during the flag salute and pledge of allegiance via the P.A. system.

FOOD/BEVERAGES IN CLASS

In an effort to have students focus on their academic work, there will be **no food or beverages allowed in the classroom setting or in the Media Center.** Students may bring their own food/beverage to school to be consumed during their assigned lunch period. Each teacher is to enforce this rule on a daily basis.

FUNDRAISING – Board Policy 5830, 7510, and 9700

The Assistant Principal must approve all fund raising activities. The request for the fund raising project must be submitted to the Assistant Principal via Google Form by the sponsor of the club conducting the fund raising activity at least 30 days before the date of the event.

GENESIS PARENT PORTAL

In an effort to bridge the communication gap between school and home, Spotswood High School will continue to implement the Genesis Parent Module for the 2024-25 academic school year. The module will allow parents to monitor their child’s attendance, conduct and most importantly their progress in class.

GRADUATION

Commencement exercises for the graduating class will be held on the 180th school day or the last day of school. The New Jersey State Department of Education mandates that graduation cannot be held before the 180th school day.

HARASSMENT/INTIMIDATION/BULLYING – Board Policy 5512, 5600, and 8461

The 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, intimidations, 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 well-being 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.

*Full Description of Policy can be found on the District Website, www.spsd.us.

HALL PASSES

Students will utilize SecurlyPass, our electronic hall pass program, for hallway movement during class time. SecurlyPass assists with keeping the building safe and holding students accountable for their whereabouts and time spent out of class. All students have access to SecurlyPass and, with teacher permission, can request a pass on their Chromebook. Students are expected to report to the approved location and to refrain from lingering in halls or bathrooms, and return to class as quickly as possible. Upon arriving at the requested location, all students are expected to provide their name so the system can be checked to confirm they have a valid pass. Students without a valid pass will be sent back to their assigned location and disciplinary consequences may be applied.

Student use of the SecurlyPass system will be monitored by administration. If a student appears to be utilizing an excessive amount of passes and/or spending excessive time out of class, the issue will be addressed by administration and may include placing reasonable limits on access to passes.

HEALTH SERVICES – Board Policy 5310

All students who become ill or injured during the school day should report to the Nurse's Office after obtaining a pass from their regularly assigned teacher. Students will not be admitted to the nurse without a pass from a teacher, except in emergencies. The school nurse will decide whether the student should be sent home or rest in the waiting room. If the student is to be sent home, parents will be notified. The student must then be signed out and taken home by their parent or legal guardian. **Under no circumstances will the nurse allow a sick or injured student to walk or drive himself/herself home.**

It is the parents' responsibility to provide at least two emergency contact people that can be called upon in case the parents cannot be reached. There must always be a "back-up" plan in place in order to ensure the health and safety of your child while at school.

Students who need to take medication in school must obtain written permission from their doctor and parent/guardian. The medication should be properly labeled in the original container and kept locked in the nurse's office. Those students with life threatening conditions who must carry an inhaler or epi pen with them must also obtain written permission from their doctor and parent/guardian.

HOMEWORK/MAKEUP WORK

The Board of Education believes that homework relevant to material presented in class provides an opportunity to broaden, deepen or reinforce the pupil's knowledge. Teachers must use discretion in deciding the number and length of assignments. The board encourages the use of interrelated major homework assignments such as term papers, themes and creative art projects. Homework shall not be used for punitive reasons.

Pupils absent for any reason must make up assignments, class work and tests within a reasonable length of time. In most cases, a reasonable length of time shall be the same number of school days as the days missed.

Pupils being excused for any reason must make arrangements with the teacher of the missed classes in order to make up the work missed. This must be done before the absence from class.

Incompletes

When a pupil does not complete work missed for absence or other reasons, he/she will receive an "incomplete". Pupils will be given the same number of school days as missed following the return to school to make up the missed work.

If work critical to the pupil's understanding of the subject is not made up by the end of the marking period, the grade for that subject area may be an "F."

