tSCOTCH PLAINS-FANWOOD HIGH SCHOOL

Student/Parent Handbook/Resource Guide
2026-2027
667 Westfield Road
Scotch Plains, NJ 07076
(908) 889-8600

This school handbook belongs to:

Name: _____

Street: _____

Town: _____

Phone: _____ Period _____

Dear Students and Parents,

The purpose of this handbook/resource guide is to acquaint you with the procedures and policies governing Scotch Plains-Fanwood High School. While a handbook cannot physically contain all information concerning the high school, it is intended to give the student general guidelines that should be followed. It will provide answers to the many questions you will encounter throughout the school year.

Remember that a successful and rewarding education is the key to success. I encourage you to take advantage of the many opportunities at Scotch Plains-Fanwood High School.

Sincerely,

Dr. Warren Hynes
Principal

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Lisa DeGaetano…….……..…....….....Attendance Coordinator
Kristine Iarussi ……..……HIB Specialist/District Coordinator
Rick Dorry……..…District Student Assistance Counselor

Faculty, Staff and Student Government Information can be accessed at
http://www.spfk12.org/spfhs

GENERAL POLICIES AND PROCEDURES

ABSENCE AND TARDINESS REPORTING

To report student absences, parents or guardians may email spfhs-attendance@spfk12.org.
You may also log on to PowerSchool and enter the Absence/Tardy/Early Dismissal information. To request an early dismissal or a late arrival, students **must** bring a note to the Attendance Office prior to the day of the dismissal. They will receive a pass and return to the office to sign out at the time of their dismissal. To leave a message only by phone for the Attendance Office, please call 908-889-8600 and choose option 1. Be sure to speak clearly and leave all pertinent information, including the student's full name, grade, and reason for the call.

ACCEPTABLE USE POLICY: INTERNET USAGE AND WAIVER FORM

The SPF Board of Education believes that the use of technology and computer-assisted communications is vital to our students' success. It is the responsibility of our educators to foster an understanding of appropriate technology and to teach those technological skills which are necessary to promote academic excellence. The proper use of technology and technological skills will be integrated into our instructional programs when learning is enhanced by its use.

The district encourages the use of computer-assisted communications such as the internet and student collaboration when it supports the curricula of the district and advances the learning process.

Students will have access to and can participate in information from news groups and research institutions, public domain documents and other materials and shareware databases, discussion groups on a wide variety of subjects, electronic mail worldwide, professional and student collaborations, and electronic publication of original work.

It is the district's general policy that all computers are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the policy and guidelines below will result in the revocation of the user's access privilege. Unacceptable use of the Internet includes:

1. Invading another students' right to privacy by opening, changing or manipulating his or her files
2. Using profanity, obscenity, or other language which may be offensive to another user.
3. Reposting (forwarding) personal communication without the author's prior consent.
4. Copying commercial software in violation of copyright laws.
5. Using the network for financial gain, for commercial activity, or for any illegal activity.
6. Purposefully changing a system configuration without permission of the network administrator.
7. Intentionally searching for materials on the Internet which are inappropriate for the user's age and/or grade level.
8. Failure to comply with specific directives from the instructor in charge regarding use of an access to online information or services.
9. Using the network to engage in any type of harassment of other network users.

The internet provides connections to other computer systems located all over the world. Neither the individual school nor the Scotch Plains-Fanwood Board of Education controls the content of the information available on these other systems. Some of the information available may be controversial and/or inappropriate.

The SPF Board of Education does not condone the use of computers to access inappropriate materials. Violations of this policy will result in loss of access to the internet and/or other computer networks or systems and subject the student to additional **disciplinary** action as defined in the school's code of conduct.

AFFIRMATIVE ACTION

The New Jersey Constitution and implementing legislation guarantee each child in the public schools equal educational opportunity regardless of race, color, or social or economic status. To assure these basic rights the Commissioner of Education and the State Board of Education have developed regulations which specifically implement N.J.S.A. 18A:36-20 and the State Board of Education Resolution concerning sex equality in educational programs. These regulations have also been developed in conformity with relevant Federal and State statutes concerning discriminatory conduct. For further information, contact our Affirmative Action Officers:

Dr. Robert McGarry (Affirmative Action)
Christopher Jones (Title IX, Gender Equity Officer)
Scotch Plains-Fanwood Board of Education
313 South Avenue
Fanwood, NJ 07023
(908) 232-6161, Extension 41102

ASSEMBLIES

Assemblies provide opportunities to share talent, create cultural awareness, nurture school spirit and extend the classroom learning experience. Assembly programs blend entertainment with education. Students are expected to be respectful and courteous to all performers and speakers. Each student attends the assembly as part of a class escorted by a teacher to an assigned seating area. Assembly schedule changes and program descriptions are announced to the faculty at least a week prior to the assembly.

ATHLETIC ELIGIBILITY RULE

Students must successfully pass 15 credits in the 1st semester to be eligible for spring sports. Students must accumulate 30 credits during the prior school year to be eligible for fall and winter sports. Athletic eligibility is determined by the New Jersey State Interscholastic Athletic Association (NJSIAA).

ATTENDANCE AND STUDENT ATHLETICS/ACTIVITIES

Students participating in an **after-school** activity (e.g., sports competition, concerts, dances, etc.) must be present in **school prior to the end of block one**. Students must also remain in school until the end of the school day. Students not complying with these requirements may be ineligible to participate in school activities on that day.

For **activities occurring on a Saturday or during a vacation**, students must sign into school before 10:30 a.m. on Friday or the day prior to the vacation or the student may be ineligible for school activities taking place on the weekend and/or ineligible for the first competition during the break. The above guidelines apply to unexcused absences only.

ATTENDANCE POLICY

The following statements summarize the Attendance Policy of Scotch Plains-Fanwood High School.

A. Absenteeism

Students missing more than nine (9) school days for a full year course and five (5) days for a semester course (half year) will not qualify to receive credit for the course. The following days are excluded from this total:

Observances of religious holidays as mandated by the State of New Jersey
Take Your Child to Work Day
Driver's test (1 per school year)
(3) days per school year for college visits for students in the 11th and 12th grades

Nine (9) absences could also warrant a loss of student privileges (e.g., proms, dances, etc.) and students may lose their parking permit should they accumulate nine absences. For attendance purposes, Physical Education/Health will be counted as a full year course. Attendance is taken on a daily basis in block one and in all classes. Records are entered on each student on a block-by-block basis.

B. Exceptions

1. School-Sponsored Activities

Students shall **not** be considered absent from school while participating in a school sponsored activity (e.g., field trips, athletic competitions, or a legitimate pass for school business).

2. Extended or Serious Illness

An extended or serious illness is one which requires absence from school of more than five (5) consecutive days. Such absences will not count against the student provided a statement from a medical doctor is submitted to the school nurse within five (5) days after returning. Absences due to leaving school by signing out of the nurse's office are not excused unless the school nurse has required the student to leave. Student absence from school due to exclusion by the school nurse will be excused.

3. College Visits

11th and 12th grade students are allowed 3 documented college visits as per the State of New Jersey. Younger students accompanying siblings will be considered absent from school.

C. Tardiness

Students who arrive late to school must sign-in with the attendance officer. After three (3) tardies, and each subsequent tardy, students will receive an after-school (office) detention. Students will lose credit after seven (7) tardies to a class. Students will receive one office detention for each time they are tardy to a class or school. Excessive tardies will lead to Saturday detentions. Students will only be considered present for a class if the student has been in the class for a minimum of fifty-two (52) minutes. Three (3) unexcused tardies will count as one cut and seven (7) unexcused tardies will count as two cuts leading to removal from class, loss of credit and assignment to Supervised Study. **Students who accumulate five (5) tardies may lose their parking permit for a ten (10) day period. Students who accumulate ten (10) tardies may have their permit revoked for the remainder of the school year. Excessive tardiness will warrant loss of additional privileges (e.g., proms, dances, graduation, etc.).**

D. Appeals

In keeping with the dictates of fairness and procedural due process, students may appeal the loss of credit based on medical and/or personal problems. During this process it may be necessary for the student and/or parent to present the case before the Attendance Appeals Committee. This committee will meet on an as needed basis throughout the school year.

E. Appropriate Notification

Parents will be apprised of student attendance records on a regular basis. In addition to this information being indicated on the report card, periodic notices will be sent to parents of students who have accumulated excessive absences. Notification will be mailed to the parent informing them of a student's noncredit status.

F. Class Cutting

Students who are absent from class without authorization while being in attendance on the day of that absence shall be referred to the Attendance Office for cutting class. After verification, parents will be notified by mail. **Students will be assigned a Saturday detention for each offense.** A second cut in the same course will result in the permanent removal from the class and loss of credit.

CELL PHONES/OTHER DEVICES

In accordance with P.L.2025, c.195, students will be unable to use any cell phones, smartwatches, smart glasses, personal laptops, personal tablets, or any other personal device brought from home. Students will only be allowed to use their school-issued iPads during the school day. Any approved exceptions would be for circumstances outlined in the law and guidance.

This is a full-day ban in which phones are not allowed during all parts of the day. Students cannot use phones in the classroom, during lunch, during passing time, or in bathrooms. Students must have their phones "off and away" at all times, meaning those phones must be off and inside backpacks.

Students who have their phones out at any time will receive consequences. Those will be:

First offense	Warning / Phone held in main office for remainder of the day / Note sent home
Second Offense	Office Detention / Phone held in main office for remainder of the day / Note sent home
Third Offense	Saturday Detention / Phone held in main office for one month (turned in each morning, picked up in afternoon) / Call home
Fourth Offense	Two Saturday Detentions / Phone held in main office for remainder of semester or one month, whichever is greater (turned in each morning, picked up in afternoon)/ Call home

DAILY ANNOUNCEMENTS

Daily Announcements are published each day for both staff and students. These announcements will be read and shared on a daily basis during block two.

HIGH SCHOOL CODE OF STUDENT CONDUCT

It is our goal to encourage a safe and respectful school environment for all students to have the opportunity to become confident and caring life-long learners who can communicate and contribute positively to the rapidly changing world. In order to provide an academic environment that values excellence, initiative, and diversity, our High School encourages and embraces self-respect and mutual respect among teachers and students.

It is our practice to engage students in conversations about choices and alternative responses to inappropriate decision making. These conversations focus on self-reflection and how each student is part of a community of learners who have a responsibility to themselves and each other in promoting a positive school climate. Addressing student behavior issues involves different degrees of support and interaction depending upon the behavior and its severity. The high school's code of conduct is grounded upon high support and high accountability.

Progressive Procedure: This discipline policy is a cumulative policy beginning with freshman year and remains in effect throughout the student's enrollment at the high school. However, if a student has no recorded infractions for at least one full calendar year from the date of the last entry on the discipline record, he/she may consider his/her record clear and any subsequent infraction will be treated at the appropriate starting step of this policy.

With respect to high-level infractions, parents and students should note that in cases that a student exhibits an inappropriate behavior not indicated in this Code of Student Conduct, the administration reserves the right to determine an applicable consequence. Moreover, depending upon the severity of an inappropriate behavior exhibited, the administration reserves the right to impose consequences reflective of the severity by adjusting leniency and/or harshness of indicated consequences.

