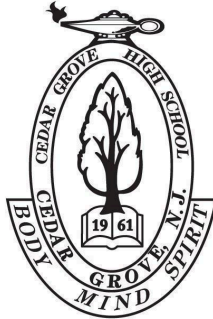


CEDAR GROVE HIGH SCHOOL
90 RUGBY ROAD
CEDAR GROVE, NEW JERSEY 07009
TELEPHONE: 973-239-6400
FAX: 973-857-9833
WWW.CGSHOOLS.ORG



Welcome to the 2024-2025 school year at Cedar Grove High School. This handbook has been produced, at the suggestion of the School Advisory Committee for your convenience and information. Please read the information at the beginning of the handbook, for there are a number of policies under which Cedar Grove High School operates and a well developed understanding of these policies will help to maintain a positive atmosphere for learning. You are encouraged to use the resources and planning pages contained in the handbook to manage your time effectively.

CEDAR GROVE HIGH SCHOOL MISSION STATEMENT

Through its dedication to high standards,
collaboration, and community involvement,
Cedar Grove High School, an academic community
committed to excellence, empowers all students
to become life-long learners and productive citizens in a
global society by providing comprehensive
educational opportunities.

TABLE OF CONTENTS

District Calendar	3
School Contact Information	4
Academic Calendar	5
Honor Societies	6-7
Clubs and Activities	8-13
Eligibility for Clubs and Activities	7-8
Eligibility for Sports	13
Visitor Policy	14
Plagiarism & Cheating	15
High School Code of Responsibility	15-16
Discipline Procedures	16-19
Cell Phones and Electronic Devices	20
Electronic Communications and Recording Devices	20-21
Student Access to Information Services	21
Weapons and Dangerous Instruments	21-22
Substance Abuse Policy	22-24
State Smoking Policy	24
Student Smoking	24-26
Harassment, Intimidation & Bullying	26-27
Hazing	27
Damage to Equipment and Buildings	27
Lost/Misplaced Textbooks	27
Fire Drills/Security Drills	28
Locker/Personal Search	28
Student Dress	29-30
Parking Regulations	30-31
Cafeteria / Study Halls	31
Hall Passes	31-32
Attendance Policy	32-41
Cutting	41
Assemblies	42
Leaving School Grounds	42
Report Card Procedure	42
Grading Scale	42-43
Examinations	44
Senior Final Exam Exemption Policy	44
Homework Policy	44-45
Extra Help	45
Office of School Counseling	45-46
Graduation Requirements	46-47
Student Assistance Counselor	48
Health Services	48
FERPA	48

CEDAR GROVE PUBLIC SCHOOLS 2024-2025 SCHOOL CALENDAR

4/30/2024

2024

September

2 Mon.	Labor Day – Schools/Offices Closed
3 Tues.	Staff In-Service
4 Wed.	FIRST DAY FOR STUDENTS
12 Thur.	Grades 9-12 Early Dismissal – HS Open House
29 Thur.	Grades 5-8 Early Dismissal – MMS Open House
26 Thur.	PreK-4 Early Dismissal – NE & SE Open House

October

3 Thur.	Rosh Hashanah - School/Offices Closed
14 Mon.	Columbus Day – PreK-12 Early Dism. Staff In-Service (PM)
31 Thur.	PreK-4 Early Dismissal- NE & SE for Halloween

November

7,8 (Thur./Fri.)	NJEA Convention – Schools/Offices Closed
21 Thur. Evening	PreK-8 Early Dismissal – Parent/Teacher Conferences
25,26 (Mon./Tues.)Day	PreK- 8 Early Dismissal – Parent/Teacher Conferences
27 Wed.	PreK-12 Early Dismissal – Offices Close at 1:00PM
28,29 (Thur./Fri.)	Thanksgiving Recess – Schools/Offices Closed

December

20 Fri.	PreK-12 Early Dismissal – Offices Close at 1:00PM
23,24,25,26,27,30,31 (Mon./Tues./Wed./Thurs./Fri./Mon./Tues.)	Holiday Recess – Schools Closed

2025

January

1 Wed.	New Years Day – Schools/Offices Closed
20 Mon.	Dr. Martin Luther King, Jr. – Schools/Offices Closed

February

17,18 (Mon./Tues.)	Presidents' Day Recess – Schools/Offices Closed
25 Tues.	PreK-12 Early Dism. Staff In-Service (PM)

March

20 Thur.	PreK-12 Early Dism. Staff In-Service (PM)
----------	---

April

18 Fri.	Good Friday - Schoos/Offices Closed
21,22,23,24,25, (Mon./Tues./Wed./Thur./Fri.)	Spring Recess – Schools Closed

May

23 Fri.	Memorial Day Recess – Schools Closed
26 Mon.	Memorial Day Recess – Schools/Offices Closed

June

6 Fri.	Kindergarten Early Dismissal – Orientation
12, 13, 16 (Thur./Fri/Mon)	Grades 9-12 Early Dismissal – CGHS Final Exams
17 Tues.	PreK-12 Early Dismissal – CGHS Final Exams
18 Wed.	PreK-12 Early Dismissal – HS Final Exam Make-ups, NE, SE, MMS Promotions
19 Thurs.	PreK-12 Early Dismissal – Last School of Day – CGHS Graduation

In the event schools are closed for reasons of inclement weather or any other cause beyond the four (3) days allotted in the calendar, the forth day taken will be May 23rd. Additional days will be taken from Spring Recess beginning with Friday, April 21st and forward from there. This calendar is subject to change at the discretion of the Board of Education.

Early Dismissal Schedule:

NE/SE PreK-4 (12:30PM);

MMS 5-8 (12:20PM);

HS 9-12 (12:30PM)

2-HR Delayed Opening Schedule:

NE/SE PreK-4 (10:15AM);

MMS 5-8 (10:00AM);

HS 9-12 (10:05AM)

TELEPHONES

Main Office973-239-6400
Office of School Counseling.....973-239-6400 ext. 1006

AFFIRMATIVE ACTION

It is the policy of the Cedar Grove Public School District not to discriminate on the basis of disability, race, color, creed, religion, sex, ancestry, national origin, sexual orientation, or social or economic status in its educational programs or activities and employment policies as required by Title IX of the Education Amendments of 1972 and N.J.A.C. 6:4-1.1 et Seq.

Inquiries regarding compliance may be directed to the board office or the high school principal.

PUPIL RECORDS

The New Jersey public school district of last attendance shall keep in perpetuity a permanent record of a pupil's name, date of birth, sex, address, telephone number, grades, attendance records, classes attended, grade level completed, year completed, name of parent(s) or guardian(s), and citizenship status. (NJAC 6:1-1.1 et seq.)

Cedar Grove Public Schools
High School Academic Calendar
2024- 2025 School Year

High School (Grades 9-12)

Middle School (Grades 5-8)

(4) Marking Periods

High School &

Middle School

Report Cards

1st- Sept. 4, 2024 to Nov. 6, 2024

2nd- Nov. 11, 2024 to Jan. 24, 2025

3rd- Jan. 27, 2025 to March 31, 2025

4th- April 1, 2025 to June 11, 2025

Nov. 13, 2024

Jan. 30, 2025

April 3, 2025

June 19, 2025

June 12th- 17th CGHS Final Exams

June 18th- CGHS Final Exam Make-ups

June 19th- Last Day of School

Business Honor Society

The National Business Honor Society promotes and recognizes the dynamic academic achievement in business education at the secondary level. To be eligible as a member, students must be a Junior or Senior and have completed or are currently enrolled in their fifth semester business course. Additionally, those students are required to have a minimum GPA of 3.5 in their business courses and 3.8 overall.

Italian National Honor Society

Società Onoraria Italica – Leonardo da Vinci

The Italian National Honor Society is for students dedicated to academic excellence and achievements in Italian language and culture. Members are students who excel overall and in their study of Italian Language as well as the culture and history of this great civilization. They are honorable young men and women of strong character and leadership ability as well as altruistic in their service to others. Members participate in at least one community service project. Tutoring services are made available to students. Monthly meetings are held and members are encouraged to bring new ideas that promote Italian Studies and to increase their own abilities in speaking Italian. *Requirements: Overall GPA 3.8; after five semesters and a minimum of an A-in Italian. Study of the Italian language for three consecutive years (two of the three in honors level classes)*

Mu Alpha Theta (Mathematics National Honor Society)

Mu Alpha Theta is for students who maintain a minimum overall GPA of 3.85 after 5 semesters, are currently in an honors math class, plan to take honors or AP math as a senior and have achieved an average of a 90 or higher in all math classes, at least two of which are honors. Nominations are made by the advisor. Members are generally students who are interested in math and its purpose in our society. MAT is designed to spread the appreciation for mathematics and to educate fellow students in its importance and implications. Members must be active to receive their honor cords at graduation. Activities include but are not limited to tutoring, collaborating with the middle school and participating in math competitions.

National Honor Society

School counselors submit the names of juniors who have attained a GPA of 3.8 after five semesters or seniors who have attained a GPA of 3.8 after six semesters. A committee of staff members evaluates nominees in the areas of scholarship, leadership, service and character. An exemplary demonstration of each of the four pillars is required to receive an invitation to this organization. An induction ceremony is held in the spring for junior inductees and in the fall for senior inductees. Participation in the peer tutoring program is required. Other programs vary based on the group's talents and interests throughout the year.

Science National Honor Society

The CGHS Chapter of the Science National Honor Society strives to adhere to and enhance the nationally defined objectives of the SNHS. With membership determined by academic qualification, this organization exists to encourage and recognize scientific and intellectual thought, advance students' knowledge of classical and modern science, communicate with the scientific community, aid the civic community with its comprehension of science and encourage participation in community service and a dedication to the pursuit of scientific knowledge that benefits all of mankind. Requirements: Overall GPA of 3.8, minimum unweighted GPA of 3.5 across all science classes. Members must take at least 2 honors or AP level courses during grades 9-11, must take an honors or AP level course senior year to maintain membership. A member must maintain behavior that is acceptable to the guidelines as outlined by the school's code of conduct. Members must complete four hours of service per school year to keep their membership.