Make-Up Testing Policy

When a student is present on the school day before a test/quiz, that student is responsible for taking that test/quiz on the day on which he/she returns.

When a teacher has given advance notice of a test/quiz, and no new material is covered during a student's absence, then that student is responsible for taking that test/quiz on the school day on which he/she returns. Consideration will be given to extenuating circumstances, at the teacher's discretion.

If work is missing during the final marking period of the school year, the grade will be left to the discretion of the teacher. The teacher who has given an incomplete is responsible for reporting to the pupil the work he/she has missed and citing the consequences mentioned above.

HOMEWORK REQUESTS

If a student is absent for two or more days, parents should contact their child's counselor and request class and homework assignments. Normally, the parent may pick up this material two days after the request in School Counseling Services. If material is available before that time, the School Counseling Services secretary will contact the parent. For absences of fewer than three days, the student should contact their teacher for assignments.

INCLEMENT WEATHER

In case of inclement weather, students should listen to the radio for school closings. **PLEASE DO NOT CALL THE SCHOOL.** The decision to close school will be made by the Superintendent on or as close to possible to 5:00 a.m. depending on weather conditions. Announcement of a closing will be made over: Instant Alert System (School Messenger), WCTC 1450 AM, WMGQ 98.3 FM, NJ 101.5 FM, NEWS 12 NJ, TV Channel 3 on Comcast, TV Channel 43 on FiOS, www.spsd.us, @SPSDCHARGERS. **On days with delayed opening, students should report to school at 9:20am.**

INSURANCE

Voluntary Insurance Student Plan

Student insurance can be purchased by a student's parent/guardian on a volunteer basis. The Board of Education offers this coverage on an individual basis through BMI Benefits. Their Period 1 teacher at the opening of the school year will distribute enrollment information to students.

Athletic Insurance Plan

The Board of Education provides a partial excess Athletic Insurance plan for all students who participate in interscholastic sports activities. Further information may be obtained from the Athletic Department.

LOCKERS

Students will be provided with a locker. Combinations of lockers, which are self-contained, should be known only by their owner in order to ensure safety of the contents. **The school is not liable for the contents of the lockers. VALUABLES ARE NOT TO BE KEPT IN LOCKERS.** Should items be missing from a student's locker, that student should report to the main office.

Students are not to share lockers or make their locker combinations known to any other student. Students must lock their lockers after each use. Students who are sharing lockers may be subject to disciplinary action. To that end, students are responsible for items in their possession, including in their lockers.

If a lock is lost or misplaced a fee of \$5 will be mandated in order to receive a new lock and combination.

Students are held responsible for good housekeeping of their lockers, with no writing or defacing allowed. Do not kick the door to close the locker.

School officials reserve the right to hold periodic locker checks and to seize illegal items or possessions determined to be a threat to the safety and security of others. Items seized will be given to the proper authorities.

LOST AND FOUND

Depending upon the nature of the articles, lost and found claims may be made before and after school in the following locations:

- | | |
|----------------------------|-----------------------------|
| Personal articles | - Cafetorium |
| Gym and athletic equipment | - Physical Education Office |
| Textbooks/Chromebooks | - Main Office |

Unclaimed articles are kept for 6 weeks after which time the articles will be disposed of. If an item cannot be located in one of these areas or your classroom, please report the lost item to the main office. It is consistent with good citizenship that any article found, including money, should be taken by the finder to the appropriate office.

LUNCH PROCEDURES

Students are assigned to one lunch each day, and must report to the Cafetorium at that time. Lunch is an assigned location; failure to report to the Cafetorium during lunch will result in a discipline referral.

The Cafetorium makes available both hot and cold lunches, a-la-carte items, sandwiches, and snacks. Students may also bring their own lunches.