The discipline policy is set forth in the subsequent sections as follows:

I. Category I Discipline
   - A. Disciplinary Offenses
   - B. Category I Outcomes
   - C. Category I Procedures

II. Category II Discipline
   - A. Disciplinary Offenses
   - B. Category II Outcomes
   - C. Category II Procedure

I. CATEGORY I DISCIPLINE

A. Category I Disciplinary Offenses

1. Open defiance of authority of any school employee (may also be Category II, depending upon severity).
2. Use of profanity and/or obscene language.
3. Willful and repeated tardiness to class.
4. Conduct of such character as to result in the disruption of classroom instruction.
5. Physical displays of affection by couples anywhere on school property.
6. Unauthorized use of cellular phones, earphones and electronic devices both in hallway and in classroom.
7. ID or Lanyard violations.
8. Ordering lunch to be delivered to the school.
9. Loitering (unsupervised) in school corridors or campus area.
10. Loitering in areas of the school not to be used by students such as teachers' lounges and lavatories.

11. Entering class spaces in which the students are not enrolled.
12. Cutting office or teacher detention or supervised study.
13. Any card playing for money or material gain.
14. Cutting class.
15. Rough-housing.
16. Food throwing.
17. Any other conduct which in the judgment of the Principal and/or designee is a minor offense.

B. Category I Outcomes

1. Office Detention
   a. Students may be assigned to office detention by administrative personnel.
   b. Students will be assigned detention from 2:30 p.m. to 3:15 p.m.
   c. Detention will be supervised by certificated personnel.
   d. Unacceptable behavior, as determined by the detention supervisor, will result in an extension of detention or an assignment to Saturday detention or out-of school suspension.
   e. Detention takes precedence over all in-school or out-of-school extracurricular activities.
   f. Students will be required to take materials to the detention facility for the purpose of doing school work.
   g. No talking or group study is allowed.
   h. It is the responsibility of the student to attend detention as assigned. The student must keep track of scheduled detentions.
   i. Unserved office detentions will turn into Saturday detentions.

2. Saturday Detention
   a. Saturday detention will be held from 8:15 a.m. to 11:45 a.m.
   b. Students who fail to attend Saturday detention will automatically be assigned an additional Saturday detention with the potential for suspension. Students who fail to appear at the Saturday detention a second time will be in violation of a Category II offense (See II).
      1. Detentions may only be rescheduled in the case of an emergency. Students are allowed to reschedule one Saturday detention per marking period.
      2. Only parents can reschedule a Saturday detention and any rescheduling must happen **before** the Friday of the Saturday detention. Students may *not* reschedule Saturday detentions. Saturday detentions may not be rescheduled for work or sports obligations.
   c. Students who arrive after 8:15 a.m. **will not** be admitted. They will be assigned an additional Saturday detention. Students who are late to Saturday detention a second time will be in violation of a Category II offense (See II).
   d. Students will be required to take materials, as assigned by their teachers, to the Saturday detention facility for the purpose of doing school work. Failure to bring books and other school related material will result in the student being sent home immediately.
   e. Students may be required to complete academic or remediation activities as assigned.
   f. Students assigned to Saturday detention are excluded from participation in extracurricular activities on that Saturday.
   g. Talking or group study is prohibited.
   h. Unacceptable behavior, as determined by the detention supervisors, will result in appropriate disciplinary action.
   i. Students are responsible for their own transportation.

j. A student who is gainfully employed and notified after Wednesday that he/she has Saturday detention will have the option of serving his/her detention on the immediate Saturday or on the following scheduled Saturday.
k. Saturday detention will be supervised by certificated personnel.
l. Saturday detention will not be held during vacation periods or on legal holidays.
m. School approved community service may be offered as an alternate to the Saturday detention if permission is provided by the principal/assistant principal.
n. A doctor's note is required for anyone missing Saturday detention for reasons of illness.
o. It is the responsibility of the student to attend detention as assigned. The student must keep track of scheduled detentions.
p. Cell phone use at unauthorized times will result in appropriate disciplinary action.
q. Unserved Saturday detentions are carried over from year to year.
r. Unserved Saturday detentions may also result in loss of student privileges, including open lunch, parking, school events, prom, and walking at graduation.

2. Lunch Detention
a. Students are assigned to lunch detention for a specific amount of time by the administration.
b. Students are to arrive on time and leave when dismissed at the bell.
c. Students are to remain in their assigned seats.
d. Visitors to supervised study are not permitted.
e. Students must come to lunch detention with meaningful educational material or work will be assigned by the teacher in charge.
f. Students assigned to lunch detention during lunch period will remain in the room. A restricted lunch menu will be available, consisting of milk, juices and sandwich of the day. Students are encouraged to "brown bag" their lunch.
g. If students do not follow lunch detention expectations as stated above, they will be referred to the administrator in charge.

Type of Student Behavior	1st Offense	2nd Offense	3rd Offense
Affection: Inappropriate public display of affection	Student warning Notify parent	1-2 days office detention Notify parent	1 Saturday detention
Cell phone/ earphones / smartwatch / digital device - unauthorized use as per state and district policy	Student warning / Phone held in main office for remainder of the day / Note sent home	Office Detention / Phone held in main office for remainder of the day / Note sent home	Saturday Detention / Phone held in main office for one month (turned in each morning, picked up in afternoon) / Call home
Cell phone 4th offense - Two Saturday Detentions / Phone held in main office for remainder of semester or one month, whichever is greater (turned in each morning, picked up in afternoon) / Call home			
Cheating and/or plagiarism (includes phone out during assessments)	Parent/Teacher/ Counselor conference (telephone) Zero on assignment	Saturday detention Administrator/Parent conference Zero on assignment	Review by I&RS Loss of credit in course
Class Cutting	See below		
Disrupting Class: Loud & boisterous behavior	Will be based on teacher/ student conference	Teacher detention and parent notification	Office detention
ID Violation (missing ID)	Warning	Warning	Office detention upon *every* 3 offenses (3 days)

Lanyard violation (not wearing lanyard or holding in hallways or lunch spaces)	Office detention	Office detention	Saturday detention
Food-throwing	Saturday detention (community service)	Saturday detention (community service) + wk of lunch detention	Two-day suspension + semester of lunch detention
Loitering in school corridors, gym or campus areas unsupervised, or entering classrooms in which the student is not enrolled.	Warning	Saturday detention	Suspension
Profanity: Habitual use of profanity or obscene language, indecent behavior	Student warning Notify parent Office detention	1-2 days Saturday detentions Parent conference.	3 days suspension and 2 Saturday detentions Loss of student privileges (prom, parking, etc.).
Rough housing	2-3 after school detentions for 1st offense	1 Saturday detention	1 Saturday detention, parent meeting
Tardiness*	1-3 Tardies – Warning Parent notification	4th Tardy – office detention; parent notification	Subsequent tardies – Saturday detention; parent notification; parking permit may be revoked.
Unauthorized parking	1 Saturday detention	1 Saturday detention, loss of privileges (underclassman removed from senior lottery)	2 Saturday detentions, loss of privileges

*Excessive tardiness will warrant loss of additional privileges, i.e., proms, dances, graduation, etc.

Class Cutting

1. Class Cutting

   Students who are absent from class without authorization while being in attendance on the day of the absence shall be referred to the Assistant Principal/designee for cutting class. Individual class cuts will be reported by the teacher who will notify the Assistant Principal/designee. A cut letter will be mailed home with a copy to the Guidance Counselor, as well as an assignment to Saturday detention. Numerous cuts can result in a suspension pending parent conference. A total of two cuts in a particular course will result in permanent removal from the course with a withdrawn passing (WP) or a withdrawn failing (WF), and no credit will be given for the particular course. The student will be assigned to the Saturday detention by the Assistant Principal/designee. For class cutting purposes, Physical Education/Health will count as a full year course, that is, a total of two cuts at any time during the year will result in permanent removal from the course from that point on.

   Example: If a student should take his/her second cut during the third marking period, that student would lose credit in Physical Education for the third and fourth marking periods. Thus, he/she will have to make up two marking periods of physical education.

a. First Cut
If the class absence proves to be unauthorized, a letter of notification will be sent to the parent and a copy of the policy will be attached. The student will be spoken to by the Assistant Principal/designee with a notice sent to his/her Guidance Counselor. A Saturday detention will be assigned for each offense.

b. Second Cut
This cut will result in withdrawal from the course. The Principal and/or Assistant Principal will contact the student and remove him/her from the class and he/she will be assigned to supervised study for the time period of the eliminated course. The parent will be notified of these procedures by mail. A Saturday detention will be assigned for each offense.

(1) Cutting the supervised study assignment will result in a formal suspension and parent conference.
(2) Any student cutting a particular course two times within a time frame which would not allow implementation of step 1 above would still be subject to the drop procedure.
(3) If a student is removed from a class (including physical education/health) and placed in supervised study during the first semester, he/she may submit a request in writing to the Principal to enter a semester course when the second semester begins. Approval of such a request will be contingent upon the student's earnest efforts at conforming to the school's attendance rules.

C. Category I Discipline Procedure

1. Teacher responsibility for counseling and discipline is a prime concern and the first level of effort. Teacher or administrative discipline should include but not be limited to classroom detention, official school detention and/or lunch detention. Detention takes precedence over extracurricular activities.
2. If such violations of school rules (see Category 1B) are repeated, the student will remain in lunch detention for the time specified by the administrator pending a parent conference and official school detention will be assigned.
3. If such violations of school rules should occur a third time, the student may remain in lunch detention for the time specified by the administrator pending a parent conference, and one day of Saturday detention will be assigned. The student's counselor will be notified for counseling the individual regarding the behavior pattern that resulted in the violation of school rules.
4. If such violations of school rules should occur a fourth time, the student will remain in lunch detention for the time specified by the administrator pending a parent conference and two days of Saturday detention will be assigned. The student's counselor will be notified for counseling the individual regarding the behavior pattern that resulted in the violation of school rules.
5. If the violation of school rules is repeated after that, the offense becomes a Category II disciplinary offense (see II) and the steps under Category IIA shall ensue.
6. The Administrator of the school building may use his/her discretion in determining the appropriate disciplining of a student.

II. CATEGORY II DISCIPLINE OFFENSES (*Offenses may result in the filing of a formal complaint with the Scotch Plains Police.)

A. Category II Disciplinary Offenses

The conduct listed below shall give cause for a combination out-of-school suspension and/or Saturday detention. Repeated offenses shall give cause for further suspension and/or exclusion, as well as appropriate legal action, in accordance with State law 18A:37-2 and other applicable laws or administrative code.

