

IRVINGTON HIGH SCHOOL HOME OF THE BLUE KNIGHTS



Mary Michailidis
Principal

1253 Clinton Avenue

Irvington, NJ 07111

973-399-6897

www.irvington.k12.nj.us

IT'S POSSIBLE... IT'S POSSIBLE... IT'S POSSIBLE

IRVINGTON PUBLIC SCHOOLS
Irvington, NJ 07111



BOARD OF EDUCATION

Romaine Graham, President
Richard Williams, Vice President
Luis Antilus
Jamillah Beasley-McCleod
Ronald J. Brown
Audrey M. Lyon
Melody A. Scott
Joseph Sylvain
Orlander Glen Vick

CENTRAL OFFICE ADMINISTRATION

Dr. Neely Hackett
Superintendent of Schools

Dr. April Magee
Assistant Superintendent for Curriculum and Instruction

Reginald Lamptey, CPA
Assistant Superintendent for Business/Board Secretary

Cherelle C. Tolor, Esq.
Manager of Human Resources

IRVINGTON HIGH SCHOOL ADMINISTRATION

Mary Michailidis
Principal

John Amberg
Assistant Principal

Darren Love
Assistant Principal

Jason Richardson
Assistant Principal

TBD
Assistant Principal

MESSAGE FROM THE PRINCIPAL

Welcome scholars to the great and historic Irvington High School: Frank H. Morrell Campus! Our teachers, administrators, staff, parents, and community have a shared vision of high expectations for you and you play an integral part in this process. Therefore, we encourage you to immerse yourself completely into the Irvington High School community. It is essential that you attend school on time every day, and that you arrive to classes on time during every block. It is your education duty to complete all assignments to the best of your ability, and to seek academic, social or emotional assistance as necessary from your highly competent and caring staff that is waiting to help you. Remember our expectations to be REAL (Respectful, Empathetic, Achievers, and Lifelong Learners). As a member of the IHS Community you can become more engaged through joining an athletic team, club, or program. Your active participation in extracurricular school sponsored activities or clubs will improve your high school experience and increase your chances of academic success.

It is imperative that you review this student handbook thoroughly. It will guide, assist, and inform you about our rules, expectations, and procedures. You may also peruse this handbook for a summary of course offerings, graduation requirements, attendance/tardy policies, and more. If you have any questions about its contents, please feel free to discuss it with your teacher, guidance counselor, administrator, or parent.

I look forward to partnering with every student, teacher and staff member to help make this a successful year for you!

Mary Michailidis
Principal

VISION STATEMENT

The students of Irvington High School will reach their full academic potential through exposure to a challenging and rigorous curriculum that addresses the learning styles of all students through differentiated instructional strategies and authentic assessments.

MISSION STATEMENT

The Irvington High School Staff will be dedicated to student academic success through a rigorous and relevant curriculum that empowers students to become productive, responsible, and self-directed citizens. Through the collaborative efforts of staff, parents, and community, activities will be designed to strengthen school pride and character among students.

CORE BELIEF

Our main purpose is to improve student academic achievement.

IRVINGTON HIGH SCHOOL

ALMA MATER

O' Irvington, we call you fair
And musical your name,
Resounding through the silent air
An echo of your fame.

The murmurs in your spacious halls
Uncaught by prose or rhyme
Transformed shall be on sunlit walls
A scroll engraved by time.

All hail our Alma Mater, Irvington
High, Your worthy name we sing;
Your songs of triumph, Irvington
High, From year to year will ring.

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DAILY SCHEDULE

2018 - 2019

Staff Arrival: 8:06 am

Warning Bell: 8:17am

Block 1

(85")	8:21 am - 9:46 am
(41"/3"/41")	8:21 am-9:02 am; 9:02-9:05 am; 9:05-9:46 am (Skinnies)

Block 2

(85")	9:50 am - 11:15 am
(41"/3"/41")	9:50-10:31 am; 10:31-10:34 am; 10:34-11:15 am (Skinnies)

Block 3/Lunch

(85"/26")	11:19 am- 1:15 pm
(26")	a 11:19 am - 11:45 am b 11:49 am-12:15 pm c 12:19 pm - 12:45 pm d 12:49 pm - 1:15 pm

Block 4

(86")	1:19 - 2:45 pm
(42"/2"/42")	1:19-2:01 pm; 2:01-2:03 pm; 2:03-2:45 pm (Skinnies)

Dismissal Bell: 2:45pm

Staff Dismissal: 3:00 pm

The following schedule will be implemented on all half days:

**Half-Day Schedule
2018-2019**

Pupils' Time Schedule	8:15 a.m. – 12:30 p.m.
Teachers' Time Schedule	8:06 a.m. – 12:45 p.m.
BLOCK	TIME
Block 1	8:15 a.m. – 9:15 a.m. (8:15-8:43; 8:43-8:47; 8:47-9:15)
Block 2	9:20 a.m. – 10:20 a.m. (9:20-9:48; 9:48-9:52; 9:52-10:20)
Block 3	
Block 4	11:30a.m. – 12:30p.m. (11:30-11:58; 11:58-12:02; 12:02-12:30)