The following rules have been established for the Cafetorium during the lunch periods:

1. Students are expected to be on time to lunch, to stand in line, and to wait their turn.
2. All students are responsible for keeping the Cafetorium clean.
3. Trays and utensils must be returned to the designated area.
4. Refuse must be disposed of in the proper receptacles.
5. Students are expected to use good table and eating manners.
6. Students are required to follow the reasonable directives of any staff member; this includes disposing of any refuse that might not be "your own." Remember we all have the responsibility to cooperate and keep the Cafetorium clean.
7. Students must have a pass from a staff member to leave the Cafetorium. This includes requests for the restroom, counselors, etc.

Students who do not abide by the rules outlined for the Cafetorium during lunch will be subject to a disciplinary action.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization that promotes high academic standards, ensures the continuation of democracy and serves as an instrument for the betterment of the individual and the school.

The Spotswood Chapter of the National Honor Society will induct new members in its ceremony in the cafetorium. There is mandatory attendance for all National Honor Society members at the induction ceremonies.

The faculty selection committee reviews the candidacy of all eleventh and twelfth grade students who are academically eligible for membership. Membership in the National Honor Society is based upon excellence in four areas: scholarship, leadership, service and character. Each category is judged independently.

In addition to the academic requirement, participation and leadership in school and other activities is required.

The following guidelines will give further help in the definition of leadership, service, and character.

Leadership: The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises influence, on peers in upholding school ideas
- Contributes ideas that improve the civic life of the school
- Is capable to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability
- Is a forerunner in the classroom, at work, and in school or community activities

- Is thoroughly dependable in any responsibility accepted

Service: The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girls Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged, family duties
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Shows courtesy by assisting visitors, teachers, and students

Character: The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others

After students become members of the Honor Society, they are reviewed periodically by the faculty and must maintain the high standards of the Society. Active members in the Honor Society are required to maintain a minimum scholastic averages and to live up to the character, leadership and service ideals of the National Honor Society.

NOTIFICATION OF POTENTIAL FAILURE

Teachers and School Counselors will make every effort to inform parents when students are in danger of failing a course. Ultimately, however, it is the students' responsibility to monitor their own progress, to know the status of their grades, and to complete the work necessary in order to pass.

PLAGIARISM/CHEATING – Board Policy 5701

Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

1. Cheating on tests, including but not limited to, the non-authorized use of books or notes, the 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 and other similar activities.
2. Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, on-line services, computer programs, computer code etc. of another person, or in any way presenting the work of another person as one's own. This includes unauthorized use of artificial intelligence applications (ex: ChatGPT).
3. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized. See Code of Conduct for specific consequences.

A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:

1. Reprimand the pupil orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by academic dishonesty.
2. If warranted, the teacher shall file a written complaint against the pupil with the Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Principal.
3. The Principal will determine if further discipline of the pupil is appropriate, and will determine the nature of the discipline on a case-by-case basis.
4. If the pupil is not in agreement with the disciplinary action of the Principal, he/she may appeal the action to the Superintendent. If the pupil is dissatisfied with the Superintendent's disposition of the case/ he/she may grieve the action in accordance with Policy No. 5710, Pupil Grievance.

POSTERS

All posters or announcements to be displayed anywhere in the building must be approved in advance by the Principal, Assistant Principal, and/or Athletic Director. These may be affixed only to surfaces that will not be marred by tape. The sponsoring agency must see that the posters are taken down after the approved time period.

PROM GUIDELINES & ELIGIBILITY

- No more than one suspension, which may not be for a substance offense, and which may not take place within 14 days of the event.
- Must be a student in academic good standing.
- **ALL DISCIPLINARY OBLIGATIONS MUST BE MET PRIOR TO PURCHASING A PROM BID FOR ATTENDING THE PROM**
- Must be present the day of the Prom
- **ALL students and Guests MUST** use District provided transportation (buses) to and from the Prom.