The Administrator of the school building may use his/her discretion in determining the appropriate disciplining of a student. Conduct which shall constitute good cause for suspension of a student guilty of such conduct shall include, but not be limited to, any of the following:

1. Interference in any way with a school employee attempting to discipline another student.
2. Leaving school buildings or grounds without permission.
3. Failure to properly identify him/herself upon request.
4. Falsifying or forging any documents related to school.
5. Use of profanity or obscene language when directed at a school employee or other member of the school community.
6. Appearance on school property or school related activity while excluded or suspended out-of-school.*
7. Continued and willful defiance of any school employee.
8. Gambling or the possession of any gambling paraphernalia.
9. Willfully causing or attempting to cause damage to school property.*
10. Possession of tobacco products anywhere on school property is prohibited pursuant to New Jersey Law (P.L. 2001, Chapter 226, approved August 27, 2001). Violators may be subject to a fine.*
11. Conduct of such character as to constitute a continuing danger to the physical well being of other students.
12. Truancy.*
13. Incitement of or participation in an unauthorized occupancy by any group of students or others in any part of the school or any building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or his/her designee or other person in charge of such building or facility.*
14. Incitement that is intended to and does result in truancy by other students.
15. Turning in a false alarm or causing a bomb scare.*
16. Inciting others to fight.
17. Continued and willful disobedience.
18. Endangering the safety of others.
19. Open defiance of authority of any teacher or person having authority over him/her.
20. Conduct of such character as to constitute a continuing danger to the physical well being of other pupils.
21. The use of hate language: Hate language or speech includes any cruel, hostile, or negative statements directed toward someone based on their race, religion, national origin, disability, age, gender or sexual orientation.
22. Abuse of parking privileges.
23. Insubordination toward school staff.
24. Use of technology in a disruptive or unacceptable manner.

VIOLENCE INCIDENTS

25. Simple Assault: A person attempts to cause or purposely, knowingly, or recklessly causes bodily injury to another. One needs to consider age and developmentally appropriate behavior.*
26. Robbery: Obtaining money or material things from another by means of **violence or threat of immediate violence.** Criminal investigation will occur.*
27. Threat: Attempting by physical menace or verbal threats to put another in fear of further serious bodily injury. (Does not include bomb threats.) One needs to consider age and developmentally appropriate behavior.*
28. Fight: Mutual engagement in a physical confrontation that may result in bodily injury to either party. Does not include verbal confrontations or a minor confrontation such as a shoving match. All participants should be classified as offenders. One needs to consider age and developmentally appropriate behavior.*
29. Harassment, Intimidation or Bullying (includes Bias Intimidation): Any gesture or written, verbal or physical act that is reasonably perceived as being motivated either 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 handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that: (a) a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property; or (b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

VANDALISM

30. Burglary: An individual entering or surreptitiously remaining in a school district facility or property, or someone's property (e.g., automobile) with the purpose to commit an offense therein. Criminal investigation will occur.*
31. Damage to Property: Purposely, knowingly, or recklessly destroying or defacing school, contracted, or personal property, causing an economic loss due to repair or replacement. Knowingly setting off a fire alarm when no fire exists is entered into this category. Serious incidental damage to property occurring during an act of violence is included.*
32. Fireworks Offense: The possession, selling, distributing, or detonating of a self-fusing explosive device, no greater in size than two inches and commercially sold as "fireworks," cherry bombs, M-80's and M-90's.
33. Theft: Taking of the district's or a person's belongings or property without consent. Criminal investigation will occur.*
34. Trespassing: Entrance onto school property or into a school building without permission by an individual, who knows he/she is not privileged to be on the property.

SUBSTANCE ABUSE INCIDENTS

35. Suspected Use Not Confirmed:
    (a.) Alcoholic Beverages and Controlled Substances – per N.J.A.C. 6A:16-4.3(a), any educational staff member or other professional to whom it appears that a students may be currently under the influence of alcohol or other drugs on school property or at a school function shall report that matter as soon as possible to the principal and to the certified or non-certified school nurse or the school physician, according to the requirements of N.J.S.A. 18A:40A-12.

(b.) Anabolic Steroids – per N.J.A.C. 6A:16-4.3 (b), any educational staff member or other professional who has reason to believe that a student has used or may be using anabolic steroids, that person shall report the matter as soon as possible to the principal or to the substance awareness coordinator, according to the requirements of N.J.S.A.: 40A-12.

36. Suspected Use Confirmed – An incident is reported as Suspected Use Confirmed when a positive determination from a medical examination indicates that the student is under the influence of alcoholic beverages, marijuana, and/or other drug (controlled dangerous substance, but not including cigarettes), or indicates that the student has used anabolic steroids. A report should be completed when suspected use is confirmed by a positive determination from a physician.
37. Possession – Student is found with alcohol, marijuana, and/or any other drug (controlled dangerous substance) in his/her locker or vehicle, or on his/her person. Includes possession of unauthorized prescription drugs and drug paraphernalia.*
38. Distribution – Student is selling, buying or giving alcohol, other controlled dangerous substance(s) or anabolic steroids to others, or employs others to do the same. The student need not be caught in the act of selling or giving. The term "distribution" includes having alcohol or other drugs under circumstances where it may be inferred that the student would distribute to others. Therefore, possession of a large amount of drugs should be reported as "distribution", not as "possession".*

WEAPON INCIDENTS

39. Possession of a firearm: Having on one's person, or in one's locker or vehicle, a handgun or rifle. The firearm need not be loaded.*
40. Assault with a firearm: Attacking or physically harming someone by threatening with or shooting a handgun or rifle. The firearm need not be loaded.*
41. Sale or transfer of a firearm: Selling, giving, or having in one's possession with the intent to distribute or sell a firearm of any kind.*
42. Assault with Other Weapon: Attacking or physically harming someone with a knife, club, stun gun, chain, pepper spray, or other instrument (other than a firearm) readily capable of lethal use of or inflicting serious bodily injury.*
43. Possession of Other Weapon: having on one's person or in one's locker or vehicle, any weapon (other than a firearm). A weapon is any instrument readily capable of lethal use or of inflicting serious bodily injury that includes, but is not limited to, studded with metal filings and razor blades. This category also includes stun guns and any device which projects, releases, or emits tear gas or any other substance (e.g., pepper spray) intended to produce temporary discomfort or permanent injury through being vaporized or otherwise dispensed in the air. Components that can readily be assembled into a weapon also apply.*
44. Any other serious offense that in the judgment of the principal/designee warrants Level II consequences.

* These offenses may result in the filing of a formal complaint with the Scotch Plains Police Department.

B. Category II Discipline Outcomes

Suspension: The temporary removal of a student from all classes for a specified period of time.

Expulsion: The permanent removal by the Board of Education of a student from all future attendance at any school within the Scotch Plains-Fanwood school system.

Type of Student Behavior	1st Offense	2nd Offense	3rd Offense
Attacking or threatening another student or school personnel	4-10 days suspension and 2-3 Saturday detentions. (Possible recommendation for expulsion.) Possibility of police notification and filing of a juvenile complaint. Loss of student privileges (prom, parking, etc.).		
Defiance: Open defiance of authority	1-2 Saturday detentions and suspension from school depending on the nature of the offense	3 days of suspension from school and 1-2 Saturday detentions	4-10 days suspension and 3 Saturday detentions. Loss of student privileges (prom, parking, etc.).
Destroying or defacing property*	3 days suspension, 2 Saturday detentions and reimbursement of district	Suspension and/or expulsion, as well as appropriate legal action. Reimbursement to district – possible prosecution with community service as one option. Loss of student privileges (prom, parking, etc.)	
Endangering the safety of others	1-2 Saturday detentions and suspension from school depending on the nature of the offense	3 days of suspension from school and 1-2 Saturday detentions	4-10 days suspension and 3 Saturday detentions. Loss of student privileges (prom, parking, etc.).
False alarm or causing a bomb scare*	4 days suspension and 3 Saturday detentions. Notification of police. Loss of student privileges (prom, parking, etc.).		
Fighting*	Parent conference and 3-10 days suspension plus 2-3 days of Saturday detention. Investigate thoroughly. Possible prosecution. Loss of privileges (prom, parking, etc.)		
Firecrackers*	3-4 days suspension and 2-3 Saturday detentions. (Possible recommendation for expulsion.) Possibility of police notification and a filing of a juvenile complaint. Loss of student privileges (prom, parking, etc.)		
Fires: Starting or causing*	3-4 days suspension. Notify parent. Notify police. Loss of student privilege (prom, parking, etc.).	Suspension and/or expulsion, as well as appropriate legal action. Reimbursement to district – possible prosecution with community service as one option. Loss of student privileges (prom, parking, etc.)	
Forgery and/or altering documents	1 Saturday detention Possible suspension (based on offense)	Administrative determination on whether Category I or II conduct is to follow.	
Hate Language	2-3 days of suspension. 1-2 Saturday detentions. Possible referral to District Anti-Bullying (HIB) Coordinator.	4 days of suspension. 2-3 Saturday detentions. Possible loss of student privileges (e.g., prom, parking, etc.) Possible referral to District Anti-Bullying (HIB) Coordinator	
Inciting a fight	1-2 Saturday detentions or suspension	3 days of suspension and 2 Saturday detentions. Parent conference.	Disciplinary hearing to discuss length of suspension and additional steps.
Illegal substances*: Possession, use and/or distribution of illegal substances	3-5 days suspension pending implementation of district guidelines for alcohol/controlled dangerous substance abuse will be followed and 2-3 Saturday detentions issued. Loss of student privileges (prom, parking, etc.).		

Interference with school employee who is attempting to discipline another student	3 days suspension 2 Saturday detentions Notify parent	4 days suspension and 3 Saturday detentions. Notify parents. Loss of student privileges (prom, parking, etc.).
Inappropriate sexual conduct	1-2 days suspension 1 Saturday detention Notify parent Referral to appropriate counseling services	3 days suspension 1 Saturday detention Notify parent Referral to appropriate counseling
Leaving school building or grounds without permission	3 days suspension 2 Saturday detentions Notify parent	4 days suspension and 3 Saturday detentions Loss of student privileges (prom, parking, etc.).
Sexual harassment or stalking of any student by another student or a group of students	3-4 days suspension and 2 Saturday detentions. Loss of student privileges (prom, parking, etc.).	
Possession of smoking paraphernalia, Smoking and/or use of tobacco, e-cigarettes or vaping on school property during school hours and activities	A complaint may be filed with the Department of Health. 3- 5 days suspension and 2-3 Saturday detentions pending implementation of district guidelines for alcohol/controlled dangerous substance abuse will be followed. Loss of student privileges (prom, parking, etc.). Subsequent offenses carry greater penalties.	
Stealing/theft*	4 days suspension and 3 Saturday detentions. Refer to Child Study Team. Parent conference. Possible police notification. Loss of student privilege (prom, parking, etc.).	
Trespass	Escort to office. Notify police if unauthorized person is uncooperative.	
Unauthorized assembly	Parent conference with 3 days suspension and 2 Saturday detentions	4 days suspension and 3 Saturday detentions.
Weapons*: Carrying dangerous and/or offensive weapons – including look-alikes. ZERO tolerance	School authorities are required to report these incidents to the local police. Suspension from school. Loss of student privileges (prom, parking, etc.).	
The Administrators of the school building may use their discretion to determine the appropriate disciplinary action for a student. This list is not intended to be all inclusive but represents the more common offenses that are encountered in schools. ***Offenses may result in the filing of a formal complaint with the Scotch Plains Police.**		

C. Category II Procedure

Procedure for carrying out the process of out-of-school suspension and/or expulsion shall be as follows:

1. Upon suspension by the Principal or designee or other administrative officer, the student's parent shall be notified at which time the nature and degree of the infraction shall be discussed.
2. The Child Study Team shall be consulted regarding removal of a classified student.
3. A second Category II offense on the part of the student shall result in an extended suspension (minimum of three days).
4. A third Category II offense on the part of the student may then require the formation of a formal review panel for the consideration of possible expulsion. This panel shall be made up of, but not limited to, the student's guidance counselor, a teacher (assigned by the Principal/designee), a nurse, and an administrator. The panel will meet with the student and

his/her parent and his/her total discipline file shall be reviewed with a recommendation to the Principal as to further action, inclusive of consideration for Child Study Team evaluation.