Social Studies Honor Society

Rho Kappa is for students who are current juniors or seniors at Cedar Grove High School that have maintained a minimum overall GPA of a 3.85 after five semesters, are currently in an honors/AP history class, and have achieved at least a 90 in every core history course (85 and higher is acceptable for only AP students), where at least two of which have been honors and/or Advanced Placement. Applicants should show participation in activities that demonstrate civic engagement within the school or community. Membership in Rho Kappa is an honor bestowed upon outstanding students who have an interest in, understanding of, and appreciation for social studies.

Spanish Honor Society

Sociedad Honoraria Hispànica – SHH

The purpose of the SHH is to nationally recognize high school achievement in Spanish and to promote continuity of interest in Hispanic Studies. The Guidance counselors submit the names of juniors who have attained an overall GPA of 3.8 after five semesters and have maintained a minimum of a 90% in Spanish in all five semesters. The nominees are evaluated by the advisor. An induction ceremony is held in the spring. Our students participate in at least one community service project and offer tutoring services.

Tri-M Music Honor Society

The purpose of this organization is to inspire music participation, create enthusiasm for scholarship, stimulate a desire to render service, and promote leadership in the music students of secondary schools. Students must be enrolled in a school-sponsored music ensemble and/or class for at least two semesters. Students must achieve at least a 3.0 average in music courses as well as in other academic subjects. Students must demonstrate leadership, service, and character in all activities, especially in music-related activities.

CLUBS AND STUDENT ACTIVITIES

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES AND CLUBS

- To be eligible for any extra-curricular activities or clubs, a student must have an acceptable academic record under the guidelines of the Cedar Grove High School and the Board of Education. All students should be familiar with these eligibility rules and regulations.
- To be eligible for extra-curricular activities or clubs during the first semester (September 1 to January 31) of the 10th grade or higher, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year. To be eligible for extra-curricular activities or clubs during the second semester (Feb. 1 to June 30), a pupil must have passed the equivalent of 12 1/2 % of the credits (15) required by New Jersey for graduation (120) at the close of the preceding semester (Jan. 31).
- A student who becomes ineligible during a Marking Period will not be allowed to remain active in the activity or club.
- All transfer students should contact the Athletic Director to determine their eligibility status.

Our club program is designed to make available as many different types of clubs and activities as possible to meet the interests of the student body. The plans, activities, and functions of each club are decided upon and carried out by the members and their elected officers, with the help

of an advisor. The success of each activity depends upon the loyalty and work of the members and the capabilities of the officers.

Philosophy and Goals...

The student activity program at Cedar Grove seeks to:

- include as many students as possible
- develop well-rounded students
- provide co-curricular experiences for students at all levels
- develop a sense of belonging within the student body
- build character and self-esteem
- expose students to new interests and ideas
- develop social skills
- link the school to the community
- foster an understanding of and respect for others
- tap the talents of all students
- develop leadership skills
- provide constructive recreation
- develop a sense of pride, school spirit, and commitment
- expand students' skills in the specific activity

Responsibilities of Student Leaders...

Students are elected or are chosen by the advisor to be in key leadership positions partially to serve as role models for the entire student body. They are expected to conduct themselves in such a way as to be in good standing both academically and in terms of school policies.

3D Printing Club

Students in the 3D Printing Club will learn how to use open-source computer-aided design software in conjunction with our 3D printers to create original objects. Students in the club will participate in community outreach events and fundraisers designed to encourage the use of this emerging technology. Students of all skill levels are encouraged to come to our monthly meetings to share ideas, collaborate on designs, and apply their skills to make their imaginations a reality.

All School Council

The student government organization at Cedar Grove High School seeks to achieve the following objectives:

- Act as the voice of the student body in areas concerning school governance.
- Provide programming for activities that encourages students to demonstrate positive school spirit.
- Engage in projects that will help to improve the overall appearance of the school.
- Provide opportunities for students to get involved in charitable and community service organizations.
- Raise funds to meet the council's objectives which may include, class funds, scholarships, and other projects.

The student body elects the officers in June. Additionally, students at each grade level have the opportunity to become part of steering committees designed to work collaboratively with the All School Council to plan activities and organize events.

Art Club

The CGHS Art Club is open to all students who enjoy creating works of art in a social atmosphere. The Art Club has participated in community and school art shows, regional

competitions, school mural painting, and community outreach projects. We welcome all who are interested!

Art Crew

The art crew designs, paints and creates sets for the annual fall drama and spring musical. Art crew students help make the stage come alive with extra details, color, and different perspectives for all of the school stage performances. The art crew meets after school during the rehearsal time period of the shows.

Asian Fusion Club

The Asian Fusion Club was generated by student interest in Asian heritage and culture. Students are interested in finding out about the different Asian heritages and cultures as well as sharing this information with non-Asian students. One of the founding goals of the club is to educate non-Asians in the different Asian heritages and cultures. Students of all heritages are welcome to join the Asian Fusion Club. While Americans have their own perception of Asian heritage and culture, members look to learn about the different Asian heritage and cultures. Topics of discussion include presentations on the different Asian holidays and lifestyles. Meetings are held Bi-monthly, and all interested members are welcome to participate in the discussions that are held during the meetings, as well as plan and participate in the field trips that are designed to enhance the Asian culture experience.

Bocce Club

Also known as the Bocce-Scopa Club. The Bocce Club is open to all students who would like to learn about and enjoy Italian culture through the playing of both Bocce Ball and Scopa. Bocce Ball dates back to Roman times and is one of the most popular sports in Italy. Bocce is played outside, teams are made up and friendly competition and enjoyment takes place once per month. Scopa is a popular Italian card game which is played indoors during the winter months when there is inclement weather and outdoor Bocce is not possible. Students are taught how to play both games for their recreational enjoyment as well as the promotion of a different aspect of Italian Culture.

CGHS Robotics Team

Students on the CGHS Robotics Team will design, build, and program custom robotics capable of competing in interscholastic robotics competitions. The CGHS Robotics Team has both fall and spring seasons. Meetings are held daily during lunch in the STEM lab and previous experience is not required.

Chess Club

Students in the Chess Club meet regularly to either enhance or learn the art of chess. The Chess Club provides an environment where our students can learn a new game and/or perfect their skills in this timeless game that stresses strategic planning. Current literature suggests a high correlation between chess playing and performance on standardized tests. Our committee recruits new members and organizes competitions.

Drama (Fall/Winter)

The Fall Drama provides students the opportunity to be involved in all phases of a theatrical production. In addition to the chance to perform, there are also positions on the stage crew, tech crew, art crew, publicity department, production crew, and hospitality. Cast and crew members work as a team to create an entertaining production. Plays range from year to year, and include classics, comedies, dramas, and one-acts. Auditions are held at the end of September and performances occur in mid-November.

DECA

DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe. The four components of the organization's Comprehensive Learning Program are that DECA integrates into classroom instruction, applies learning, connects to business, and promotes competition. DECA prepares the next generation to be academically prepared, community-oriented, professionally responsible, experienced leaders.

Esports Club

The Esports Club is a competitive video gaming club that will have students team up to compete against other high schools, teams, and leagues. Students will compete in various games throughout three seasonal championship schedules. Practices will take place during lunch, and competitions will be after school. If you love playing video games, you'll enjoy being part of this club.

Finance and Stock Market

During club meetings, members will build their own mock portfolio and monitor their progress in an online simulation, competing against other high school students. Members will be introduced to resources, speakers, and engage in other activities to gain knowledge of real-life investing in stocks and general finance.

GSA

The Gender Sexuality Alliance brings together gay youth and straight allies to fight homophobia on campus and in the community through the pursuit of knowledge, by educating the community about different sexual and gender identities, by linking homophobia with other oppressions, and by coming together as a single unit to form a wall against intolerance. The GSA brings students together to meet new people, hang out, and grasp different points of view. Through our activities, we aim to reduce any feelings of isolation and depression that students may experience, whatever their sexual orientation or gender identity may be. We welcome all students to participate in our events, and to come talk about any issues concerning bullying or harassment due to prejudice and discrimination. Members can also air personal issues in an atmosphere of confidentiality. We are here to support one another, share resources, learn together, and have fun! Come join us!"

History Club

The History Club at CGHS allows for club members to explore history more deeply outside of the classroom, while also drawing the school and community's attention to different historical topics. Club members involve the school and local community by hosting events designed to expose others to important historical topics, while also allowing students to have fun learning about history at a broad level. The club aims to promote history and a deeper understanding of where we came from and what helped shape the world we live in today. Mark Twain once said, "History never repeats itself, but it often rhymes." Learning about our past allows us to see patterns and gain a better understanding of the path towards the modern day.

Irish Club

The Irish Club was generated by student interest in Irish heritage and culture. While Americans have their own perception of Irish heritage and culture, members look to find out how the Irish truly operate in Ireland. Topics of discussion include the difference in how St. Patrick's Day is celebrated, Gaelic language, fighting between Northern Ireland and Ireland, as well as historical aspects of the

Green Isle. The Irish Club meets bimonthly, and all interested members are welcome to participate in the discussions that are held during meetings, play in the annual Italian-Irish soccer game, and to plan and coordinate the St. Patrick's Day celebration held in the school's cafeteria.

Italian Club

The Italian Club of Cedar Grove High School is open for membership to all students who have an interest in the Italian culture and language. This club provides social and cultural activities aimed at promoting an awareness of the rich historical, cultural, artistic and lingual heritage of Italy. Specifically, it aims at exposing the entire Cedar Grove community to a variety of socio-cultural activities, such as film viewings, dinner dances, guest lectures, field trips and bake sales.