Guest Rules & Regulations:

- All Guests are subject to the approval of school administration.
- Guests who have reached their 21st birthday will not be permitted.
- All guests may be required to submit a valid photo identification card with their guest permission form.
- Guests' schools may be contacted to ensure that all guests are in good standing.
- All Prom bids are non-refundable.
- The Administration reserves the right to limit access to the Prom or any School related activity to anyone who is not a SHS student in good standing.

RANDOM DRUG TESTING POLICY – Board Policy 5536

The Spotswood Board of Education has a strong commitment to the safety, health and welfare of all students. The Board recognizes that the problem of illegal drugs and alcohol use presents a continuing challenge in schools and a clear danger to the student population as a whole. Our commitment to maintaining athletics, other extracurricular programs and parking in a healthy, secure and safe educational environment makes necessary a clear policy and supporting programs relating to the detection and prevention of substance use by students involved in these activities.

Participation in athletics and extracurricular activities are not graduation requirements, but are rather privileges as is parking on campus. Our students, by virtue of their decision to participate voluntarily in these activities, and being seen as school leaders and role models in our community, have a heightened responsibility to be alcohol and drug free. Similarly, students with a parking permit who drive on school grounds need to be free of alcohol or other drugs or they may pose a hazard to others or themselves. It is the Board's responsibility to proactively create a safe environment for all students who chose to be involved in athletics, other extracurricular activities or drive on campus.

REPORT CARDS & MONITORING GRADES

The Genesis Parent Portal allows parents to access their child's grades and performance in class on a daily basis. Parents are encouraged to log-in on a regular basis to view their child's progress. Report card release dates can be found in the student handbook. All report cards will be available via Genesis. If a parent does not have Internet access, they should contact School Counseling Services and the necessary steps will be taken to provide the parent with the information.

SCIENCE LABS

P.L. 2005, Chapter 266 (C.18A: 35-4.24 & C.18A: 35-4.25) law allows public school pupils in grades K-12 to choose not to participate in certain experiments involving animals. Students have the right to refuse to dissect, vivisection, incubate, capture, harm, or destroy organisms. Parents or guardians are required to inform the school within two weeks of the receipt of this notification, of their desire to exempt their child from participation. The process is to "opt out" not "opt in"; therefore, parents/guardians must notify the school in writing within two weeks of this notification. This law also requires the school to provide those students with an alternative education project.

STUDENT DEBTS

Books, materials, equipment, etc., issued to students by teachers/coaches are to be returned by the student to the teacher/coach who issues those articles. Fines will be assessed to students not returning issued materials. Student debts are paid or cleared in the Main Office.

Additionally, students with outstanding fines will be placed on the ineligibility list and may not receive their cap and gown, diploma, final report card or transcripts until all fines are cleared.

STUDENT LAVATORIES

Restrooms will be closed during passing time. Students who are excused from class to use the lavatory must use the nearest facility and should return directly to class. Students may utilize the open restrooms in the main hallway or by the cafetorium, or the single use restroom by the guidance office. Only students with documented medical need may use the nurse's office restroom.

STUDENTS MAY NOT CONGREGATE OR LOITER IN THE LAVATORIES. The lavatories should be kept clean. Students are expected to help maintain the condition of the lavatories through proper use.

A few simple courtesies will improve services for all:

1. **SMOKING/VAPING** is not allowed in the lavatories or anywhere on school grounds.
2. Throw trash (paper towels, etc.) in the receptacles provided, not on the floor or in the sink or toilets, etc.
3. Use the facilities, and don't abuse or deface them failure to comply will result in disciplinary actions. If something is not working, report it to the main office immediately.

STUDENT PARKING

On campus parking is reserved for members of the senior class only.

All student vehicles parked on campus must have a visible authorized parking permit. We have a limited number of parking spaces relative to the size of our student driving populations. **Any senior who intends to drive to school at any point this school year must complete the Senior Class Parking Permit Application by Monday, September 15.** For example, even if your child anticipates getting their license this November, they should still complete the application by September 15. Students must show a valid NJ Driver's License, registration, and insurance card prior to receiving their parking pass. For upcoming birthdays, please follow the directions on the form.