5. Out-of-school suspension and Saturday detentions can be assigned by the Principal or designee as follows:
   2 days out-of-school suspension and 1 Saturday detention
   3 days out-of-school suspension and 2 Saturday detentions
   4 days out-of-school suspension and 3 Saturday detentions
   10 days out-of-school suspension and 4 Saturday detentions
6. Parent will be notified regarding the offense and the resulting suspension. Should the parent choose to appeal the suspension, they should contact the school Principal. The student will remain out of school while the appeal is pending.
7. Expulsion proceedings can be initiated without the progressive steps based on the seriousness of the offense.
8. The Principal's recommendation for expulsion will be submitted to the Superintendent of Schools. Preliminary to a formal expulsion hearing by the Board of Education, an informal hearing will be conducted by the Superintendent. This pre-expulsion hearing will be scheduled with the parent, student, school Principal and/or designee in attendance. Pending the results of the Superintendent's hearing, a recommendation will be made to the Board of Education and a Board level hearing for expulsion may be scheduled, pursuant to N.J.S.A. 18A:37-2.

End-of-Year Fulfillment Of Disciplinary Requirements

1. If a senior has not fulfilled his/her discipline requirements by commencement, he/she may be excluded from commencement exercises pending a decision on the seriousness of the offense, and will have to fulfill disciplinary action requirements before receiving his/her diploma.
2. If a freshman, sophomore, or junior has not fulfilled his/her disciplinary requirements by the end of the school year, he/she may receive a minimum of three days out-of-school suspension at the beginning of the following school year, based on the judgment of the high school administrator as to the seriousness of the offense.
3. Alternatively, a student may be given a community service or school maintenance assignment during the summer with parental permission.

DRESS, GROOMING & APPEARANCE REGULATIONS

The New Jersey State Board of Education regulation concerning dress standards for students, states, “attire which causes the disruption of the educational process or which constitutes a health or safety hazard or concern is not permitted.” The dress and grooming regulations at Scotch Plains-Fanwood High School supports student apparel choices that are neat, clean, and modest. It is important that we recognize the rights of students to express themselves through their attire as well as the rights and responsibilities of parents to determine the standard of dress for their children. Student apparel should reflect responsibility and self-respect and an atmosphere that is conducive to learning, not destructive or disruptive. These regulations aim at avoiding suggestive, biased, offensive and harassing messages, avoids communicating or advertising illegal substances, and should not interfere with the identification of a student. Good grooming is expected at all times.

Specific requirements regarding the dress and grooming regulations are as follows:

A. Clothing that unreasonably exposes the midriff or has an unreasonably low neckline or arm holes is not permitted in the school building during school hours. Undergarments, or parts of the body that should be covered by undergarments (breasts, buttocks, etc.), may not be visible. All students’ shirts must have sleeves or straps. The list of restricted items includes: bandeaus, modified crop tops, cropped camisoles, muscle shirts, or shirts without sleeves, and miniskirts/dresses or shorts that are

shorter than mid-thigh are prohibited, sheer blouses that show undergarments or bandeaus, clothing which is not worn appropriately, not properly fastened or with tears or holes that are indecent.

B. Clothing, accessories or jewelry that include messages associated with gangs, alcohol, drugs, tobacco products or other illegal substances or paraphernalia, sexual connotations, indecent/lewd writings or pictures or cartoon images that support or depict discrimination on the basis of age, handicap, national origin, marital status, race, religion, sexual orientation or gender are not allowed.
C. Personal grooming including combing, brushing, spraying hair, spraying of perfumes or colognes and applying cosmetics is allowed only in restrooms and designated areas.
D. Pants must be worn at the waist and must be securely fastened.
E. Articles of jewelry that can potentially cause a safety concern or hazard or can easily deface school property are not permitted. For example, chains and/or articles of clothing with sharp objects are prohibited.
F. Footwear must be worn in the building at all times. The safety of footwear is at the discretion of administration.
G. Although hats may be permitted in the building, hoods or anything that obscures a student's identity **may not** be worn during school hours.
H. No sunglasses may be worn during the school day unless medically prescribed.

The Administration reserves the right to determine the appropriateness of dress. Violators of these student dress and grooming regulations will be required to make arrangements to obtain suitable clothing immediately. Failure to comply will result in the student's parents being notified, and/or being sent home. Repeat offenders will be subject to the discipline policy, which may include supervised study, office detention, Saturday detention or suspension.

EARLY DISMISSAL

Any student who leaves school for any reason before his last class must sign out in the early dismissal book in the Attendance Office. Students must present a note prior to block one stating the reason for leaving early. It should include student name, grade, section, date, time of dismissal, reason and signed by a parent. If it is a doctor or dentist appointment, it should include the doctor's name and phone number. **Early dismissal must be for legitimate reasons and proof is required. Unless it is a legitimate reason, an absence will count towards the nine (9) days. Students who are 18 years of age are still required to obtain parent permission and they may not sign themselves out.**
Students are not permitted to leave the school grounds at any time during the school day without permission from the school office. If a student must leave the building because of any emergency, please report to the office for permission which may only be granted by an administrator upon confirmation from a parent or guardian. Failure to follow the proper procedure will be considered an unexcused absence.

ENTERING THE BUILDING

Students may enter at Doors 1 and 12 beginning at 7:15 each morning. At the start of the school day, students are not permitted to enter the second floor of the building (exception is the 2nd floor walkway) prior to 7:45 unless under the direct supervision of a teacher in a classroom. Students must remain on the first floor of the building until 7:45 AM. In addition, students who are found opening one of the school's doors to let in anyone will be given a Saturday detention. There are protocols in place dealing with visitors, who may only be let in by staff members posted at Door One.

1. Students may only enter through Doors One or Twelve prior to the start of school.
2. After the start of Block 1, all doors will be locked and students entering the building after 8:08 will be directed to Door One.
3. Near the end of Block 1 beginning at 9:15, a school official (hall monitor, teacher on duty, principal and/or SRO) will be stationed at Door Twelve to allow Open Block seniors to enter the building and report to the cafeteria. The students should use the vestibule. It will not be necessary for the students to buzz in since a school official will be present.

4. Once Block 2 begins, students will be required to proceed to Door One.
5. We will no longer buzz anyone in through Door Twelve.
6. At the conclusion of Block 3, a school official (hall monitor, teacher on duty, principal and/or SRO) will be present at Door Twelve to oversee the departure of seniors with an Open Block. Open Block students that remain in the building must report to the Attendance Office to pick up a single day pass to study hall and proceed to the cafeteria.
7. Once Block 4 begins and all Open Block seniors have departed, Door Twelve will be secured and no one will be buzzed in.

FIRE DRILL REGULATIONS

A poster with directions for leaving the room is placed in a prominent place in each classroom. Each class using the room is instructed as to the regulations governing fire drills as well as the procedure for leaving the room and building.

There will be two emergency drills each month starting in September. The students' attitude during these drills is most important. Complete silence should be maintained throughout the entire drill and all movement completed in the most orderly way possible.

l. Walk quickly; do not run.
2. Do not talk, laugh or shout.
3. First person to each closed door should open it and hold it until all have passed.
4. Use the route shown on the floor plan posted near the exit of your room. The routes have been marked by using arrows indicating the direction to move.
5. Students in the cafeteria should **immediately** exit through the nearest exit.
6. Firefighting apparatus must be able to gain access to any part of the building. Teachers are asked to be sure that students do not block driveways and are lined up in single file.
7. Obey fire wardens and follow their instructions should any exit be blocked.
8. Move a considerable distance from the exit to assure that those who follow will be able to leave the building.
9. Do not reenter the building until the return signal is sounded, then return the same way you left.

HALLWAY PASS PROCEDURES

In order to reduce the amount of hallway traffic and classroom distractions, students must utilize the hall pass procedures:

1. Students out of the classroom must wear a lanyard bearing their student ID.
2. Students must have a classroom pass when in the hallway.
3. Students must scan in and out of the bathrooms.
4. Only three students will be permitted in a bathroom at one time.
5. Only one student may be in a stall at any time.
6. If visiting the nurse, counselor or other school offices, students must carry a handwritten pass from their teacher.

FIELD TRIPS

Field trips for classes, clubs and other organizations are recognized as educationally valuable experiences to enrich regularly planned classroom or group activities. The same regulations that apply to students when they are on the school premises apply to students when they are on trips and representing our school. Parental permission slips are required from all students planning to participate. Class work missed as a result of the educational trips or participation in a school activity must be completed and submitted in accordance with the provisions of the make-up policy.

SPFHS Field Trip Policy 2026-27

Field Trip Eligibility

- Student eligibility is reviewed for each field trip based on:
    - Grades (permission can be denied for students with grades of D or lower in any course meeting on the day of the trip)
    - Attendance (permission can be denied for students with high attendance numbers for any course meeting on the day of the trip - more than 3 for a marking period course, more than 5 for a semester course, or more than 9 for a full-year course)
    - Conduct (permission can be denied for any suspensions)
    - Per board policy, no students with excessive lunch balances can attend any fee-based extracurricular activities, field trips, or school events.
    - Exceptions can be made in some cases in terms of grades for trips that are essential to the curriculum for that class (paperwork on the field trip form can indicate the curricular importance)

Makeup Work

- Student work with a previously assigned due date remains due as scheduled, even when that is the date of the field trip.
- Work assigned in class during the date of the field-trip absence is due the next class period, and students can see teachers the next day to ask any questions regarding that work.
- Students who must make up an assessment given on the date of a field trip are to arrange a next-day makeup time with the teacher before the field trip, and must make themselves available during a study hall, open block or after school.
- Students who miss a test or quiz makeup session must meet with the teacher the next day to review and be prepared for the assessment during the next class period.
- Students who miss multiple days for a foreign exchange trip must meet with their teachers ahead of the trip to work together on a plan for makeup work.