The following schedule will be implemented on delayed opening days:

**Delayed Opening Schedule
2018-2019**

BLOCK	TIME
Block 1	10:00 a.m. – 10:54 a.m. (10:00 - 10:25; 10:25 - 10:29; 10:29 - 10:54)
Block 2	10:57 a.m. – 11:51 a.m. (10:57 – 11:22; 11:22 – 11:26; 11:26 – 11:51)
Block 3a	11:54 a.m. – 12:20 p.m.
Block 3b	12:23 p.m. – 12:49 p.m.
Block 3c	12:52 p.m. – 1:18 p.m.
Block 3d	1:21 p.m. – 1:47 p.m.
Block 4	1:51 p.m. – 2:45 p.m. (1:51 – 2:16; 2:16 – 2:20; 2:20 – 2:45)

DELAYED OPENING ADDITIONAL INFORMATION

1. Students should not arrive prior to 10:00 a.m. Due to weather conditions, which caused the delayed opening, there will be limited supervision available for students.
2. Students must be ready to board the school bus at the exact time indicated by the transportation carrier.
3. All before school programs will be cancelled.
4. Please do not call the Fire Department or Police Department for delayed opening information.
5. The staff storm chains for the District and each school will be activated to announce the delayed opening.

SCHOOL CLOSING

The following stations have coverage of school closings: WNJR 1430 AM, WOR 710 AM, WINS 1010 AM and Channel 36. The town siren will be sounded at 6:45 a.m. with a single blast.

Irvington Public Schools

July 2018- June 2019

183 Days for Students

184 Days for Teachers



July 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July

4 Independence Day - District Closed
5 Promotional Summer School Begins

August

8 Promotional Summer School Ends
27 - 30 Administrators' Fall Conference
29 - 30 New Teachers' Orientation

September

3 Labor Day - District Closed
4 Fall Conference
5 First Day for Students

October

5 Marking Period 1 Progress Reports Distributed
8 Columbus Day - District Closed
9 4-hour Session for Students
Teachers' In-Service Day

November

4 Daylight Savings Time Ends
5 Fall Break- District Closed
6 Election Day - District Closed
7 Veterans' Day (Observed)- District Closed
8-9 NJEA Convention- District Closed
14 End of First Marking Period (45 days)
21 4-hour Session - Teachers/Students
22-23 Thanksgiving - District Closed
26-27 Parent/Teacher Conference
4-hour Session - (Elementary/Middle)
28 Evening Parent/Teacher Conference
(Elementary/Middle)
29 Evening Parent/Teacher Conference
(High School)

December

11 4 - hour Session for Students.
Teachers' In-Service Day
19 Marking Period 2 Progress Reports Distributed
Dec. 24 - 28 & 31, Holiday Recess - Schools Closed
District Closed Dec. 24, 25, 31, 2018

January

1 New Year's Day - District Closed
2 Schools Re-Open
21 Dr. Martin Luther King Jr.'s Birthday
-District Closed
31 End of Second Marking Period (46 days)

February

11 Marking Period 2 Report Cards Distributed
18 Presidents' Day - District Closed
19 4- hour Session for Students -
Teachers' In-Service Day

March

6 Marking Period 3 Progress Reports Distributed
10 Daylight Savings Time Starts

April

8 End of Third Marking Period (46 Days)
17 Marking Period 3 Report Cards Distributed
19 Good Friday - District Closed
22-26 Spring Recess - Schools Closed
29 Schools Re-Open

May

17 Marking Period 4 Progress Reports Distributed
27 Memorial Day - District Closed

June

19 4-hour Session - for Students
20 4-hour Session for Students.
Final Day for Students
and Teachers (46 days)
Report Cards Distributed

In the event that more than 3
emergency days are needed,
adjustments will be made at the
discretion of the Superintendent.

January 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Testing Dates 2018-2019

Cycle 1 Testing: October 22-26, 2018	DLM (Grades 3-8&HS): April 3-May 31, 2019
High School Portfolio Appeals: January 7-May 10, 2019	PARCC: Grades 3-8: April 8-May 28, 2019 High School: April 8-May 28, 2019
NAEP: January 28-March 8, 2019	NJSLAS: Grades 5 & 8: May 6-June 7, 2019 Grade 11: May 6-June 7, 2019
Cycle 2 Testing/Midterm Exam: January 14-18, 2019	Cycle 4 Testing/Final Exam: Grades K-8: June 10-14, 2019 Grades 9-12: June 3-13, 2019
Cycle 3 Testing: March 18-22, 2019	

Board Approved: May 16, 2018
Revised: 7/9/18

2018

IRVINGTON HIGH SCHOOL

2019

BLOCK **A** **B** SCHEDULE

■ A Day

■ B Day

■ School Closed

SEPTEMBER 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

FEBRUARY 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

OCTOBER 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MARCH 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