Key Club

Key Club is an international student-led organization, in partnership with the local Kiwanis Club. It provides its members to make a positive impact with opportunities to provide service, build character and develop leadership.

Math League

The Cedar Grove Math League provides an environment for students who are excited about Math to explore this important field in depth. During meetings, students are presented with the opportunity to tackle various mathematical challenges in a fun, relaxed atmosphere while simultaneously cultivating their analytical, collaborative, and problem-solving skills. During team meetings, students also have the opportunity to compete at the local, state and national levels through their participation in various math league competitions. Any student is welcome to join the Cedar Grove Math League at any time regardless of grade or math level.

Multicultural Club

The Multicultural Club celebrates diverse cultures, with a variety of activities such as Food Fairs, Fundraising, and monthly meetings to learn about aspects, facts and history of the different cultures in our school. The goal of the Multicultural Club is to celebrate and showcase our similarities and differences for the various cultures that reside in Cedar Grove.

Peer Leadership

Peer leaders are an elite group of students that work with the freshman class in a ratio of 5-8 students to one mentor. The peer leaders present monthly to the freshman in their English/Math labs and are scheduled during their free time (study halls) to support freshmen Fridays in the media center. They fundraise for a philanthropy of their choosing and work to strengthen their own leadership skills during our meetings which consist of....

- active listening
- understanding the needs and concerns of others
- neutrality
- bias awareness
- communication
- presentation

Pep Band

The Cedar Grove High School Pep Band is an informal performance ensemble that plays at all home Varsity football games. We use marching percussion instruments and perform pop tunes to "pep" up and entertain the crowd.

Pep Club (The Black Hole)

Students in the Pep Club plan and prepare for their supporting role at football games and various other events. Spirit wear and songs are coordinated to enhance the student cheering

section which represents CGHS in a positive and enthusiastic manner.

The Pride

Students write articles on various topics, including sports, politics, or current events, as well as interview other students and teachers. The paper is geared towards informing the student body about topics pertaining to CGHS and the CG community. Participation varies from those who want to write one article of interest to the student that is interested in a career in journalism. No prior experience of writing articles is required!

Progressions Peers

The Progressions Peers Club works towards fostering positive relationships between the 18-21 young adults and the CGHS students. We work towards creating opportunities for peers to actively engage in activities. This includes running a small business, cooking, recreational activities, and participating in the modeling of appropriate social interactions.

Psychology Club

The Psychology club is for students who want to learn and connect with other students interested in the field. Our meetings center around topics of interest from our members as well as themed monthly mental health awareness. We research, debate, meditate, listen, and learn from each other.

Red Cross Club

In the Red Cross Club students will work closely with the Red Cross chapter, engaging in projects that address some of our countries and world's greatest needs including preparing our community for disasters and hosting lifesaving blood drives. Students will create, plan and participate in service projects that will help our school and community and make an impact around the globe.

Robotics Club

Students in the Robotics Club will work collaboratively to create innovative solutions to everyday problems through the use of technology. Utilizing a variety of computer languages, students of all skill levels will learn how to program microcontrollers in order to bring their creations to life. Students are encouraged to bring their project ideas to our monthly meetings.

Spanish Club

The Spanish Club of Cedar Grove High School is open to all students who have an interest in learning about the culture and language of Spanish. The club provides social and cultural activities to promote an awareness of the rich historical, cultural, artistic and lingual heritage of Spanish-speaking countries. Its main purpose is to immerse students into the Spanish culture by means of a variety of activities such as film viewing, food, music, dances, arts & crafts, field trips, and lectures. The club members meet once a month; more when there are pending business to discuss. The advisor and the officers help the club meetings run smoothly by advising the members on events and activities.

Spring Musical

The annual spring musical is for all students interested in performing, singing, dancing, and acting in a school-wide performance. Students attend an audition workshop a week before auditions to become familiar with the musical that has been chosen as well as to learn about audition requirements. Rehearsals are held Monday through Friday afternoons and Saturday mornings from January to March. Students warm up as a group, rehearse for the vocals, learn choreography, study various acting techniques for their scenes, and prepare for three

performances in March.

Stage Crew

The stage crew consists of two components: the building crew and the stage crew that moves the sets during the performances. The building crew designs and builds the sets out of wood, recycled materials, Styrofoam, casters, platforms and much more. The moving crew then attends rehearsals and prepares for the moving cues throughout performances.

Science Club

The mission of the Science Club is to open up the world of science and understand how it can be applied to everyday life, creating, developing and enjoying new ways to learn science. Current events in the field of science are discussed, and the club is open to all students. Meetings are held once a month.

Tech Crew

The tech crew consists of students who are interested in the special effects, sound and lighting aspects of stage performances. Tech crew students are responsible for the light board, spotlights, microphones, special sound effects, and computer needs for the auditorium. Tech crew prepares for performances by attending dress rehearsals and technical rehearsals. They are given direction and cues from the directors and advisors.

Athletic Opportunities...

<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
Varsity Football	Boys' Basketball	Boys' Tennis
Boys' Cross Country	Girls' Basketball	Boys' Track
Girls' Cross Country	Wrestling	Girls' Track
Girls' Tennis	Indoor Track Club	Softball
Girls' Soccer	Cheerleading	Baseball
Boys' Soccer	Ice Hockey	Boys Lacrosse
Girls' Volleyball		Girls Lacrosse
Cheerleading		Golf

ELIGIBILITY FOR SPORTS

- To be eligible for an athletic team, a student must have an acceptable academic record under the guidelines of the New Jersey State Interscholastic Athletic Association (NJSIAA) and the Board of Education. All students should be familiar with the eligibility rules and regulations of the NJSIAA.
- To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year. To be eligible for athletic competition during the second semester (Feb. 1 to June 30), a pupil must have passed the equivalent of 12 1/2 % of the credits (15) required by New Jersey for graduation (120) at the close of the preceding semester (Jan. 31).
- A student who becomes ineligible during an athletic season will not be allowed to finish that season.

- Students nineteen (19) years of age or older, by September 1, are not eligible to participate.
- A student must complete and submit all pre-participation and medical consent paperwork contained within the mandatory sports-participation packet in order to participate.
- No student having completed more than eight (8) consecutive semesters at the high school level is eligible.
- All transfer students should contact the Athletic Director to determine their eligibility status.

VISITOR POLICY

All visitors must show their photo ID at the front door and await further instructions before entering the building. Upon approval via Hall Pass System all visitors shall report to the main office, sign in, and obtain the necessary permission to visit. Students are not permitted to bring sisters, brothers, friends, or relatives to school with them.

STUDENT RESPONSIBILITIES AND SCHOOL PROCEDURES

The student has the right and the responsibility to live by the rule of law and to equal protection under that law in school as in the larger society. It is the student's responsibility to obey school regulations and the school authorities who enforce them. This responsibility extends to student conduct to and from school, and at school-sponsored functions, as well as in the building itself. The discipline code is reviewed with students at a class meeting held the first week of school. Students are reminded that they must adhere to the code of conduct not only for their own benefit, but also for the benefit of others.

Students at Cedar Grove High School will find that if they behave as responsible citizens, they will be treated with respect. This self-imposed discipline is to everyone's benefit and helps to create a positive school atmosphere. In order to have a smoothly functioning school atmosphere, students must adhere to the rules and regulations of the school. Rules are not designed to inhibit or restrict students, but to assist the orderly function of the school so that everyone can go about the primary task of receiving a quality education.

CEDAR GROVE HIGH SCHOOL CODE OF RESPONSIBILITY

At Cedar Grove High School, we strive to create an environment wherein all act honestly. We believe it is the right, privilege, and responsibility of each individual to contribute to and work in an environment of trust. The Code of Responsibility addresses the issues of cheating and plagiarizing. All school personnel should familiarize our students with this school code. Student's may be removed from Honor Societies if they are found to plagiarize and/or cheat.

PLAGIARISM

With the resources available to students today, it is often difficult to discern what is plagiarism (or the act of using another person's ideas or expressions in one's work without acknowledging the source).

Plagiarism encompasses, but is not limited to, the following:

- Presenting as one's own the works or the opinions of someone else without proper acknowledgement.
- Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.
- Some examples are: having a parent or another person write an essay or do a project which is then submitted as one's own work; failing to use proper documentation and bibliography.
- Additional examples include: downloading papers off of the Internet and submitting as one's own, cutting and pasting without proper documentation, purchasing an essay off the Internet or from another student.
- Use any form of artificial intelligence (ie: ChatGPT) or digital translators (ie: Google Translate) is prohibited unless authorized to do so by your teacher and cited appropriately.

CHEATING

Cheating encompasses, but is not limited to, the following:

- Willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in school work over other students.
- Some examples are: deception; the use of talking, signs, or gestures during a quiz or test; cheat sheets; copying from another student or allowing the copying of an individual homework or other type of assignment; passing test or quiz information during a class period or from one class period to a member of another class period with the same teacher; submission of pre-written writing assignment at times when such assignments are supposed to be written in class; unauthorized use of study aids, notes, books, data, or other information; computer fraud.

RESPONSIBILITIES

Students will:

- Avoid situations that might contribute to cheating and plagiarizing.
- Avoid unauthorized assistance on all school work.
- Document borrowed materials by citing sources.
- Avoid plagiarizing by:
 - a. Using quotation marks for statements taken from others.
 - b. Acknowledging information, ideas, or patterns of thought borrowed from any source through proper documentation.
 - c. Consulting faculty about any questionable situations.

Speak to any student violating the code of responsibility as to the seriousness of his or her infraction.

Parents will:

- Have knowledge of the code of responsibility and its consequences.
- Provide a positive role model for adhering to the code of responsibility.
- Support faculty and administration in enforcing student responsibility regarding coursework.