Parking passes will be issued [via lottery](#) and students will be assigned a specific numbered parking spot. Students must park in their assigned spot and have their tag displayed. Parking on campus is a privilege; Failure to park in their designated space, reckless driving, habitual tardies to school, and/or leaving campus without permission will result in termination of parking privileges.

Some additional reminders:

1. Students are reminded to adhere to speed limits in our parking lots and surrounding streets, mind the speed bumps, and practice defensive driving. Maximum speed is 15 mph.
2. Pedestrians have the right of way at all times.
3. Students must not interfere with the progress of school buses.
4. All motor vehicle laws of the state of New Jersey apply on school grounds.
5. Students on probationary licenses should be reminded of restrictions placed on the number of passengers allowed in the vehicle. Probationary drivers may have no more than one additional person in their vehicle at any time.
6. Use of cell phones while driving is strictly prohibited.
7. Lots may be monitored by Spotswood Police and SHS security.
8. Lost, damaged, or defaced hangtags should be reported to the Assistant Principal's office.
9. Students may not go to their cars during the school day unless they have permission from administration

STUDENTS' RIGHTS AND RESPONSIBILITIES

You have the right and responsibility to live by the rule of law and to equal protection under the law in school, as in the larger society. It is your responsibility to obey school regulations and the school authorities that enforce them. The responsibility extends to your conduct to and from school as well as in the building itself.

TEXTBOOKS & MATERIALS

All basic texts are loaned to students for their use during the school year. The student pays for notebooks and other supplies. Each textbook should be covered within twenty-four hours of receiving it.

Please make sure your name, grade and school are written in the books in case they are misplaced. You will be required to pay for lost or damaged books.

Students will be issued a Chromebook their freshman year. They will keep this device until graduation. Parents are encouraged to purchase insurance on the device at a nominal cost. Parents are required to pay for any necessary repairs. Repairs must be made through the technology office in the media center.

TITLE IX DISCLOSURE

Spotswood Public Schools prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to Amy Jablonski, Title IX Coordinator. Please see the [Title IX Webpage](#) for more information, including the District Nondiscrimination Statement.

VISITORS

Spotswood High School does not permit students to bring visitors into school.

Visitors to school must have an appointment with a staff member. All visitors will be required to show ID and check in via Lobby Guard. Visitors must leave the building immediately following the conclusion of their scheduled appointment.

All visitors must enter the building through the main entrance. Under no circumstances should students or school personnel open side doors allowing entry to the building by students, staff, or visitors, as this constitutes a significant security risk. Doing so may result in disciplinary consequences.

SCHOOL COUNSELING INFORMATION

Counseling and Career Education is a continuous and individualized process, which is a major part of each student's program. One of the main objectives of this area is to personalize the educational process, giving attention to each student in accordance with individual needs.

Counseling requires an atmosphere of warmth and acceptance with counselors maintaining the highest professional skills, confidentiality and concern. In addition, counseling includes career and academic planning, personal counseling, and crisis counseling.

Within the counseling framework, counselors assist students to make decisions regarding goals. Goals, strengths, weaknesses, capabilities, and selecting an appropriate course of study for present and future needs are clarified with the help of the counselors.

Services for counseling and career education are staffed by the following personnel:

School Counselors

Ms. Lauren Buchanan
Mr. Michael Del Aversano
Ms. Julie Matrale
Mrs. Jessica Silva
Mr. Matthew Steinfeld

Appointments may be made by calling 732-723-2200 extension 1040, or by coming to School Counseling Services and requesting a counseling appointment. Every attempt will be made to see the student the day following a "request for a counseling appointment," or if an emergency exists, clarify that information with the secretary, and an appointment will be attempted promptly. Parents may arrange a meeting by calling the office at the above number. Please visit the guidance portion of the Spotswood School District website for scholarship information and updates.