Multiple-Day Trips

- Any student who wishes to take more than two multiple-school-day field trips in a year must appeal to the principal or principal's designee.
    - DECA's competition season is considered one field trip

HARASSMENT, INTIMIDATION OR BULLYING REGULATIONS

Harassment, intimidation or bullying (HIB) is defined by any gesture or written, verbal or physical act that is reasonably perceived as being motivated either 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 handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that: (a) a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property; or (b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Reporting of Incidents

1. At each school, the principal or his/her designee is responsible for receiving complaints alleging violations of this policy, and for promptly investigating any allegations that a person has committed an act of harassment, intimidation or bullying.
2. All school employees, including bus drivers, are required to report complaints alleging violations to the principal or designee on the same day in which the violation occurs.

3. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.
4. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy.
5. Pursuant to Board Policy, the principal/designee will investigate and report any confirmed incidents to the Affirmative Action Officer within 5 school days of the allegation. This report should include the consequences imposed, as well as what remedial action is being taken to prevent future occurrences.

Consequences for Students Found Guilty of a Violation of This Policy

The conduct and remediations established for any HIB complaint - whether found to be a HIB or not - will vary based on a number of factors: the investigation's findings; the nature of the incident and where it falls within our code of conduct; and the kinds of remediations available to support all of the students involved.

Interventions

A multilevel program of intervention will include, but not be limited to:

School-wide interventions

Increased supervision, school-wide assemblies and teacher/aide in-service training to raise the awareness of children and school staff regarding bullying.

Classroom-level interventions

The establishment of classroom standards against bullying.

Individual-level interventions

Strategies for discussions with students identified as bullies and victims, including ways to mediate bullying:

a. Standards against bullying that are publicized, posted school-wide and accompanied by consistent sanctions.
b. Adult mentors who assist victims and bullies to build self-esteem and to foster mutual understanding of and appreciation of differences in others.
c. A peer mentoring program in place to support our students.
d. Restorative conversations as part of HIB remediations.

HEALTH SERVICES FOR STUDENTS

The Health Office is located on the first floor in a corner office facing Westfield Road. The nurses administer first aid in the case of an accident or illness during school hours. In the event a student becomes ill and needs to go home, the nurse will notify the parent for permission to release the child from school. Dismissal through the Health Office is considered an unexcused absence. **It is extremely important that guardians complete and sign the yellow student emergency card for the health office staff.** This will provide the nurses with daytime phone numbers and the names of at least two other adults who will be responsible for the student if a guardian cannot be reached. When choosing an alternate contact, consider if they are local and available to provide care and transportation for the student during the school day. It is important to keep this information on the emergency card current. A new emergency card must be filled out each school year and returned to the health office. **Only health information noted on the back of the Emergency Card by the Parent/Guardian will be shared with the teaching staff if indicated**.

School nurses provide health education and counseling as needed and conduct a variety of screenings as mandated by the State of NJ. Per NJAC Chapter 16 6A:16 2.1-2.2, each student will be screened for height, weight and blood pressure every school year. Students will be screened in 9th and 11th grade for scoliosis unless the student has submitted proof of a physical examination or the parent requests in writing that the student be exempt from the screening. A vision screening will be conducted on all 10th grade

students and a hearing test will be conducted on all 11th grade students. With the exception of vision and hearing, all screenings will be conducted in collaboration with the physical education staff. State guidelines are followed to monitor student immunization records and tuberculosis skin testing. Mantoux skin testing for tuberculosis is currently required for some new students entering from specific countries. Guardians will be contacted by the school nurse if a student requires testing.

Physical examinations are required for all new students entering the district and all candidates for athletic teams. It is recommended, but not required, that each student have a physical examination by a private physician at least once during the high school years.

Each candidate for a school athletic team is to be examined within 365 days prior to the first practice session. A full report of the examination must be **documented on the state approved Pre-Participation Physical Evaluation Form**. In addition, a **Steroid Testing Form, Concussion Policy, Sudden Death in Young Athletes and Sport Participation Card** must be completed by parent/guardian **online** prior to the first practice session. The school nurse will bring these forms to the School Medical Director for their approval. No student will be allowed to participate until approved by the School Medical Director. For any succeeding sport (within 365 days of sport physical exam) only the **90 Day Health History Update, Steroid Testing Form, Concussion Policy, Sudden Death in Young Athletes and Participation Card** must be filled and submitted online. Once the forms are submitted, please allow three to five working days for these forms to be processed and approved.

Medication should be administered at home as much as possible. The school does not routinely supply or dispense any over-the-counter medication such as aspirin, Advil or Tylenol. When absolutely necessary, medication will be administered by the school nurse upon written request from the parent/guardian along with written orders from the student's private physician detailing the diagnosis, name of drug, dosage and time to be administered. The medication must be brought to school by the parent/guardian in the original prescription labeled bottle and will be stored in the nurse's office. Students are not allowed to carry medication of any kind at school/or school sponsored events except when a potentially life-threatening condition exists and self-administration of medications (such as asthma inhalers, epi-pens, insulin) is necessary. Special self-medication forms must be filled out by a private physician, parent and student. Both nurse administered and self-administered medication forms are available from the school nurse. Any unused medication must be picked up by the parent/guardian by the end of the school year or at the end of the period of administration, whichever comes first. Uncollected medications will be discarded on the last day of school. If it is absolutely necessary that a student take medications while on a field trip, please contact the nurse for medication forms as soon as possible. Only the nurse or the child's parent may administer medication (prescription or over-the-counter) while a student is on a field trip. If a school nurse is in attendance on an overnight field trip, we do have standing orders from our School Medical Director for the school nurse to administer Tylenol, Ibuprofen, Benadryl and Tums as necessary. Parent must have signed permission on the field trip form for administration of these medications on the overnight field trip form.

Medical conditions requiring long-term curtailment or limitation of physical education activity (more than three days) requires a written physician's note and are processed through the Health Office. If a student has a minor complaint and feels he/she is not able to participate in gym on any given day, the nurse may give a one-day gym excuse. Classes missed for a one-day excuse given by the nurse must be made up.

Please call the school nurse with any questions at 908-889-8600 extension 31020. Faxes may be sent to: 908-889-1812 or 908-654-7535.

HONOR CODE

Homework: A person providing homework and the person copying that homework will receive a zero for the assignment. A **second offense** will result in a zero for the assignment for the person sharing the assignment and the person copying the assignment, and both students will receive an office detention and the parents/guardians will be notified.

Plagiarism/Academic Dishonesty: Plagiarism is defined as using the words or ideas of another person as if they were your own. This definition applies to essays, research papers, lab reports, and various types of course projects. Academic dishonesty includes: copying from or providing work for another student's homework, test or quiz, communicating with another student about answers during a test or quiz, using a crib sheet, or any sharing of information about test/quiz material with students who have not yet taken the evaluation or having a cellphone or similar device out during a test/quiz.

In the case of a **first offense**, the student will receive a zero for the assignment. Parents will be notified by a telephone conference. The student will receive an office detention. A **second offense** will result in a zero for the assignment. Parents will be required to attend a conference. The student will receive a Saturday detention. A **third offense** will result in a failing grade for the course and referred to I&RS.

IDENTIFICATION CARDS

Identification cards are used for ensuring the safety of students and staff in the school building. Students are given a student identification card at the start of the school year, featuring the student's photo and school logo. Students must keep their identification cards on them at all times and are required to display their ID cards via lanyards around their necks when walking in the hallways or during lunchtime. Students will receive an after-school detention every 3rd day they are without their ID card. If a student goes one month without forgetting their ID, we will wipe away any days that were counting toward a first or subsequent detention. This card will be used for the following purposes:

1. Entrance to school in morning
2. Entrance to/exit of office spaces, library media center or wellness room
3. Entrance to/exit of bathroom
4. Open lunch departure and return
5. Open block 4 departure
6. Entrance to events such as dances and some athletic events
7. Entrance to/exit of after-school, lunch and Saturday detention

iPADS

All students have received school-issued iPads at SPFHS. These Ipads are the only Internet-enabled device students are allowed to use in school. All students are required to carry their iPads with them to school for instructional purposes, in-class assessments when required, and standardized testing (SAT, PSAT, NJGPA, NJSLA, AP exams, etc.). Each classroom will also have a power strip for those few who may need to charge their iPads during class time.

Any students in grades 10-12 who have damaged iPads, cables or chargers can have those replaced by emailing help@spfk12.org. Our tech department will contact students for an appointment.

LANYARDS

All students are required to display their ID cards via lanyards around their necks or in hand when walking in the hallways or during lunchtime. Students can wear school-issued lanyards or they can bring in a lanyard from home. Students will receive detention for violation of this requirement.

LOCKERS

Each student may have access to two lockers: a corridor locker for books and clothing and a gym locker for athletic wear and equipment. Since not all students use corridor lockers, they may obtain one upon request by contacting Mrs. May in the main office. All lockers are the property of the school and, as such, the school reserves the right to open, inspect or restrict the use of lockers at any time (see Search and Seizure section).

Each student should:

1. Use the locker and padlock assigned and supplied by the school. **Locker rooms are not locked during the day or after school. All belongings and valuables must be secured in a locker.**
2. Keep the locker neat and clean.
3. Never give the combination to anyone.
4. Never use anyone else's locker.
5. Only use the gym locker during PE class.
6. During PE classes students should not leave any valuable items in the open, but instead lock them up or give them to their teacher.
7. **Students may not keep anything of a dangerous or illegal nature in their locker.** The locker is for **one's own** belongings and should not be shared with another student.
8. From time to time, drug-sniffing dogs can be used to search lockers and other student belongings.

Locks For Student Lockers

Unfortunately, we occasionally experience thefts from student lockers. All belongings and valuables must be secured with a padlock. Combination locks are built into hall lockers. Each student is held responsible for keeping lockers securely locked at all times. Students should be very careful not to put their lock on any locker other than their assigned locker. Should any student report a strange lock on their assigned locker, it will immediately be cut off. It is a student’s responsibility to promptly remove their lock and the locker’s contents at the end of the season or school year. Personal locks may not be placed on hall lockers and will be cut off. Be sure to spin the dial on the combination to lock your hall locker after closing the locker door.

LOCKER ROOMS

Students should not be in the locker room area unless they are assigned to a Physical Education class. Unauthorized students found in the locker room will receive a Saturday detention for the first offense. Additional offenses will result in more serious disciplinary action.

All students will be issued a lock for Physical Education class. All students are expected to use this lock and should lock all of their valuables prior to reporting to class. **Students must return the lock at the end of the school year or be charged a $5.00 replacement fee.**

LOST AND FOUND

If a student discovers that they have lost something, they should first check the classrooms they were in that day. Often, the missing item will be found there. If students find something that may be of some value to someone else, they must turn it in to the Main Office to be claimed by its owner. Students should

not bring large sums of money or valuable jewelry, etc., to school. The school assumes no responsibility for a student's personal belongings (**see Theft and Theft Reporting).**

MAKEUP WORK

The following protocols are to be followed for student makeup work involving the various types of absences from class:

- College and field trips: Assignments with a previously assigned due date remain due as assigned, even when that is the date of the college or field trip; work assigned in class during the date of the absence is due the next class period
- Unverified Absences: Work would be considered late with a penalty
- Verified Absences: Students with verified absences have two school days to make up work for every day absent from school
- Vacations and overnight field trips: The expectation is that the student has spoken to the teacher beforehand to arrange mutually agreed-upon due dates
- Funeral: The expectation is that the student speaks to the teacher as soon as possible after returning to arrange for due dates

MASKS WHEN REQUIRED

When masks are required, they must be well-fitted and completely cover the nose and mouth. Masks may only be removed when engaged in an activity that cannot be performed while wearing one, such as eating and drinking or playing an instrument that would be obstructed by the face covering.