Teachers will:

- Take immediate action when violations related to school are determined.
 - a. Counsel the student.
 - b. Record a zero for the assignment with no opportunity for make-up work
 - c. Report the violation to the student's counselor and administrator on a discipline referral form. Make a copy of the work that was handed in and place in student's Main office file
 - d. Contact the student's parent
 - e. Second Offense for the same class, may result in Loss of Credit for the class. Student must complete all required work for the class to be eligible for Summer School.
- Specify the types of collaboration that are discouraged and those that are encouraged.
- Teach or review correct use of documentation when assigning work.
- Review the code of responsibility during the first week of the school year.

Counselors will:

- Provide counseling as a follow-up to the incident when deemed appropriate.
- Facilitate conferences when deemed appropriate.

Administrators will:

- Assure that all faculty, students, and parents have knowledge of the code of responsibility.
- Encourage a school-wide environment that supports adherence to the code of responsibility.
- Encourage teachers to enforce the code of responsibility.
- Facilitate violation conferences when follow-up action is appropriate.
- Enforce appropriate disciplinary actions.
 - Not eligible for or removal from Honor Societies
 - Saturday Detention for students who share or provide their work from a previous class to a student currently in the class.

DISCIPLINE AND BEHAVIOR REGULATIONS

The Cedar Grove High School Administration recognizes the need to maintain communication with parents regarding student behavior. Whenever administrative action requires the assignment of a Saturday Detention or an In-School Suspension, parents will be notified. If a student is to be suspended out-of-school, a parental conference is required prior to reinstatement to school.

- I. **Administrative Detention** – Detention assigned by an administrator for violations of the Student Code of Conduct will be served from 3:00 PM to 4:00 PM. Should a student fail to report to detention, a Saturday Detention will be assigned and the detention will be rescheduled.
- II. **Saturday Detention** – Saturday Detention assigned by an administrator for violations of the Student Code of Conduct will be served from 8:00 am -12:00 pm. Should a student fail to report to detention, the student will receive two Saturday Detentions. If the student fails to report a suspension will occur.

The procedures for Administrative and Saturday Detention are as follows:

- a. The high school is not responsible for transportation home from detention.
- b. Students shall report on time with school assignments to be completed while in detention.
- c. Students must be punctual. A late arrival to detention will be designated as a cut. The student will not be admitted, the detention will be rescheduled, and an In-School Suspension will be assigned.
- d. No electronic devices or food are permitted. All electronic devices must be given to the Detention Monitor.
- e. Talking is prohibited.
- f. Any student who engages in disruptive behavior or fails to follow any of these guidelines will be referred to the administration for further disciplinary action.

III. Lunch Detention- Students may be assigned a lunch detention by the CGHS Administration. Lunch detention will run for the duration of the lunch period.

IV. Out-of-School Suspension – (OSS) The administration may find it necessary to suspend a student for serious infractions of school regulations, board of education policies, the New Jersey Administrative Code, or New Jersey state law as it pertains to student conduct in public schools. The principal's jurisdiction in these matters of student behavior includes all school sponsored activities whether they are conducted on or off school grounds or after the regular school day. Re-admittance to school from OSS may take place only after a parental conference with an administrator.

EXPLANATION OF ACTION TAKEN

At the point after a student has received a warning for an individual violation, the next infraction for the same violation will be considered a second offense. If a student receives three warnings for separate, individual violations, the next infraction of any nature will be considered a second offense.

Circumstances may require the school administration to resolve a problem beyond the limitations of the policy. Professional courtesy suggests that clear communication prevails between the parties involved in such matters. **The chart is a guideline and represents the MINIMUM action to be taken by the administration.** The need to take more severe disciplinary action will be left to the discretion of the administration. Infractions not listed will be left to the discretion of the administration.

AD: Administrative Detention

LD: Lunch Detention

SD: Saturday Detention

ISS: In School Suspension

OSS: Out-of-School Suspension

OSS Duration of time to be determined by CGHS Administration

Infraction	First Offense	Second Offense	Third Offense
Abuse of Senior/Junior privilege (lunch release & Senior study hall release)	AD/SD	SD/ISS/OSS	OSS

*Potential loss of privilege			
Bus disturbance	AD/SD	SD/ISS/OSS	OSS
Chronic tardiness to class/school: More than three lates per semester will result in AD, More than five will result in a SD More than 10 will result in ISS/OSS	AD	AD/SD	SD/ISS/OSS
Cutting of assigned class *Class cuts are subject to school's attendance policy, which addresses loss of credit situations	AD/SD	SD/ISS/OSS	OSS
Disruptive element	AD/SD	SD/ISS/OSS	OSS
Dress code violation	AD	AD/SD	SD/ISS/OSS
Endangering the health and safety of students and staff *May be subject to CGPD notification	OSS	OSS	OSS
Failure to follow teacher directions	AD/SD	SD/ISS/OSS	OSS
Failure to comply with parking regulations *Potential loss of parking privilege	AD/SD	SD	SD/ISS/OSS
Failure to clean up during lunch	AD/LD	LD/SD	SD/ISS/OSS
Failure to report to Administrative Detention * Initial detention is rescheduled	AD/SD	SD/ISS/OSS	OSS
Failure to report to teacher assigned detention	AD/SD	SD/ISS/OSS	SD/OSS
Failure to sign in at the Main Office when arriving late to campus	AD/SD	SD	SD/OSS
Fighting *May be subject to CGPD notification	OSS	OSS	OSS
Forgery	AD/SD	SD/ISS/OSS	OSS
Gambling (Note: Card-playing in school is strictly prohibited)	OSS	OSS	OSS
HIB confirmed Discipline in accordance to CGHS Code of Conduct Violation *May be subject to CGPD notification	AD/LD/SD ISS/OSS	AD/LD/SD ISS/OSS	AD/LD/SD ISS/OSS
HIB suspected Discipline in accordance to CGHS Code of Conduct Violation	AD/LD/SD ISS/OSS	AD/LD/SD ISS/OSS	AD/LD/SD ISS/OSS
Inappropriate behavior in cafeteria	AD/LD	LD/SD	SD/ISS/OSS
Inappropriate behavior toward staff or student	AD/SD	SD/ISS/OSS	OSS

Inappropriate behavior at a school event *Potential loss of privilege to attend school events	AD/SD	SD/ISS/OSS	OSS
Insubordination / willful disobedience	AD/LD/SD ISS/	SD/ISS/OSS	OSS
Loitering in the bathroom/hallways	AD/LD/SD ISS/	SD/ISS/OSS	OSS
Smoking or Vaping on school grounds *May also be subject to the Drug and Alcohol Policy *May be subject to CGPD notification	OSS	OSS	OSS
Possession of an Electronic Cigarette or Vape *May also be subject to the Drug and Alcohol Policy *May be subject to CGPD notification	OSS	OSS	OSS
Severe disrespect to staff member	SD/ISS/OSS	ISS/OSS	OSS
Severe disrespect toward a student	SD/ISS/OSS	ISS/OSS	OSS
Severe disruptive element	SD/ISS/OSS	ISS/OSS	OSS
Sexual Harassment *May be subject to CGPD notification	OSS	OSS	OSS
Theft- greater than \$10 *May be subject to CGPD notification	OSS	OSS	OSS
Theft- less than \$10 *May be subject to CGPD notification	SD/ISS/OSS	OSS	OSS
Threatening or abusive language *May be subject to CGPD notification	OSS	OSS	OSS
Truancy	AD/SD	SD/ISS/OSS	OSS
Unauthorized leaving of school grounds	OSS	OSS	OSS
Unauthorized presence	AD/SD	SD/ISS/OSS	OSS
Using another person's lunch card without permission	AD/LD	LD/SD/ISS	SD/OSS
Use of Hateful Language or Hate Symbols *May be subject to CGPD notification	OSS	OSS	OSS
Vandalism *Student will be expected to make restitution for damaged and/or stolen property *May be subject to CGPD notification	OSS	OSS	OSS
Violation of Technology Policy	AD/SD ISS/OSS	SD/ISS/OSS	OSS

Wandering during the school day	AD/SD	SDISS/	SD/ISS/OSS
---------------------------------	-------	--------	------------

CELL PHONES AND ELECTRONIC DEVICES

All cell phones must be turned **OFF** and placed in caddies in classrooms during instructional time. Students using cell phones at any other time are subject to disciplinary action. **A cell phone is considered in use if the student has the phone in hand.** Students are strongly encouraged to leave all electronic devices at home as the school is NOT responsible for lost or stolen items.

Students will be permitted the use of cell phones, earbuds, headphones or air pods during lunch only. The discipline will *be progressive for any violation:*

- **First Offense** – Student may retrieve cell phone, earbuds, or headphones at the end of the day from the Main Office; Warning given, no penalty
- **Second Offense** – Student may retrieve the cell phone, earbuds, or headphones at the end of the school day from the Main Office; 1 after school Administration Detention assigned
- **Third Offense** – Parent must retrieve the cell phone, earbuds, or headphones; 1 Saturday detention assigned
- **Fourth Offense** – Student is assigned 2 Saturday Detentions and parent conference will be scheduled
- **Thereafter** – Student loses privilege for remainder of the school year and suspension may be initiated

If a student refuses to submit his or her cell phone to any staff member upon request, the student will be referred to the administration for further disciplinary action.