CLASS RANK

A class rank policy will be established and maintained by the Spotswood High School on a yearly basis. Students will be ranked according to the following schedule: The first time will occur at the **end of the sophomore year, the second ranking at the end of the junior year and the final ranking at the end of the senior year.** The first two students with the highest averages will be recognized as Valedictorian and Salutatorian respectively. [Students must be enrolled at SHS for 2 years to be considered for Valedictorian/Salutatorian.](#)

COLLEGE AND POST SECONDARY EDUCATIONAL PLANNING

Several evening programs will be offered to assist parents and students with college and financial aid planning. College planning programs devoted to explaining the application and financial aid processes will be held in the fall and winter. [Each year, Spotswood High School will host a college and career fair open to all students as well as fall college representatives visits open to juniors and seniors.](#)

COLLEGE APPLICATIONS

College applications and senior transcript release google forms must be submitted a minimum of 10 school days before the application deadline.

COLLEGE ENTRANCE EXAMS AND VOCATIONAL INFORMATION

School Counseling Services will provide information for PSAT, SAT, and ACT exams. School Counseling Services also administers and interprets other standardized tests, which are administered throughout the school year. In addition to the

above services, School Counseling Services will assist students in the completion of college applications and provide information regarding higher education such as technical and vocational training, business schools, art schools, and other career programs. There is also extensive information available on financial aid.

COLLEGE VISITATIONS

Juniors and Seniors are permitted no more than three excused absences for college visitations. Official documentation must be submitted to the Attendance Office from the school visited upon the return to Spotswood High School. Effort should be made to schedule placement testing after school hours.

COURSE CHANGES

School Counseling Services makes every effort to see that each student's schedule is the appropriate program. Schedules are developed only after School Counseling Services counselors in consultation with parents, students, and teachers design a program to meet specific goals for the student. Therefore, very few schedule changes should be necessary during the course of the school year. Class changes will be made for the following reasons:

1. Missing graduation requirements
2. Failed course needs to be rescheduled
3. Remediated failure in summer school, and needing a change
4. Administrative decision

COURSE WITHDRAWALS

In the event that the administration determines that a student should be withdrawn from a course the following calendar applies to the grading procedure.

Transcript Record	Withdrawal from full year course by	Withdrawal from semester course by
No record	2 nd week from start	2 nd week from start
WP (not in GPA)	4 th week from start	3rd week from start
W/WF (not in GPA)	Between 5th week from start of year - end of 1st marking period	4th week from start
F (in GPA)	After the start of 2nd marking period	After the start of 5th week

GRADE CHANGES - Board Regulation #2624

Teachers may make changes to marking period numerical grades until the "grade posting" due date communicated by the building principal. After this date, no numerical grade changes shall be made by teachers.

In extenuating situations, a teacher may request to issue a grade of "incomplete." The teacher shall complete an "Incomplete Request Form" detailing the rationale for the incomplete grade and a firm deadline by which the student shall submit all outstanding work. This form shall be submitted to the school counseling department and requires approval from the teacher's department chair, the student's counselor, and the building principal. Following the established deadline, any outstanding work shall be graded as a "zero" and the appropriate numerical grade issued. There shall be no additional numerical grade changes after an incomplete has been resolved.

GRADING SYSTEM

Report cards are issued four times a year. Only letter grades are given. There will also be an area for teachers' comments, which will be indicated by a number that will correspond to a series of comments printed on the report card. The marks are as follows:

Starting with the 2018-2019 school year, Spotswood High School instituted a new grading system.