MEDIA CENTER

A. The Media Center comprises the largest quiet study area in our school. The prime function of the Media Center is to supplement and enrich the curriculum through the use of a variety of media.
B. When there is not sufficient seating space available, students in scheduled classes have priority over those who have come to relax through leisure reading or personal research.
C. The Media Center is a place for individuals to work independently. The Center is not a place for groups to congregate and socialize.
D. **No food or beverage is allowed in the Media Center.**
E. Materials may be borrowed for overnight or for two- or four-week periods, depending on the nature of the material.
F. Fines are charged to ensure prompt return of materials. Any students who have overdue materials or outstanding fines will not receive their report cards until their accounts are cleared. Fines charged: Reference materials: $.50 per day; all other material: $.05 per school day; Lost items: replacement cost.
G. Students who break rules, waste time, or are unable to discipline themselves will be assigned to a supervised study room during independent study time.

NATIONAL HONOR SOCIETY

A cumulative Grade Point Average of 3.75 is necessary for a student to be academically eligible for membership in the Scotch Plains-Fanwood High School chapter of the National Honor Society. To be eligible for membership a student must be a member of the junior or senior class. The student must also demonstrate that he/she qualifies in terms of leadership, service, and character. Additional information can be obtained in the High School Main Office or in the Program of Studies.

OPEN BLOCK

Seniors in good academic, disciplinary and attendance standing may be assigned an Open Block period in lieu of their study hall if it falls during the 1st or 4th block. An Open Block will be replaced with a study hall if the student does not remain in good academic standing, has repeated or serious disciplinary infractions or exceeds their attendance allowances. Senior students with an Open Block during 4A or 4B must leave the premises before the start of their Open Block period. Students who need to be in the building during this time for authorized reasons must report to the Attendance Office for a single day pass to study hall.

OPEN LUNCH

Seniors in good standing and with parental permission may leave the school campus for lunch. Students must show their open lunch identification card and exit and enter through Doors One and Twelve ONLY. Any student who leaves the school building without permission will be disciplined and their opportunity to qualify for Open Lunch in the future will be revoked. In addition to Category II discipline, the student may also lose parking privileges or access to parking privileges in the future.

POSTERS AND NOTICES

Posters or notices of any kind must receive approval of the Coordinator of Student Activities before being posted. Each must be initialed by the Student Activities coordinator and may only be posted in designated hallway display cases. Please do not ask for permission to advertise activities that do not pertain to the educational program of the school.

RAIDER WELLNESS CENTER

The Raider Wellness Center is a space for students to practice mindfulness and relaxation concentration. It is located in C102.

1. Students may access the Raider Wellness Center with a pass from their teacher, counselor or nurse for ten minutes at a time. Students will not be admitted without a pass.
2. Cell phone use is prohibited; in the case of listening to music or using a meditation app, an iPad will be provided to students in the wellness space.
3. The Raider Wellness Center is a quiet space.
4. Students will scan in upon entering and exiting the Wellness Center.
5. Students who do not respect the rules of the wellness center and fellow students will be asked to leave.

SCHOOL - AFTER HOURS

Twenty minutes after the dismissal bell all students will be expected to leave the building unless they meet one of the following criteria:

1. A coach or staff member due to involvement in a club, sport or other school activity is directly supervising them.
2. The student is planning to attend an athletic event that is taking place in the gymnasium. In this case they may report to the gymnasium after 3:00 p.m.

No student is permitted in the building after 2:45 unless a staff member supervises him or her. Students may be required to have a pass from a teacher or extracurricular supervisor in order to ride the late bus.

SCHOOL CLOSINGS

A decision on school closings will be made by **6:30 a.m.** on a given day. The announcement of the school closing will be carried on **Radio Station 101.5 and TV station WNBC, Channel 4.** If our school district's name is **not** announced, then our schools will be open. In the event that students miss the announcement on the radio, the information will be available by calling **908-232-6161 or by checking**

the web site http://www.spfk12.org. Please **do not** call the Police Department as they will not give out school closing information. Their lines must be kept open to serve emergency needs.

Late (Delayed) Openings of School
Under certain conditions, hazardous weather or other emergency conditions, it may become necessary to delay the opening of the Scotch Plains-Fanwood Public Schools. The procedures under SCHOOL CLOSINGS will be followed. The announcement of delayed opening means that schools will be open approximately **1 1/2 hours later than usual.** Those students who are bused will meet their bus at the same bus stop exactly 1 1/2 hours later than the normal time.

High School Schedule **(Delayed Opening)**
9:28 AM Students begin to arrive at school.
9:38 AM Beginning of block one

SCHOOL GROUNDS/LOITERING

By order of the Scotch Plains Police Department, students may not stand in the street on Happel Court and neighboring roads. This is in accordance with township ordinance 3-9.2 subsection C. The police may take any minor loitering in the street to the station to be picked up by a parent or guardian. Both the Scotch Plains and Fanwood Police Departments have notified the school that these regulations will be strictly enforced. This also prohibits students from being on school property unsupervised, including the area near Happel Court.

SCHOOL LOCKDOWN

Occasionally, a school lockdown may be implemented for emergency, non-emergency or practice purposes. Students are to remain in their classrooms during a school lockdown and follow lockdown procedures.

SEARCH AND SEIZURE

The following two court decisions address the issue of search and seizure as it relates to students in New Jersey schools.

In August 1983, the N.J. Supreme Court indicated, (PG. 17, NJ v. Engerud) …
"When a school official has reasonable grounds to believe that a student possesses evidence of illegal activity or activity that would interfere with school discipline and order, the school official has the right to conduct a reasonable search for such evidence."

In 1985, the U.S. Supreme Court stated (N.J. v T.L.O.) …"… school officials need not obtain a warrant before searching a student who is under their authority. Under ordinary circumstances the search of a student by a school official will be justified at its inception where there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school."

SMOKING/VAPING/POSSESSION OF TOBACCO PRODUCTS

Smoking, vaping or use of any tobacco product is prohibited by the State of New Jersey anywhere on school property on regular school days. Smoking is considered to be such a serious offense that, in addition to a suspension from school, and enrollment in smoking cessation classes, a complaint may be signed with the Department of Health against those students caught smoking within the facility. Smoking is defined as possessing a lighted cigarette, cigar, pipe or any other smoking device and/or exhaling

smoke. Students in the presence of a student smoking who appears to be participating may also be investigated.

SPECTATOR CONDUCT AT ATHLETIC EVENTS

In an effort to promote sportsmanship and a positive image of Scotch Plains-Fanwood High School, we expect students to follow the following code of conduct:

1. Support our teams and cheerleaders: applaud their efforts.
2. Respect the skills and efforts of the opposing players and their cheerleaders; applaud good play and successful cheers.
3. Noisemakers, banners, and signs may be prohibited; consult the Athletic Director/Assistant Principal of Athletics or site manager prior to the event for site rules. Spectators must comply with site managers at all times.
4. Keep frustrations and criticisms to oneself; spectators directing abusive remarks or jeers at officials, opposing players or opposing spectators will be removed from the site of the event.
5. Stay in the bleachers; anyone entering the field or court of play will be removed from the site of the event.
6. Objects thrown onto a field of play can cause delays, distractions and injuries; spectators who throw objects will be removed from the site of the event.
7. Respect the judgment and strategy of the coach; do not criticize players or coaches for a loss of a game.
8. Censure those whose behavior is unbecoming.

STUDENT ACTIVITIES

The high school invites active student participation in its co-curricular program. We seek to provide the kind of environment that fosters existing activities and makes the initiation and development of new clubs and activities unrestricted.

The Student Activities Center is to be used by clubs, etc. for meetings with supervision by club advisors with written and documented permission. Students must present a written pass to the staff member on duty at all other times to enter the space. Lunch access is permitted for students.

Chartering a Club

If you would like to form a new club, you must arrange for a charter. Forms are available from the SGA advisor. The principal or his designee will charter all clubs upon completion of the following requirements:

a. Pre-search: Review the list of existing clubs and clarify how yours avoids repeating or significantly overlapping with other clubs missions/values.
b. Meet: Meet with the advisor(s) of those clubs that might be doing similar work and/or have shared mission/visions.
c. Consider: Remember it is fine-and encouraged!-to start a new initiative within an existing club. You will already have support!
d. Meet: Meet with Student Activities Coordinator to review your pre-search and advisor meetings.
e. Clarify interest: Clarify interest by collecting 25 signatures of students who would likely attend your meetings and be a part of your club. If you would like to have an interest meeting, let the Student Activities Coordinator know.
f. Submit proposal: Complete proposal for a new club.
g. Committee review: The Student Activities Committee, composed of teachers and administrators, will review proposals once a month.

Note: Student Council and SGA are groups of student leaders who will help you execute initiative and events. You do not have to start a new club to bring new ideas and events to our school!

Building Use

Regular school clubs and organizations are allowed the use of the rooms in Scotch Plains-Fanwood High School after school, but no loitering is permitted. The faculty sponsor must be present. To use the building after school hours for special purposes, play or assembly rehearsals or sports activities, arrangements must be made with an assistant principal. As a rule, students should not plan for evening, weekend or holiday meetings. Occasionally, however, it is necessary, as in the case of play rehearsals. At such times, a faculty member MUST always be present as a sponsor.

Student Activities are a Privilege

Students will be prohibited from attending school-sponsored activities (e.g., proms, socials, other events) should their discipline record warrant this action. A continued disregard for school rules will prevent a student from participating in school activities. Actions will be taken at the discretion of the principal.

STUDENT COMPLAINT PROCEDURE

The Scotch Plains-Fanwood Board of Education recognizes its duty to provide a proper forum for the education of all students within the district. It is vitally important that an atmosphere prevail where mutual respect and due regard for the rights and privileges of others is maintained at all times with all those concerned with this objective.

The Scotch Plains-Fanwood Board of Education further recognizes that there are times when an individual student and/or parent has a complaint outside the ordinary existing channels of discussions and conferences. The Scotch Plains-Fanwood Board of Education has, therefore, directed those procedures and the steps to be taken be established to handle these unique situations.

Student and/or Parent Complaint Procedure (Formal)

The formal procedure for individual student and/or parent complaints should not be construed to usurp already existing channels of discussion and conference but only to provide an avenue for those unique situations that defy normal solutions.

Step l Student and/or parent will first talk with teacher or school counselor to resolve any and all complaints. Student and/or parent will make appointment with teacher directly, through the counseling office.

Step 2 If Step l does not resolve the problem, the student and/or parent may then request to meet with the department supervisor (if academic in nature), or assistant principal if related to other concerns.