Electronic communications and recording device (ECRD)

Policy 5516

“Electronic communication and recording device (ECRD)” includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video, or still images, text, or other information. A student is not permitted to have turned on or use an ECRD on school grounds during the school day or when the student is participating in a curricular or school-sponsored co-curricular activity. A student’s personal ECRD may only be used on school grounds in an emergency situation or before and after the school day or with the permission of a school staff member supervising the student in a curricular or school-sponsored co-curricular activity. Any audio and/or video recording by a student using their personal ECRD with permission of a school staff member while participating in a curricular or school-sponsored activity where other students or staff members are present shall require the permission for such recording from any other student and their parent and/or staff members whose voice or image is to be recorded. This Policy is not intended to prohibit appropriate use of electronic devices for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook photographs, staff member/teacher-directed and approved activities, classroom presentations, athletic events, and drama production filming. A student authorized or approved to use an ECRD may not use an

ECRD to access internet sites or view information or internet-based material that is inappropriate or would be blocked from student access by the school district's acceptable use of computers and networks policy. Nothing in this Policy is intended to prevent a student from using their personal ECRD and recording school-sponsored co-curricular activities as a non-participant when the activity is open to the general public.

For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

An ECRD used in violation of this Policy will be confiscated by a school staff member or Principal or designee and the student will be subject to appropriate disciplinary action.

No headsets, earbuds (ie. AirPods) or similar electronic devices will be permitted to be used during instructional time and in the hallways during the school day unless approved by the administration.

Parents who have an *emergency* may call the school and the student will be given the message immediately.

STUDENT ACCESS TO INFORMATION SERVICES

Students are responsible for proper behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Information resources are provided for students to conduct research, publish, and communicate with others. Access will be provided only to students who read and sign the school's Acceptable Use Policy.

Any misuse of technology will result in a loss of computer privileges for a minimum of one marking period. Based on the nature and severity of the violation, appropriate disciplinary action will follow that may include Administrative Detention, In-School Suspension, or Out-of-School Suspension.

WEAPONS AND DANGEROUS INSTRUMENTS

The Board of Education prohibits the possession and/or use of weapons, or other instruments which can be used as weapons from school property, at any school function, or while en route to or from school or any school function.

For the purpose of this policy, "weapon" includes, but is not limited to, those items enumerated in N.J.S.A. 2C:39-lr. The Principal or his/her designee shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possession or use posing a threat to students, staff or property.

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on school property, on a school bus, or at a school sponsored function shall be immediately removed from the school's regular education program pending a hearing before the Board to remove the student from the regular education program for a period of not less than one calendar year.

The Principal/designee shall be responsible for the removal of such a student and shall immediately report the removal to the chief school administrator. The chief school administrator may modify a student's removal on a case-by-case basis. The Principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

A student found or observed on school property or at a school event in possession of a weapon or dangerous instrument shall be reported to the Principal/designee immediately. The Principal shall immediately inform the chief school administrator/designee and the appropriate law enforcement officials. The Principal shall provide the law enforcement officials with all known information concerning the matter, including the identity of the student involved.

Disciplinary action shall be taken against students who possess, handle, transmit or use weapons or dangerous instruments. As in all disciplinary cases, due process will be provided.

CEDAR GROVE PUBLIC SCHOOLS SUBSTANCE ABUSE POLICY

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

Definitions N.J.S.A. 18A:40A-9
 N.J.A.C. 6A:16-1.3; 6A:16-4.1

For the purposes of this policy:

"Substance" means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2A:170-25.9, or over-the-counter prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

"Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

"Evaluation" means those procedures used to determine a pupil's need for an educational program or treatment that extends beyond the regular school program by virtue of the use of substances by the pupil or a member of the pupil's family.

"Intervention and referral to treatment" means those programs and services offered to help a pupil because of the use of substances by the pupil or a member of the pupil's family.

Discipline N.J.S.A. 18A:40A-10; 18A:40A-11
 N.J.A.C. 6A:16-4.1(c) 2.; 6A:16-6.3(a)

The Board prohibits the use, possession, and/or distribution of a substance on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board.

A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline.

First Offense

- 3 Day suspension
- 7 day co-curricular/athletic suspension (calendar days – stop at summer and re-start in fall)
- Medical clearance may be required to return to school (this may have taken place and provided when the student went out for the screening)
- Re-Admit conference with parent/guardian, student, principal and Student Assistance Counselor
- Two mandatory meetings with Student Assistance Counselor

Second Offense

- 5 day suspension
- 14 day co-curricular/athletic suspension (calendar days –stop at summer and restart in fall)
- Leadership positions revoked for the activity period or entire year
- Medical clearance to return to school (this may have taken place and provided when student went out for screening)
- Referral to and mandatory evaluation by licensed alcohol/drug facility or professional – student must comply with treatment recommendations resulting from assessment
- Re-admit conference with family, student, principal, and Student Assistance Counselor
- Three mandatory meetings with Student Assistance Counselor
- Removal from Honor Societies

Third Offense

- 10 day suspension/removal from any athletic team
- 21 day co-curricular/athletic suspension (calendar days – stop at summer and re-start in fall)
- Medical clearance to return to school (this may have taken place and provided when the student went out for the screening)
- Referral to and mandatory evaluation by licensed alcohol/drug facility or professional-student must comply with treatment recommendations resulting from assessment
- Re-admit conference with family, student, principal and Student Assistance Counselor
- Three mandatory meetings with Student Assistance Counselor. (Student Assistance Counselor may determine additional meetings are necessary, student must comply with recommendation.

Discipline will be graded to the severity of the offense, the nature of the problem and the pupil's needs. Discipline may include suspension or expulsion. The Board may establish consequences for a pupil not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The Superintendent and/or designee will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A:16-6.3(a).

Any student who is suspected of being under the influence of a controlled dangerous substance shall be referred to a physician for an immediate medical examination. The student may attend school pending results of the test only with a re-admit form signed by the examining physician. If the result of the examination is positive, the student is returned to parental custody. A written physician's report must then be submitted to the school, and a conference to determine the student's school status must be held with the parents and student.

STATE SMOKING POLICY

The State Smoking Policy is as follows:

1. Section 3 of P.L. 1981, c.320 (C.26:3D-17) is amended to read as follows:

3a. The appropriate governing body, board or individual responsible for or who has control of the administration of a school, college, university, or professional training school, either public or private, except the board of education of a school district, shall make and enforce suitable regulations controlling the smoking of tobacco on their premises, except in those areas within the premises wherein smoking is prohibited by municipal ordinance under authority of R.S.40:48-1 and 40:48-2 or by any other statute or regulation adopted pursuant to law for purposes of protecting life and property from fire. The governing body, board or individual may, but need not, designate certain areas within the premises as areas in which smoking is permitted. Smoking in classrooms, lecture halls and auditoriums shall be prohibited except as part of a classroom instruction or a theatrical production.

3b. The board of education of each school district shall make and enforce regulations to **prohibit the smoking of tobacco anywhere in its building or on school grounds**, except as part of a classroom instruction or a theatrical production.
(cf: P.L. 1989, c.96, s.1)

STUDENT SMOKING

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by young people may have lifelong harmful consequences.

For the purpose of this Policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57. For the purpose of this Policy, "smoking" also includes the use of smokeless tobacco and snuff.

For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4.

For the purpose of this Policy, "school buildings" and "school grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities,

generating facilities, and any other central facilities including, but not limited to, kitchens and maintenance shops. "School buildings" and "school grounds" also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands and night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School buildings" and "school grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of any cigarettes made of tobacco or any other matter or substance which can be smoked, or any cigarette paper or tobacco in any form, including smokeless tobacco; and any electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product. Consequences for a student possessing such an item will be in accordance with the Student Code of Conduct.

The Board prohibits smoking by students at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus.

The Board also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be returned to the parent, upon request.

If it appears to an educational staff member or other professional, upon confiscating such item(s), that the student may currently be under the influence of alcohol or other drugs, the staff member shall inform the Principal or designee. The Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse.

In the event the Principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance or a controlled dangerous analog pursuant to N.J.S.A. 2C:35-2, the Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse. Principals and designees will be trained to identify controlled dangerous substances in electronic smoking devices.

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with law. The sign shall also indicate violators are subject to a fine.

A student who violates the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district's Student Discipline/Code of Conduct and may be subject to fines in accordance with law. In the event a student is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

A student found to have violated this Policy and the law may be required to participate in additional educational programs to help the student understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall make every reasonable effort to discourage students from developing the habit of smoking.

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 2A:170-51.4

N.J.S.A. 2C:35-2

N.J.S.A. 18A:40A-1

N.J.S.A. 26:3D-55 through 26:3D-63

N.J.A.C. 6A:16-4.3

N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Adopted 28 May 2000

Revised: 24 May 2005

Revised: 9 February 2010

Revised: 11 February 2014

Revised: 4 September 2018

HARASSMENT, INTIMIDATION OR BULLYING

In accordance with NJSA 18A:37-15 (Revised April, 2011)

The board of education expects students to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with a student's ability to learn and a school's ability to educate students in a safe environment.

The board prohibits acts of harassment, intimidation or bullying against any student.

"Harassment, intimidation or bullying" is defined as any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, including but not limited to 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 reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or

- Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Any school employee, student or volunteer who has witnessed or has reliable information that a student has been subject to harassment, intimidation or bullying must report the incident to the appropriate school official designated by the administration. The board shall not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying.

Procedures are currently in place addressing:

- A mechanism for reporting acts of harassment, intimidation or bullying;
- A prompt investigation by the principal or his designee;
- A school's response to an incident of harassment, intimidation or bullying that shall involve an anti-bullying coordinator (ABC), anti-bullying specialist (ABS) and school safety team (SST) and;
- Appropriate consequences, discipline and remedial action for a person who commits an act of harassment, intimidation or bullying, who engages in an act of reprisal or retaliation against a person who reports such action, or who falsely accuses another of bullying as a means of harassment, intimidation or bullying in accordance with the Levels of Disciplinary Action.

HAZING

The Board of Education believes hazing activities of any type are inconsistent with the educational process and the Board prohibits all such hazing behavior at any time on school premises, at any school-sponsored function or on any school bus.

"Hazing" means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

All staff members, pupils and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. A person who detects hazing and/or planned hazing shall immediately inform the pupil(s) involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the building principal. Appropriate disciplinary action will be taken by the principal or designee.