	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F
	100	96	92	89	86	82	79	76	72	69	66	64
	99	95	91	88	85	81	78	75	71	68	65	OR
	98	94	90	87	84	80	77	74	70	67		LOWER
	97	93			83			73				
GPA	4.33	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.0
(H) GPA	4.83	4.5	4.17	3.83	3.5	3.17	2.83	2.5	2.17	1.83	1.5	0.0
(AP) GPA	5.33	5.0	4.67	4.33	4.0	3.67	3.33	3.0	2.67	2.33	2.0	0.0

Incomplete Work:
INC

Withdrew:
W

Withdrew Failing:
WF

Pass/Fail:
P/F

Withdrew Passing:
WP

Note: If a student attends an institution of higher learning while attending SHS and registers for a course, which is not offered at our school, the student will not receive high school credit for the course nor will any grade be averaged into the student's G.P.A. However, the course will be noted on the student's high school record.

GRADUATION REQUIREMENTS – Board Policy 5460

Graduation Requirements: 125 Credits as Follows:		
English	4 Years	20 Credits
Mathematics	3 Years	15 Credits
Science	3 Years	15 Credits
Social Studies World History U.S. History I & II	3 Years	15 Credits
World Languages	1 Year	5 Credits
Practical, Visual, and/or Performing Arts	1 Year	5 Credits
Health/Physical Education	4 Years	20 Credits
Career Education and Family, Consumer, & Life Skills or Vocational-Technical Education	1 Year	5 Credits
Electives	Minimum	35 Credits
Technological Literacy	Infused	
Financial Literacy Education	½ Year	2.5 Credits

Electives are available in all disciplines including: Art, Business, Education, English, World Languages, Family Consumer Science, Vocational Education, Mathematics, Music, Science, Social Studies.

Minimum Course Load

Grade 9, 10, 11	7 courses and Health/PE
Grade 12	5 courses and Health/PE

HONOR ROLL

Spotswood High School encourages the pursuit of excellence by our students in all endeavors and especially in scholarly achievements.

The honor roll, prepared at the end of each marking period, consists of two categories:

Honor Student: One who earns a grade of “B-” or better in all subjects.

High Honor Student: One who earns a grade of “A-” or better in all subjects.

If a student’s name is omitted from the honor roll, he/she should go to School Counseling Services for a correction.

LATE ENTRY/EARLY RELEASE

Spotswood High School realizes that education is a very personal endeavor. Each student travels different paths to success and each student’s definition of success varies greatly. Spotswood High School also realizes that the declining economy has affected our students, families and communities. In an effort to reduce the costs of a college education and to provide individualized paths to success, we are introducing a flexible scheduling option to our senior class who will have the opportunity to schedule Late Entry or Early Release. There are four options for students wishing to use this flexible scheduling option:

Single Late Entry

Students must enter school no later than 8:15. Their school day will begin with period two. It will consist of seven academic courses and lunch. The school day will end at 2:11.

Double Late Entry

Students must enter school no later than 9:00. Their school day will begin with period three. It will consist of six academic courses and lunch. The school day will end at 2:11.

Early Release 7/8 or 8/9

Students will begin their day at 7:30. Their school day will begin with period one. It will consist of six academic courses and they will not have lunch. Their school day will end at 12:06 (Period 7/8) or 12:39 (Period 8/9).

Early Release 11

Students will begin their day at 7:30. Their school day will begin with period one. It will consist of seven academic courses and they will have lunch. Their school day will end at 1:25.

Students do not have to choose one of the previous options. They can choose to have a traditional school day that begins at 7:30 and ends at 2:11.

Eligibility

To be eligible for late entry or early release, students must meet the following criteria:

Late Entry or Early Release 7/8 or 8/9

Students must have obtained 110 credits by the end of the junior year.

Participating students must be in good academic standing, while displaying acceptable behavior and attendance.

Early Release 11

Students must have obtained 105 credits by the end of the junior year.

Participating students must be in good academic standing, while displaying acceptable behavior and attendance.