Step 3 Should this matter not be resolved in Step 2, the principal, deeming it to be a formal complaint, will ask the parent to put the complaint in writing. Upon receipt of a written complaint, the building principal reserves the right to confer with all parties. He will then respond in writing to the parent and forward the parent's letter, as well as a copy of his own statement, to the Superintendent of Schools within ten school days.

Step 4 The complaint will now proceed through the channels of the Superintendent or her delegate who will then meet with concerned parties and, upon rendering a decision, will send copies of the action taken to all concerned.

Step 5 Should the aggrieved be dissatisfied with the Superintendent's decision, they may appeal in writing within ten (10) days to the Board of Education. The Superintendent shall forward her written decision and all related correspondence to the Board of Education for its

consideration. The Board of Education, within thirty (30) days, shall at its discretion, meet with the concerned parties either jointly or separately and make its decision in writing.

STUDENT OBLIGATIONS

Students who have incurred obligations to the school and have not satisfied them by the end of each marking period will not receive their report cards. Parents will be notified at the end of the school year if the students still have outstanding obligations.

STUDENT PARKING

The number of parking spaces on school property is limited. By an agreement reached between the School District and the Township of Scotch Plains and Fanwood, certain areas have been designated for student parking and others for faculty parking. **Students parking in non-designated areas will lose their privilege of parking on school property and will be assigned to a Saturday detention. Only seniors are permitted to park on school grounds**. If a senior wishes to park his/her car on school property during the school day, the senior must apply by completing a Motor Vehicle Registration form from the Attendance Office and displaying a parking permit. It could be that more students will apply for parking privileges than there are student parking spaces. Students will be assigned to a specific parking location (numbered space in student lot, Cedar Street or Green Forest Park) and must park in their assigned spot. There is also limited on street permit parking available. Parking regulations will be strictly enforced and violators will be denied the privilege of parking on school property in addition to being ticketed and fined. Any student who accumulates five (5) tardies to school may have their parking privileges suspended for a ten (10) day period. **Students who reach ten (10) tardies may have their parking permit revoked for the remainder of the school year. Failure to surrender the parking permit will result in suspension from school. Students who exceed fifteen (15) absences from school may have their parking permit taken away for the remainder of the school year and failure to surrender the parking permit will result in suspension.** Truancy is grounds for revoking a Parking Permit.
Students in 11th grade who violate parking regulations (e.g., parking in student lot) will forfeit their privilege to procure a permit as a senior.

STUDY HALLS AND EXPECTATIONS

1. Students must report to their study hall on time.
2. All study halls are quiet study halls; do not disturb other students.
3. Students are permitted to use Ipads as long as they do so with ear phones and content meets our district's Acceptable Use Policy.
4. Only students enrolled in a study hall may be in study hall spaces.

THEFT AND THEFT REPORTING

Never leave purses, books, or valuables unattended. Students should not share locker combinations. Students should bring only the amount of money needed for that particular day. The school cannot be responsible for the replacement of personal property.

1. The best deterrent to theft of personal property is prevention.
2. Theft of school property, on loan to a student, does not relieve or reduce their responsibility for the stolen property.
3. *The Scotch Plains-Fanwood Board of Education and Scotch Plains-Fanwood High School are not liable for loss of personal property by theft. The district and high school are also not responsible for the loss of district property loaned to students (e.g., books, calculator, musical instruments, etc.). In a case in which a student loses district property including loss by theft, the student is responsible for replacing the item(s) or reimbursing the district for the cost of replacement.*

4. Be alert. Inform the office of any suspicious behavior regarding the possible theft of personal or school property.
5. Should a theft occur, students are to file a report with your Assistant Principal.

UNIT LUNCH

Lunch is served to all students during a specific time. Students' behavior in the designated areas should be based on courtesy and cleanliness. This means leaving the area in the condition students would like to find it. The following guidelines apply to unit lunch:

1. Throwing of any food, drink, papers, etc. will not be tolerated and will result in conduct.
2. Each student must discard their trash in the proper receptacles
3. Any student who does not observe these and other general regulations of the school will receive appropriate disciplinary action including removal from the designated area and placement in a supervised lunch area.
4. Students are not permitted to order food or drinks to the school from outside restaurants. This will be considered a Category 1 Offense and failure to comply will result in a Saturday Detention. The items will be held in the Attendance Office for pickup at the end of the school day.
5. Unauthorized students may not leave the building at any time. Unauthorized departure during lunch will result in disciplinary action beginning with a suspension.
6. Students in 9th, 10th and 11th grades are not permitted to leave the building during lunch.
7. Students using the courtyard, gyms and/or classrooms must leave those spaces as clean as when they entered.

VANDALISM

Willful destruction of school property will not be tolerated. Students who destroy or deface school property will be liable for suspension, to be followed by a parent conference, as well as full restitution being made of any damages done.

VIDEO SURVEILLANCE

Both the interior and exterior of the high school are equipped with video cameras. These cameras will help to maintain a safe environment. Footage can be used as evidence when dealing with student infractions.

VIDEOTAPING

From time-to-time videotaping occurs in classrooms and during school activities. The school will assume student and guardian consent unless notified otherwise. An objection to a student being videotaped must be in writing and addressed to the principal.

VISITORS

Student visitors are welcome if they meet the following conditions:

- The student is visiting Scotch Plains-Fanwood High for the purpose of investigation. They are either planning to enroll or conducting a study through their home school.
- Written permission must be submitted to the principal’s office from the parent/guardian at least one week in advance of the visit.
- The visitor will be paired with a Scotch Plains-Fanwood student for the entire day. The host student must also receive parent permission.
- The visitor and host will check into the principal’s office the morning of the visitation.
- A letter from the visitor’s principal may be required prior to the day of the visit.

WORKING PAPERS

In order to go to work, whether during school or vacation, all persons under the age of 18 are required by the Child Labor Law of the State of New Jersey to obtain an employment certificate, usually referred to as "working papers". Working papers are no longer provided by the school but they can be obtained by going to MyWorkingPapers.nj.gov.

CURRICULUM

CLASSROOM RESPONSIBILITIES

A student is expected to:

1. Report to all regularly assigned classes daily and on time.
2. Come prepared with text and materials for writing.
3. Take the responsibility of getting/completing assignments even when absent.
4. Seek out extra help from teachers and students.

COUNSELING RESPONSIBILITIES

Each student is expected to:

1. Make appointments when needed with his/her counselor. Appointments may be made during unassigned times or before and after school.
2. Follow through in **keeping** appointments with the counselor whether or not they have requested the appointment.
3. Return all necessary forms related to the guidance process (e.g., college applications forms, appointments forms, etc.).
4. Give ample lead time when requests are made in order to allow the office the opportunity to comply.

COUNSELOR ASSIGNMENTS

COUNSELOR	Class of 2030 Grade 9	Class of 2029 Grade 10	Class of 2028 Grade 11	Class of 2027 Grade 12
Mr. McManus x31601 jmcmanus@spfk12.org	A-CATALAN	A-CERCHIO	A-CHADA	A-CHOLAR
Mrs. Phelps x31609 cphelps@spfk12.org	CAWLEY-FUTTERMAN	CESARIO-DUNLAP	CHARNOCK-FLOWERS	CHRISTO-GERMINDER
Mrs. Moser x31605 amoser@spfk12.org	GABA-JIMENEZ	DWYER-HAR	FORESTINE-KEARNS	GIAIMO-KHAN
Mrs. Palozzola x31607 dpalozzola@spfk12.org	JOSEPH-MANOS	HASEGAWA-LE	KELLY-MATHISON	KHURANA-MIDRANO
Mrs. Kilmer x31608 ckilmer@spfk12.org	MARCOVECCHIO-PICARD	LEAK-LOCKHART - MONROY	MAVER-PEREZ	MIELE-QIU
Mx. Harkness x31603 charkness@spfk12.org	PICCININNI-SILVERSTEIN	MONTALVO-SCHIUMO	PETERSON-SBORDI	QURAISHI-SOBOLEWSKI
Mrs. Wojcik x31602 swojcik@spfk12.org	SIRMANS-Z	SCORDATO-Z	SCHINESTUHL-Z	SOIFER-Z

COURSE SELECTIONS

Students should give thoughtful consideration to their course selections with the assistance of their parents and counselor. There will be the opportunity to fully evaluate the appropriateness of selections with the option of making changes as indicated in the **Schedule Change Policy. Schedule changes for teacher preference are not honored.**

FAILURES IN FOURTH MARKING PERIOD

This policy applies to the student who has passed some or all of the first three marking periods and/or exams, but who ceases to make any sincere effort during the fourth marking period to fulfill the requirements of the course.

A student may fail a course for the year if he/she does not pass the last marking period. If a student is in danger of failing a course as a result of failing the last marking period, the teacher should:

a. Notify and confer with the student prior to the fifth week of the marking period.
b. Notify the counselor in writing no later than the fifth week of the marking period.
c. Contact the parent by telephone (if possible) no later than the fifth week of the marking period. A written notice must be sent to the parent as well.
d. Copies of these communications will be sent to the principal.
e. The teacher must be available for a conference with the parent(s) upon request.

FINAL EXAM

Final exams or assessments are required in all classes, including semester courses.

1. No student absent from an exam may receive a passing grade. No student may receive an incomplete for a final grade unless approval is granted by the counseling supervisor.
2. All students must take their exams at the scheduled time on the scheduled day. The following circumstances are the only reasons for missing an exam:
   - Illness substantiated by a doctor's note
   - Death in the family
   - College orientation

Students then will be permitted to make up that exam at a later date.

GRADUATION REQUIREMENTS

Credit Requirements 120 Credits

English	20 credits
Physical Education/Health: one credit year of PE/Health & Safety Education for each year of enrollment	20 credits
Social Studies: United States History I and II, Global Perspectives	15 credits
Mathematics: Algebra I and Geometry or the content equivalent	15 credits
Science: Biology I, Chemistry I and either Physics I or Environmental Science are required	15 credits
Visual and Performing Arts: 5 credits are required in Visual and Performing Arts	5 credits
Practical Arts: 5 credits are required in Practical Arts	5 credits
World Language (of the same language)	10 credits
Financial Literacy: 2.5 credits from either Consumer Finance, Economics & Financial Literacy or Advanced Placement Economics	2.5 credits
Electives: courses of the student's choice to meet overall credit requirements	12.5 credits

Students will take the New Jersey Graduation Proficiency Assessment (NJGPA) in grade 11 as another component of meeting graduation requirements.

A student who has not met the requirements of graduation may not participate in graduation exercises even though graduation may be possible at a future date. The student may be permitted to participate in end of the year class activities, particularly if the awarding of a diploma is possible prior to the beginning of the next school year.

HOMEWORK

Homework falls into two categories: written reinforcement and study. In order for the learning process to take place, the material that a teacher presents in class must be reviewed, studied and "practiced" (written work) at home. It is essential that a student be well prepared for class in both areas. Without preparation, the student cannot be an active participant in classroom discussion; will often find it difficult to absorb the subject matter being taught; and may eventually become alienated from the class group. In essence, the student's educational and social development becomes hindered. However, outside reinforcement (study and written assignments) ensures steady, consistent progress in his/her schoolwork.