DAMAGE TO EQUIPMENT AND BUILDINGS

When a student damages board of education property, the student and/or his/her parents will be required to reimburse the board of education for all resulting costs incurred in the repair or replacement of the damaged item(s). Refer to Discipline Chart

TEXTBOOKS

Classroom teachers issue textbooks and other school equipment. Each student must handle the items with care. If items are not returned, an obligation form will be sent home. Students with outstanding textbook or school based obligations will not be issued a class schedule for the following year until those outstanding obligations are met. Final transcripts and diplomas will be

withheld from those seniors with outstanding fines. Please refer to the following for replacement textbook costs. The value of any other damaged or lost items will be determined by the administration.

FIRE AND SCHOOL SECURITY DRILLS

The purpose of fire and school security drills is to train students and staff to leave and/or secure the school building quickly, safely and in an orderly, self-controlled manner. The State requires that a minimum of one fire drill and one school security drill be held each month of the school year. All drills are conducted in accordance with the school laws of New Jersey. Both teacher and student should take such drills seriously. The following rules and directions must be explained by all teachers at the start of the school year. Fire drill and emergency evacuation procedures are to be posted in every classroom. **Exit routes for each classroom are posted in the room and must be reviewed by teachers with students.**

FIRE DRILL AND SCHOOL SECURITY DRILL PROCEDURES

- An alarm and/or PA announcement shall initiate a drill.
- Students should be silent so that they may clearly hear any instructions that may be given. There is to be no misconduct of any kind, particularly while the building is being evacuated and/or locked down. All faculty members will assist in maintaining order during a drill.
- If evacuated, continue until a safe distance from the building or as directed to do so.
- Teachers will carry their attendance books with them as the building is evacuated as student attendance is required to be taken.
- Teachers shall remain with their students during the entire drill.
- Staff and faculty members should be familiar with alternate exits for all teaching or duty assignments.
- Designated administrators and/or first responders (i.e. police and fire personnel) will check vacated classrooms, restrooms, and activity rooms.
- Students in special areas (e.g. Guidance, General Office) will be assisted in evacuating the building by personnel in charge of those areas.
- **ALL SCHOOL PERSONNEL** will vacate the building along with the students unless they are assigned to perform emergency duties.
- Use of handheld radios, an alarm and/or PA announcement shall be used to end the drill.

PERSONAL AND LOCKER/DESK SEARCH

The board of education reserves the right to authorize the principal or designee to search a student when the principal has reasonable suspicion to believe that a crime is being or has been committed, or has reasonable cause to believe that a search is necessary to aid in maintaining school discipline and safety. All lockers and desks are, and shall remain, the property of the board, which reserves the right to authorize its employees to inspect a student's locker and desk when such an employee has reasonable grounds to believe that the locker or desk is improperly used for the storage of contraband, a substance or object, the possession of which is illegal, or any material which poses a hazard to the safety and good order of the schools. Periodic general inspections of all lockers will be conducted by the school administration to make certain the health, safety, and welfare of the building's occupants are not threatened by the use of the lockers as a depository for illegal or hazardous substances or objects.

CGHS STUDENT DRESS CODE

PHILOSOPHY

Cedar Grove High School's dress code supports a fair, educational process, ensuring that dress in school does not distract nor disrupt the education of any student. In order to guarantee effective enforcement of this dress code, all staff members shall enforce the dress code consistently, equitably, and in a way that does not reinforce oppression of any group based on the following: race, sex, gender identity/expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Values:

- Students and staff should recognize that they are responsible for managing their own personal "distraction" without regulating individual students' clothing/self-expression
- Students and parents should understand that it is their responsibility for the student to follow the dress code
- Student dress code enforcement should not affect school attendance
- All students should be able to dress comfortably in school without fear of disciplinary action or body shaming

Dress Code Goals:

- Allow students to wear clothing of their choice that is comfortable, expresses their self-identified gender and religion without fear of discipline or discrimination.
- Maintaining a safe learning environment in classes where protective clothing is needed such as Phys Ed
- Preventing students from wearing clothing/accessories with the following:
 - Profanity/hate speech/pornography
 - Alcohol, drugs or related paraphernalia or other illegal activities
 - Racist or other forms of defamatory speech that can be seen as a threat to others.
 - Clothing that invades the rights of others
- Ensure that all students are treated equally regardless of race, sex, gender identity/expression/orientation, ethnicity, religion, cultural observance, household income or body type/size.

Students MUST wear

- A Shirt (fabric must be on the front, back, sides under the arms, two straps), AND
- Pants/jeans or the equivalent (i.e. a dress, leggings/yoga pants that are not transparent or reveal undergarments, a skirt, sweatpants or shorts), buttocks or undergarments must not be exposed AND
- Shoes/footwear with traction

Students MAY wear:

- Religious or cultural attire, including headwear.
- Sweatshirts/Hoodies; the hood must be down at all times (ex: hallways, classrooms, etc.)
- Tank tops (straps must be 2 inches)
- Athletic attire

Students Cannot Wear:

- Clothing or accessories that reasonably can be perceived as being or including content that is racist, lewd (suggestive), vulgar or obscene. This includes, but is not limited to references to sex, drugs and alcohol, discriminatory/inflammatory/prejudicial statements

about race, ethnicity or gender, violence or gang affiliation or sexual orientation, religion, and/or disability.

- Images or language that creates a hostile or intimidating environment based on any protected class or marginalized groups.
- Clothing that reveals visible undergarments or buttocks
- Clothing where any part of the abdomen is shown
- Any hats, durag or headgear unless it is for an established religious/cultural purposes
- Swimsuits
- Any item that obscures the face, which includes sunglasses (except for religious or cultural reasoning or medical purposes).
- Headphones/Air pods are to not be worn in the hallways. Headphones/Air pod usage in class is at the discretion of the teacher.
- Students cannot wear cleats in the building

Physical Education Expectations:

- All Students are required to change out of what they wore to school for Physical Education class using the locker room changing facilities.
- Changing into P.E. attire is required for hygienic reasons
- All students must wear long or short sleeved shirts, shorts or athletic pants and socks including athletic shoes.
- The CGHS Dress Code rules also apply to Phys Ed class attire.
- All students are assigned a locker in the locker room and are responsible for bringing in their own lock to secure their belongings including valuables.
- Dangling jewelry poses a safety hazard & is not permitted (earrings, necklaces, bracelets)

Footwear:

NO: work boots, slides, crocs/sandals, slippers, dress shoes, heels, cleats

YES: Rubber soled athletic shoes that preferably tie with laces

Miscellaneous Dress Code Information:

- Any accessory/clothing that poses a safety hazard
- Temporary modifications of the dress code may be necessary and will be established before the activity by the classroom teacher and/or building administrator (e.g., in lab classes, at special events, in physical education classes, or on field trips)

The discipline for Dress Code violations will be progressive:

- **First Offense:** Student must change clothes; parents notified
- **Second Offense:** Student must change clothes; parents notified; student assigned Administrative Detention
- **Third Offense:** Student must change clothes; parents notified; student assigned Saturday Detention
- **Fourth Offense:** Student loses privileges (i.e. campus parking, lunch detention, etc.); 2 Saturday Detentions or Out-of-School Suspension may be initiated

Please Note: In all instances, the building administrator shall be the final arbiter of the school dress code.

STUDENT PARKING

Student parking is a privilege extended only to seniors who meet the parking privilege criteria, and who agree to abide by school parking guidelines. Students who are eligible to

bring an automobile to school must have their automobiles registered with the school using an official vehicle registration form and have a current parking permit visible. The Board of Education will not be responsible for any vehicle that is lost, stolen or damaged. The administration reserves the right to revoke parking privileges at any time.

Students are expected to adhere to the following parking regulations:

1. A \$5.00 fee will be charged for replacement permit tags.
2. Parking permits may not be loaned to others. Doing so will result in disciplinary action.
3. Permit holders must notify the office if a tag is transferred to another vehicle.
4. Obey all speed limits: 10 MPH in the parking lots and 25 MPH on Rugby Road.
5. No loitering in the parking lots before or after school, or during open lunch periods.
6. Please refrain from making excessive noise (i.e. radio, yelling, horns, etc.)
7. Do not litter.

CAFETERIA

The school cafeteria offers a balanced hot or cold lunch at a minimum cost to students. Students in grades nine and ten must eat their lunch in the Main cafeteria. Eleventh grade students must eat their lunch in the Junior Cafeteria. Students who fail to comply with this policy will be disciplined accordingly. Only seniors are permitted to leave school grounds. These students may enjoy the privilege of having an “open lunch”, as long as specific criteria are met. The ordering of food from outside restaurants is prohibited.

Students are expected to behave in a responsible manner at all times. No fundraisers/sales are permitted in the cafeteria unless authorized by the administration.

STUDY HALLS

Each student in the study hall must have something with which to occupy him/herself. Study hall teachers may issue passes to the office, counselor's office and to the lavatories. Students desiring to see a teacher other than their study hall teacher must have previously obtained a pass from that teacher. If the student is to remain with the teacher all period, this is to be indicated on the pass.

HALL PASSES

Students may not leave class without the permission of the teacher in charge. Hall passes must be signed by the teacher and include date, time and destination. The official printed pass must be used at all times. Students may not be in the halls without an official hall pass. Any teacher may request to see the official hall pass when encountering a student in the halls.

If students are in the hall during class time, they are required to show a pass, politely and without confrontation, to any staff member who requests it. Students are expected to carry the official hall pass in full view.

- Students in the halls must be in possession of a hall pass while classes are in session.
- In passing through the corridors, students are to move along quickly and without delay, keeping to the right to reduce congestion.
- Students are to report immediately to their destination and not wander through the corridors or leave school grounds.
- Boisterous conduct or running in the corridors is prohibited.
- Students are to leave the building and grounds promptly at the end of their classes or at the end of any after school appointments or authorized activities.