If a student is not eligible at the end of the junior year for extracurricular activities, they will not be scheduled for this privilege as a senior. This privilege can be taken away during the academic year if a student does not maintain good academic standing, good behavior and attendance to school, which will be outlined in the student handbook. Because of their shorter schedules, students with Early Release or Late Entry must remain in the courses they have been scheduled for 2025-26 school year in order to stay eligible for athletics as per NJSIAA rules and regulations. Final administrative approval is needed to be scheduled for any of the three options. A parent must sign a contract before scheduling.

Expectations of Students

Late entry students are expected to: sign in at the Main Office, report quietly to their locker and go directly to the Media Center until the bell rings.

The administration of the school can revoke this privilege at any time and a student will be placed in study halls for the remainder of the academic year.

SAT & ACT

To register for the ACT, visit my.act.org. To register for the SAT, visit collegeboard.org. The Spotswood High School College Board Code (CEEB) is 311412.

STUDENT RECORDS – Board Policy 8330

Upon graduation or permanent departure, a copy of the entire student’s record will be provided upon request. The school district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs.

SUMMER SCHOOL

Students who have not received credit for courses due to failure or who have violated the class cutting policy and/or attendance policy are eligible to attend summer school. Successful completion of a summer school course will allow the student to earn full credit for the regular course failed during the previous school year. Summer school courses are fully paid by the parent/guardian.

Counselors are available during the regular school year to assist students in providing information as well as recommending and certifying summer school programs. [The school communicates possible failures to the parent/guardian each marking period on the student concern report.](#) Students who are in danger of failing are contacted by counselors who will recommend summer school for courses required for graduation. It is the responsibility of the student and the parent to secure the necessary application for registration.

Since summer school classes begin immediately following the end of the school year, students who fail required courses are responsible for obtaining necessary registration forms. Counselors may be available to contact parents regarding summer school after the teaching staff has left for the summer recess.

WITHDRAWAL FROM SCHOOL - Board Policy 5130

Students who wish to terminate their enrollment at Spotswood High School must present a written consent form from their parent/guardian. This includes students who transfer and students who withdraw (dropout). Students transferring to another high school will have their records and transfer card sent to the new school by the counseling center upon request. Under no circumstances will official school records be given to a parent/guardian or student. Parents/Guardians and/or students will be supplied with copies of unofficial records and transfer card. Students that withdraw (drop out) from school permanently and/or transfer, and their parents may be required to meet with their guidance counselor to complete an exit interview and ensure that all debts/obligations have been satisfied.

WORKING PAPERS

All New Jersey minors are required to have working papers as a condition of employment. A new law — A4222 — effective June 1, 2023 significantly changes how minors get working papers and switches oversight and administration to the New Jersey Department of Labor and Workforce Development (NJDOLE). **Schools No Longer Administer Working Papers Applications.**

The new process is online and streamlined, and can be accessed at [MyWorkingPapers.nj.gov](https://myworkingpapers.nj.gov). That URL — [MyWorkingPapers.nj.gov](https://myworkingpapers.nj.gov) — is all the information minors and employers need to drive the working papers application forward.

Here's how it works:

1. Minors and their employers each go to [MyWorkingPapers.nj.gov](https://myworkingpapers.nj.gov) to start.
2. The employer is emailed a unique 8-digit code they share with every minor they hire.
3. The minor fills out their working papers application online, entering the employer's unique 8-digit code. The minor adds their caregiver's name and email address.
4. The employer is emailed when a minor applies for working papers using a unique 8-digit code assigned to their business. The employer clicks the link in the email to add job duties and hours and give their OK.
5. The caregiver is emailed that a working papers application has been started by a minor in their care. The caregiver clicks the link in the email to give their OK and provide the minor's proof of age.
6. The minor and their employer each receive an email when the caregiver takes action on the working papers application.
7. The minor can begin working — unless they receive an email rejecting their application. (Notification of approval/rejection can be expected within 24 hours of the caregiver taking action.)

For more information, visit: <https://nj.gov/labor/youngworkers>.