Suggested Study Habits

1. Set aside a "quiet time" for homework that is convenient for the family. It can be anytime, but should not be very late in the evening.
2. Homework should be done every night, either written or studied. It is expected that students are rereading stories or chapters, redoing or going over notes, reworking math problems and jotting down questions for areas which are not clear to them. Notebooks and textbooks should go home every night.
3. Weekends may be free of any individual assignments, but guardians should know the due dates and status of long-range assignments, books reports, term papers and projects.
4. There should be no "off" nights during the week for homework. The four years of high school are critical learning years. Do not accept the statement, "I have no homework."
5. Study should be constant and consistent, a little at a time. Studying a short amount of time each day keeps the student alert to the material in class and prepared for tests. It is much easier to retain the material in this manner than trying to study everything the night before a test.

HONOR ROLL

1. The Honor Roll at the High School will be in two categories: High Honor Roll and Honor Roll. The Honor list will be issued at the close of each marking period. The criteria will be as follows:
   High Honor Roll: Straight "A's" if the student is taking four or five subjects, or at least five "A's" and a maximum of one "B".
   Honor Roll: No mark less than a "B" and at least three "A's".
   A "P" in a Pass/Fail course will not be considered for Honors Roll. A student who receives an "Incomplete" will not be eligible for placement on the Honor Roll **except** for the following condition: A student must present a note from the teacher issuing the "Incomplete" to the Assistant Principal in charge of compiling the Honor Roll within five school days after the mailing of report cards. The note must specify the new grade.
2. At the close of each marking period, the high school will attempt to have the Honors List published in the local newspaper and posted.

REPORT CARDS

Marking System

The marking system utilizes the following letter grades: A - outstanding achievement; B - superior achievement, better than average; C - average achievement; D - below average achievement but passing; E - failure. To help qualify letter grades, plus (+) or minus (-) marks are to be used. The mark "I," meaning "Incomplete," should be given only when a pupil has been absent or has been allowed an extension of time by the teachers. This "I" must become a letter grade by the end of the following marking period. No students should receive two incomplete marks in succession if they are in school. **Incomplete grades will be automatically converted to "E" if not changed by the teacher by the close of the following marking period.**

Marking Period End Dates

1st Marking Period: November 13, 2026
2nd Marking Period: January 29, 2027
3rd Marking Period: April 13, 2027
4th Marking Period: June 23, 2027

Scholastic Progress/Grading System

A+		D+	
A	Outstanding Achievement	D	Passing, but below average
A-		D-	
B+		E	Failing
B	Better than average	I	Incomplete
B-		G	Dropped
C+		GL	Level Change
C	Average Achievement	H	Medical Excuse
C-			
*WP	Withdrawn Passing	*WF	Withdrawn Failing

*Given when a student loses credit for excessive absences or class cuts

Failures

The high school's philosophy states that the discovery and realization of each individual's talents, interests and abilities are the prime functions of an educational institution. All efforts should be directed to encourage and enhance learning and the total growth of the individual. When the student does not learn or achieve to their capacity, teachers and counselors are obligated to provide strategies to bring the student's performance more in line with his capabilities. Such strategies include: follow-up counseling with family, providing of additional instructional time after the school day, conferences with the counselor and arrangement of special tutoring. Difficult learning problems should be referred early to the guidance staff for special assistance.

Progress Reports

Teachers are prepared to discuss student progress with students and/or parents any time throughout the marking period. Communicating progress to the student includes the timely return of any graded materials. It is expected that teachers will communicate marking period grades upon request to students prior to the distribution of report cards each marking period. Through this kind of communication, it is hoped that student progress can be more carefully monitored and therefore improved. These progress reports communicate to the home vital information about the student's performance. It is most important

that any change, particularly downward, be noted. Following notification, conferences may be held with the student, his parents and his counselor in an effort to motivate the pupil toward his potential level. Specifically, it is recommended that:

l. Teachers send progress notices whenever a student is in danger of dropping two letter grades or failing.
2. Teachers send commendation notices for students showing outstanding achievement or whenever a student improves by two letter grades.

SCHEDULE CHANGE POLICY

Dropping Courses

The dropping of a course is a serious matter and is generally discouraged. The request to drop a course must be in writing by the parent or guardian. Additionally, the counselor may determine that special circumstances necessitate allowing a student to drop a full year course from their schedule. Once a drop is approved, the student will be placed in a study hall for the remainder of the semester. Semester courses can not be changed.

Level Changes

Once the school year begins, voluntary level changes are permitted from the tenth day of the school year until one week after the posting of grades at the close of the first marking period progress report, typically in mid-October. A student may request to change an academic level of a course provided the student has parental approval.

The following conditions must also be met:

a. The course has space for an additional student.
b. The student has met all prerequisite requirements as noted in the course descriptions found in this program of studies.
c. A conference has been held between the student, parent, teacher, and/or departmental supervisor.

Changing Scheduling Requests

There will be no changes to student requests for the 2026-27 school year. Scheduling for the 27-28 will begin in January, 2027. Deadlines will be communicated on schedule change forms.

a. **No semester course may be changed.**
b. The counselor may determine that special circumstances necessitate allowing a student to drop a full year course from his/her schedule. A drop may be made after the 10th day of class. When a drop is approved, an alternate course will be scheduled. If this is not possible due to scheduling restrictions, a Supervised Study class will be assigned.
c. Any course/level change or drop initiated after the 10th day of school will be included on the transcript.

NOTE: Changes in schedule may not always be possible due to scheduling restrictions. Preference for elective choices cannot be guaranteed. Alternative elective choices will be utilized as necessary.

Important Dates 2026-2027

Freshman Orientation	August 26
Freshman Parent Orientation	August 26
Marching Band Parent Preview Show	August 27
SAT testing	September 12
Marching Band Home Show	September 19
Underclassmen Pictures	September 24
Homecoming Dance	September 24
Virtual College Night	TBD
Homecoming	September 25
Back to School Night	October 1
National Honor Society Induction	November 11
Eighth-Grade Parents Night	November 12
Fall Play	November 20-21
Winter Choral Concert	December 16
College Planning night	TBD
High School Pops	January 20
Cabaret Night	February 17
Spring Musical	March 11-14
SAT testing	March 6
District Instrumental & Jazz Festival	March 30
District Choral Festival	April 20
District Art Show	April 29
SAT Testing	May 1
Spring Choral Concert	May 12
Instrumental Spring Concert	May 19
Senior Scholarship Night	May 27
Junior Prom	May 21
Senior Music Awards	June 2
SAT Testing	June 5
Senior Picnic	June 11
Senior Prom	June 11
Graduation	June 24

Athletic Offerings 2025-2026

Baseball	Basketball – Boys & Girls	Bowling
Cheerleading	Cross Country – Boys & Girls	Field Hockey
Football	Flag Football – Girls	Golf – Boys & Girls
Gymnastics	Ice Hockey	Lacrosse – Boys & Girls
Soccer – Boys & Girls	Softball	Tennis – Boys & Girls
Track – Winter – Boys & Girls	Track – Spring – Boys & Girls	Swimming – Boys & Girls
Volleyball – Boys & Girls	Wrestling – Boys & Girls	

Clubs and Activities 2026-2027

Animal Care Club	Math League
AV/Film Club	Mental Health Awareness Club
Barcelona Exchange Program	MODEL U.N. Gov't/Politics
Beamline for Schools	Moonglowers - Instrumental
Bible Club	Multicultural Club
Bilingual Connections Club	Muse - Literary Magazine
Black Student Union (BSU)	Muslim Arab Student Association
Chines Club	National Honor Society
Chines Honor Society	Not in Our School
Chess Club	Nutrition Club
Choral Group - Las Contadoras	Percussion Ensemble - Rythmsense
Choral Group - Mens Choir	Peer Leaders
Choral Group - Select Choir	Raider Peer Tutoring
Club Inclusion	Raiders E-Sports
Color Guard	Raiders TV
Crochet Club	Repertory Theater and Fall Play
DECA - An Association of Marketing Students	Robotics Club
Environmental Club	SAGA (Sexuality and Gender Acceptance)
Fall Marching Band-Color Guard	Science Leagues for Biology, Chemistry and Physics
Fanscotian (School Newspaper)	SCN (Students Concerned for the Needy)
Fashion Club	Scotch Plains Civics and Debate Club
Financial Literacy Through Investing	Senior Class Student Council
Fortis Chorum	Senior Support Club
French Exchange	Student Movement Against Cancer (SMAC)
French Honor Society	Spanish Club-SALSA
Frisbee Club	Spanish Honor Society
Girl Up Club	Sports Debate Club
Habitat for Humanity	Stage Crew - Theater
Health Science Club	Student Athletic Trainers
History Club	Student Council-9th, 10th and 11th grade
Interact Club (SPF Rotary)	Student Government Association
Intramurals - Sports	Students for Social Justice
Italian Club	Union Latina
Italian Exchange	Virtuoso Voices
Italian Honor Society	Winter Guard
Jazz Band	Women’s Health Club
Jewish Student Union	Yearbook - The Culmen
Literature Club	
Mandarin Honor Society	
Marching Band	

SCOTCH PLAINS-FANWOOD HIGH SCHOOL
BLOCK SCHEDULING -- BELL SCHEDULES
2026- 2027

FULL DAY					
TIME		BLOCK	A-DAY	B-DAY	LENGTH (MIN)
Start	End				
8:08	9:25	1	1A	1B	77
9:30	10:49	2	2A	2B	79
10:54	11:40	LUNCH	LUNCH	LUNCH	46
11:45	1:02	3	3A	3B	77
1:07	2:24	4	4A	4B	77

Shared-Time Students
AM Vo-tech Students: Arrive @ 10:15 AM (Attend Lunch & Blocks 3 & 4).
PM Vo-tech Students: Depart SPFHS @ Noon (Attend Blocks 1 & 2 and Lunch)

SINGLE SESSION (Early Dismissal)					
TIME		BLOCK	A-DAY	B-DAY	LENGTH (MIN)
Start	End				
8:08	9:04	1	1A	1B	56
9:09	10:06	2	2A	2B	57
10:11	11:07	3	3A	3B	56
11:12	12:08	4	4A	4B	56

Shared-Time Students
AM Vo-tech Students arrive @ 10:15 AM (Attend Blocks 3 & 4).
PM Vo-tech Students attend Blocks 1 & 2.

DELAYED OPENING					
TIME		BLOCK	A-DAY	B-DAY	LENGTH (MIN)
Start	End				
9:38	10:35	1	1A	1B	57
10:40	11:34	2	2A	2B	54
11:39	12:25	LUNCH	LUNCH	LUNCH	46
12:30	1:24	3	3A	3B	54
1:29	2:24	4	4A	4B	55

Shared-Time Students
AM Vo-tech: Not in session. Students report to SPFHS for Blocks 3 & 4.
PM Vo-tech Students: Depart SPFHS @ Noon (Attend Blocks 1 &2 and Lunch).