- Students may not be in the building or on the school grounds after dismissal unless they are members of a properly authorized student activity, using the media center or are under the direct supervision of a staff member. Violations of this policy will result in disciplinary measures.
- Students are expected to carry the official hall pass in full view and are required to show the pass to any staff member upon request.

DAILY ATTENDANCE

High School Regulations Regarding Absences

New Jersey school law (18A:38-25+) mandates parents to send their children to school. The law also specifies the conditions of attendance. The state expects that students will attend “all days and hours that school is in session.” We believe that maximum educational achievement occurs for most students through regular attendance in classes, while excessive absences may result in a poor grade.

Absence Limit

The Board of Education is mandated to establish a local policy which expects the students to be in attendance at least ninety percent of the time school is in session. This means that a student may not be absent from a full year class more than fourteen (14) times, semester class more than seven (7) times, Physical Education more than eleven (11) times, and Health more than four (4) times. With the exception of long-term illness requiring home instruction, all absences will accumulate, regardless of their nature.

Doctor’s notes do not excuse the absences from being counted toward the limit. This limit can be waived only if “severe and extenuating circumstances” are involved. This may include, but not be limited to, long-term illness, hospital stay, etc. The circumstances may be given consideration at an attendance review board committee hearing.

School sponsored or sanctioned activities will not count towards the total number of absences, if the proper procedure is followed. The student must have the class teacher’s permission before missing the class. Students will not be assessed for an absence if he/she is at the nurse, the SAC, Guidance/General Office, and it is documented by the appropriate staff member. If a staff member detains a student, the lateness/absence will not count against the student. However, reporting to class more than twenty minutes after the class has begun will constitute an absence.

Cedar Grove School District acknowledges the following exemptions, please see below.

The concept of “senior cut day” does not exist. In addition, family vacations are not waived from the attendance policy. Parents are strongly urged to schedule family vacations to coincide with school vacations.

A. Definitions

1. For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.

2. A "school day" shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.
3. "A day of attendance" shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
 - a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
4. A "half-day class" shall be considered the equivalent of a full day's attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

B. Attendance Recording

1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.
2. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
3. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.
4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.
5. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
6. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.
7. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

C. Excused/Unexcused Absences

1. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined below.
2. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:
 - The student’s required attendance in court; with support documentation
 - Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
 - The student’s suspension from school;
 - Family illness or death supported by a written letter from the parent upon the student’s return to school;
 - Visits to post-secondary educational institutions; Juniors & Seniors; 3 visits max per year with documentation
 - Interviews with a prospective employer or with an admissions officer of an institution of higher education;
 - Examination for a driver's license;
3. “Truancy” means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board’s Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.

D. Notice to School of a Student’s Absence

1. The parent is expected to call the school office before the start of the student’s school day.
2. The parent of the student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office before the start of the afternoon session.
3. The parent who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.

E. Readmission to School after an Absence

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent listing the reason for the absence.
2. A note explaining a student's absence for a noncommunicable illness for a period of more than three (3) consecutive school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.

F. Instruction

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of three (3) school days duration. The parent or student must request such home assignments.
2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.
3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work.
5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test at the discretion of the attendance committee.

G. Denial of Course Credit

1. The teacher will determine the credit to be awarded to a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. A secondary school student may be dropped from a course or denied credit based on his/her attendance. The following totals represent the maximum number of allowable absences in each type of course offering:
 - Full Year Course -14 absences
 - Semester Course - 7 absences
 - Physical Education Class -11 absences
 - Health Class - 4 absences

The list of excused absences that **do NOT** count towards these totals can be found under Section C., 3 of this regulation guide.

- A secondary student who has been dropped from a course of study may be assigned to an alternate program.
- A secondary student denied course credit after completing the course will be permitted to attend a credit completion session to regain the denied credit.

H. School District Response To Unexcused Absences During the School Year That Count Toward Truancy

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a) 4.i.(3) and H.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:

- (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
4. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or

- b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
- 5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b) 5.xii.
- 6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.

I. Discipline

- 1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.
- 2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.
- 3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

J. Recording Attendance

- 1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
- 2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.

3. A report card will record the number of times the student was absent and tardy in each marking period.
4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

K. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
 - c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
 - e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
 - f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

L. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Adopted: 29 October 2002
Revised: 12 October 2006
Revised: 23 October 2014
Revised: 9 June 2015
Revised: 14 December 2017
Revised: 12 June 2018

District Policy 5200

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of this Policy and Regulation **5200**, a student's absence from school will be excused or unexcused that counts toward truancy.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level

For districts with secondary school(s)

or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation **5200**.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:38-25

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; 6A:32-8.3

Adopted: 28 March 2000

Revised: 28 November 2006

Revised: 23 September 2014

Revised: 9 June 2015

Making Up Work

Students will be allotted one day to make up work for each day he or she was absent from school, provided that the absence is for one of the legal reasons stated above (illness, death in the immediate family, etc.).

Students who are absent or miss work due to long term illness or concussions must meet with their teachers to make up any missed work. Students must be making up their work as soon as they are cleared to participate in extra-curricular activities.

Verification Procedures

Parent(s)/guardian(s) should call the attendance office to report an absence.

Notes explaining the reason for the absence are required upon the student's return to school. The student should present the note to the attendance secretary on the day of return.

Cutting

Cutting is defined as "not being where the student is scheduled to be during any given period" and the student is unable to verify his/her presence with a staff member. Cutting is a serious matter and may cause loss of credit as well as result in disciplinary measures being taken. Loss of credit will result in the third cut for a full year course, and the second cut for Physical Education, Health and semester courses. Students who are truant or cut a class lose the privilege of making up tests or other class work due on the day of the cut.

Type of Course	Students will lose credit after:
Full Year Course	<i>14 absences or 3 cuts</i>
Semester Course	<i>7 absences or 2 cuts</i>
Physical Education	<i>11 absences or 2 cuts</i>
Health	<i>4 absences or 2 cuts</i>

PARTICIPATION IN SCHOOL EVENTS

A student must be present for four (4) hours in order to be considered present for the day for state attendance register purposes. In order to ensure that students are eligible to participate in after school activities, including athletic events, club activities, and any other school-sponsored events, students must arrive at school no later than 10:30 AM. Students must sign in with the General Office upon their late arrival.

ASSEMBLIES

Assemblies relevant to the curricular program are scheduled throughout the school year. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole.

PASSES FOR LEAVING SCHOOL

Students are not permitted to leave the school grounds at any time during the school day without a permit from the school office. If students must leave the building because of illness or any other emergency, a parent/guardian or an emergency contact listed on Genesis must sign the student out at the General Office. Failure to follow the proper procedure will be considered an unexcused absence, subject to disciplinary action.

REPORT CARD PROCEDURE

Report cards are produced by computer-based input from teachers. Report cards are posted on-line and can be accessed using the Parent Portal log-in of the Genesis Student Management System. Numerical grades are reported unless otherwise indicated.

Symbols used for reporting non-numeric grades:

L	-	Loss of credit/Attendance	AUD	-	No Credit/Audit
INC	-	Incomplete	M	-	Medical Excuse
WP	-	Withdrawn Passing	X	-	Exempt
WF	-	Withdrawn Failing			

A special note on incompletes:

When, because of a student's extended excused absence, a teacher cannot give a grade, an "INC" (incomplete) may be reported. An incomplete must be resolved as soon as possible after the absence occurs. An *incomplete* should be resolved within two weeks into the new marking period, either by the appropriate passing grade, or if the required work is not completed in a reasonable time, by a failing grade.

GRADING SCALE AND GPA WEIGHTS

Grade Point Average is cumulative starting in the 9th grade. It is based on a 4.0 scale for regular courses with one-half point added for honors and one point for AP (4.0 regular, 4.5 honors, 5.0 AP). GPA is expressed by deciles, and students are not ranked.

REGULAR

100 = 4.250
 99 = 4.188
 98 = 4.126
 97 = 4.064
 96 = 4.002
 95 = 3.940
 94 = 3.878
 93 = 3.816
 92 = 3.750
 91 = 3.644
 90 = 3.538
 89 = 3.432
 88 = 3.326
 87 = 3.220
 86 = 3.114
 85 = 3.008
 84 = 2.902
 83 = 2.796
 82 = 2.690
 81 = 2.584
 80 = 2.478
 79 = 2.372
 78 = 2.266
 77 = 2.160
 76 = 2.054
 75 = 1.948
 74 = 1.842
 73 = 1.736
 72 = 1.630
 71 = 1.524
 70 = 1.418
 69 = 1.312
 68 = 1.206
 67 = 1.100
 66 = 0.994
 65 = 0.888
 Below 65 = 0

HONORS

100 = 4.750
 99 = 4.688
 98 = 4.626
 97 = 4.564
 96 = 4.502
 95 = 4.440
 94 = 4.378
 93 = 4.316
 92 = 4.250
 91 = 4.144
 90 = 4.038
 89 = 3.932
 88 = 3.826
 87 = 3.720
 86 = 3.614
 85 = 3.508
 84 = 3.402
 83 = 3.296
 82 = 3.190
 81 = 3.084
 80 = 2.978
 79 = 2.872
 78 = 2.766
 77 = 2.660
 76 = 2.554
 75 = 2.448
 74 = 2.342
 73 = 2.236
 72 = 2.130
 71 = 2.024
 70 = 1.918
 69 = 1.812
 68 = 1.706
 67 = 1.600
 66 = 1.494
 65 = 1.388
 Below 65 = 0

AP

100 = 5.250
 99 = 5.188
 98 = 5.126
 97 = 5.064
 96 = 5.002
 95 = 4.940
 94 = 4.878
 93 = 4.816
 92 = 4.750
 91 = 4.644
 90 = 4.538
 89 = 4.432
 88 = 4.326
 87 = 4.220
 86 = 4.114
 85 = 4.008
 84 = 3.902
 83 = 3.796
 82 = 3.690
 81 = 3.584
 80 = 3.478
 79 = 3.372
 78 = 3.266
 77 = 3.160
 76 = 3.054
 75 = 2.948
 74 = 2.842
 73 = 2.736
 72 = 2.630
 71 = 2.524
 70 = 2.418
 69 = 2.312
 68 = 2.206
 67 = 2.100
 66 = 1.994
 65 = 1.888
 Below 65 = 0

Note that a “basement” grade of 55% is in effect for full-year courses in marking period one and two ONLY. A “basement” grade of 55% is in effect for half-year courses for the first marking period of each semester ONLY. Exceptions include physical education and health.

FINAL GRADE CALCULATION

To calculate a student’s final grade, multiply each Marking Period grade by .225 and the Final Exam by .10. Add the four marking period calculations and the final exam calculations together to come to a student’s final grade.

FULL YEAR

EXAMPLE:

MP 1 = 90

MP 3 = 85

MP 2 = 80

MP 4 = 72

Final Exam = 82

$$\begin{array}{cccccc} \text{MP 1} & \text{MP 2} & \text{MP 3} & \text{MP 4} & \text{Final} & \\ 90 \times .225 + 80 \times .225 + 85 \times .225 + 72 \times .225 + 82 \times .10 = & 81.775 \end{array}$$

SEMESTER

EXAMPLE:

MP 1 = 80

MP 2 = 78

Final Exam = 76

$$\begin{array}{cccc} \text{MP} & \text{MP 2} & \text{Final} & \\ 80 + 80 + 78 + 78 + 76 & & & \\ \hline & 5 & & = 78.4 \end{array}$$

EXAMINATIONS

An examination is an essential and required component of each course and must be taken by all students. Examinations are scheduled at the end of the second semester.

- Examinations are two hours in length.
- Each student **MUST REMAIN** during the entire time period set aside for the examination.
- If an examination is canceled because of inclement weather (i.e. snow day) the canceled examination will be scheduled on the day of the return.
- The cafeteria will not be open during examination days.
- The weight of each examination is equivalent to one-half of a marking period.
- **No exam is permitted to be made up for any absence which is not covered by an excusal note cleared by the administration.** Examples include: a doctor's note for a medical absence, written verification for a death in the immediate family, school approved activity or written verification for an approved emergency excusal.

SENIOR FINAL EXAM EXEMPTION POLICY

Exemption from a final examination is intended to serve as a reward for superior academic achievement. Seniors in full and half year courses who meet the eligibility requirements listed below can qualify for an exemption from the final examination in those courses. Please note that there are no exemptions from health classes. Exemption lists will be submitted to the building administrators no later than two weeks prior to the examination period. Students will receive conditional notification at least one week prior to the examination period. The privilege is reserved for seniors only.

Students in Advanced Placement courses who take the respective Advanced Placement examinations will be exempt from the final examination in their Advanced Placement courses if they maintain a minimum of a "70" average for the duration of the class.

Eligibility Criteria:

1. An average (90%) for the duration of the class. Students may earn grades lower than an "A" (90%), throughout the school year and still qualify for an exemption if their final average is an "A" (90%) or better.
2. Student conduct and discipline meets administrative review. The Assistant Principal will notify teachers of any students that do not qualify for an exemption due to conduct and discipline violations.

HOMEWORK

Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering and an opportunity to reduce learning problems. Homework should help the student's responsibility and provide an opportunity for the exercise of independent work and judgment. Here's an overview:

- The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other school activities that make a legitimate claim on the student's time.
- As a valid educational tool, homework should be clearly assigned and its product carefully evaluated. It should never be used as a punitive measure.
- The school recognizes the role of parents by providing guidelines through which parents may assist the school in helping a child carry out assigned responsibilities.

Purpose

Homework and study are important to the educational program in Cedar Grove High School. Balanced and carefully constructed homework assignments serve to accomplish one or more of the following purposes:

- Provide for an extension of meaningful classroom activities.
- Reinforce school learning by providing necessary practice and application.
- Develop self-discipline and responsibility for individual study.
- Establish a procedure for organization, review, and study of classroom work.
- Prepare for future classroom work.
- Create opportunities for individual pursuit of interesting and challenging learning opportunities.
- Help the home to better understand the school's expectations through representative homework assignments.

The amount of homework will vary with the grade level and the class schedule. The purpose of homework is to reinforce classroom learning or to provide the opportunity for independent study.

HOMEWORK REQUESTS

When a student is absent, it is his/her responsibility to obtain the assignments by calling another student in the class or checking Google Classroom. If a student is going to be absent for an extended period of time, a parent may request homework by calling the guidance secretary.

EXTRA HELP

Students may always seek extra help from teachers by arranging a conference with the teacher at a mutually agreed upon, convenient time. A teacher will sometimes request a student to stay after school if it is apparent that the student is having difficulty with his/her work.

SUMMER ENRICHMENT PROGRAMS

Students who qualify to take courses outside of CGHS for credit must have the course and program approved by administration in advance. Refer to the CGHS Program of Studies for specific requirements and expectations.

OFFICE OF SCHOOL COUNSELING

The services of the Guidance Department are available to students, parents and faculty. The following are some of the topics a student may wish to discuss with a counselor:

- Course selection
- Classes
- Grades
- Post-secondary options
- Testing
- Graduation requirements
- Study techniques
- Job opportunities
- Personal concerns
- Crisis issues

The Office of School Counseling provides information on the following:

- Career and college information
- Military opportunities
- Financial aid and scholarships
- Study skills
- Special programs
- PSAT, SAT, SAT II, ACT, ASVAB AND TOEFL registration materials

CEDAR GROVE POLICY FOR GRADUATION

In order to qualify for graduation from Cedar Grove High School, a student must successfully complete the following:

Subject	Minimum # of credits required
English 1-4	20
Global Studies	5
United States History 1,2	10
Mathematics	15
Science	15 with at least 5 credits of biology
World Language	5
Physical Education/Health	15 with at least 3.75 credits per year of enrollment
Financial Literacy	2.5
Visual and Performing Arts	5
21st Century Life and Careers	5
TOTAL # of Credits	130 Credits

Full year courses are worth 5 credits; semester courses are worth 2.5 credits. Physical Education is 3.75 credits and Health is 1.25 credits.

Twenty-six courses, or 130 credits, represent the minimal program. In addition, students must pass the state mandated graduation test and meet requirements of the district attendance policy. Transfer students must meet all state and local requirements in order to receive a high school diploma.

In certain areas of the curricula, providing certain prerequisites have been met, students have the option of being placed in higher level or advanced placement courses. Those areas are in the fields of: Mathematics, Science, English, Social Studies, and World Language.

CREDITS

Students should maintain a yearly workload of a minimum of 35-40 credits when academic scheduling permits (students need to complete 15 credits at the end of the first semester and 30 credits at the end of the year to participate in athletics the next season). The credit requirements for promotion break down in the following manner:

9 th Grade	promotion from 8th grade
10 th Grade	25 Credits
11 th Grade	55 Credits
12 th Grade	90 Credits

*Note that some courses provide credit towards the total number of credits for graduation, but do not satisfy subject area requirements. For example, a student taking Film Study will receive 2.5 credits toward the 130 credit graduation requirement, but this course will not fulfill the English requirement of 20 credits.

SUMMER SCHOOL

Students who receive an “F” (64 and below) in a given course will be expected to make up the course during summer school. A maximum of two (2) courses are allowed during the summer months. Cedar Grove does NOT provide summer school for students nor does the district incur the expense for this purpose.

SCHEDULING

Each individual schedule is planned by the student, parents, and school counselor. A great deal of thought, time and effort should be invested in this important process. Consequently, it is expected both for the benefit of the individual student as well as the total student population that the planned schedule will be kept intact upon completion. Schedules will arrive in the mail in late summer. If minor adjustments or corrections are needed, request them through your school counselor. Once the school year begins, requests for course changes must follow an established procedure: written parental permission, counselor approval, teacher input and approval by the department supervisor or principal.

ADD/DROP

- Once the school year begins there will be no elective changes.
- Level changes may occur within the first ten (10) school days.
- Any student who needs to level down after the ten (10) day window must be approved by the teacher, counselor, and administrator.

Juniors and Seniors may withdraw from a subject and opt for a Study Hall until the 15th class day with no notation made on his/her transcript. Students may not withdraw from a course that is required for graduation purposes. After the 15th day, one of the following notations will be entered on the transcript:

- Withdrawn Passing (W/P) if the student's total average for the course to date is a passing one.
- Withdrawn Failing (W/F) if the student's total average for the course to date is a failing one and the withdrawal occurs within the first three quarters of the course.
- No credit will be given for a course from which a student withdraws.

STUDENT ASSISTANCE

Our Student Assistance Counselor is available to all grade levels for peer mediation, drug/alcohol related concerns, one-on-one advisement, and other adolescent-related concerns. Appointments may be made by contacting the Student Assistance Counselor directly at 973-239-6400 ext. 1117

HEALTH SERVICES

If a student becomes ill in school, he/she should report to the nurse. Students must not leave the building because of illness without authorization. If the nurse is not in, students are to report to the Main Office.

WHAT IS FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974) AS AMENDED? FERPA gives each student the following rights:

FERPA, is a federal law governing the privacy of educational records. It applies to all educational agencies or institutions that receive funds under any program administered by the Secretary of Education. It grants specific rights to students and sets restrictions on how schools may handle educational records. **FERPA** requires that schools obtain written permission from students before releasing education records. In certain well-defined circumstances, some information may be released without written permission from the student.

FERPA gives each student the following rights:

- The right to access educational records kept by the school.
- The right to seek amendment to those records.
- The right to consent to any disclosure of those records.
- The right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, in Washington, DC