APRIL 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

IRVINGTON HIGH SCHOOL ADMINISTRATION

PRINCIPAL	Mary Michailidis	Main Office	Ext. 1801
<u>ASSISTANT PRINCIPALS</u>			
Class of 2019	John Amberg	Room - 327	Ext. 1802
Class of 2020	Darren Love	Room - 227	Ext. 1803
Class of 2021	Jason Richardson	Room - 603	Ext. 1805
Class of 2022	TBD	Room - 030	Ext. 1826
BLUE KNIGHT ACADEMY			
PRINCIPAL	Hubert Chase	UMS	973-399-6879 Ext. 1640
<u>SECRETARIES</u>			
PRINCIPAL'S SECRETARY	Barbara Batson		Ext. 1845
MAIN OFFICE SECRETARIES	Sheri McMannen		Ext. 1811
	Breana Wilson		Ext. 1813
	Saphira Cooper		Ext. 1810
ATTENDANCE	Shanequa Ashman		Ext. 1807
ATHLETICS	Gwendolyn Murray		Ext. 1839
GUIDANCE	Andria Donaldson		Ext. 1808
	Betty Dupont		Ext. 1814
<u>CUSTODIAN/SECURITY</u>			
HEAD CUSTODIAN – DAY	Gary Grant		Ext. 1824
HEAD SECURITY – DAY	Tarsha Lawson		

PARENT-TEACHER-STUDENT ASSOCIATION (PTSA)

President	Valerie Blenman
Vice President	Vacant
Treasurer	Johnana Patino
Secretary	Robert Rosenhanst
Membership Chair	Courtney Curry

DISTRICT DIRECTORS

Athletics/Physical Education		Dr. John Taylor
Mathematics/Assessment and Data Analysis		Matin Adegboyega
Special Services		Patricia Dowd
Technology/Applied Technology		Henry Dixon

DISTRICT SUPERVISORS

Early Childhood		Shelly Caldwell
Early Childhood		Tawana Moreland
English Language Arts (K-5)		Lea Andrea Horton
English Language Arts (6-12)		April Adams
ESL/Bilingual/World Languages		Dr. Pedro Ruiz
Government Programs		Eileen Walton
Guidance and Counseling		Megan O'Brien
Mathematics		Frantz Meronvil
Science		John Severs
Social Studies		Teresa Steele-Hunter
Visual and Performing Arts		Trudy Rose Harte

ATHLETIC DEPARTMENT

Director	Dr. John Taylor
Secretary	Gwendolyn Murray
Trainer	Steven Fifoot

FALL COACHES

Football	Ashley Pierre
Boys Soccer	Abdelkader Laib
Girls Soccer	Derek Tomasino
Girls Tennis	Mark Kass
Girls Volleyball	Paul Tortorella
Cross Country	Marvin Hawkins
Cheerleaders	Valeria Brown-Garner
Band	Matthew Peterson
Band Front	Christie Tripp

WINTER COACHES

Boys Basketball	Elias Brantley
Girls Basketball	Rashawnah French
Wrestling	Kyle Steele
Bowling	Myles Hart
Indoor Track	Marvin Hawkins

SPRING COACHES

Baseball	Troy Bowers
Girls Softball	Jenna Weiss
Boys Tennis	Abdelkader Laib
Outdoor Track	Marvin Hawkins

STUDENT SERVICES

GUIDANCE DEPARTMENT: COUNSELORS

Megan O'Brien	District Supervisor of Guidance/HSSC	Ext. 1823
Jamall Angoy	Guidance Counselor	Ext. 1847
Kettelyn Derisse	Guidance Counselor	Ext. 1818
Carmen Fazzallori	Guidance Counselor	Ext. 1816
Ericka Lewis	Guidance Counselor	Ext. 1815
Farah Merzier-Baudin	Guidance Counselor	Ext. 1817
Jehita Kitchen	Guidance Counselor/HIB Coordinator	Ext. 1821
Patricia Padovani	Guidance Counselor	Ext. 1820
Denine Hasan	Health & Social Services Coordinator	Ext. 1826
Andrea Donaldson	Secretary	Ext. 1808
Betty Dupont	Secretary	Ext. 1814

SPECIAL SERVICES

Patricia Dowd	Director	Ext. 1921
Lystrea Crooks	Supervisor of Special Services	Ext. 1926
Simone Duncan	Child Study Team/School Psychologist	Ext.
Marius Bradeneau	Child Study Team	Ext. 1853
Marion Jablonski-Johnson	Child Study Team	Ext. 1854

GUIDANCE DEPARTMENT SERVICES

Information concerning PSAT/SAT testing; career preparation; college matters such as financial aid & scholarships, workshops & presentations, school visits; and military career is available to you in the Guidance Office.

Testing and counseling sessions are also available to all students at various stages of their school experience to assist in the proper subject placement; career selection; college/ financial planning; and vocational placement.

GUIDANCE APPOINTMENTS

A counselor may initiate a guidance appointment. The student will receive a GUIDANCE APPOINTMENT SLIP from his/her counselor through their teacher. On the day of the appointment, the student must, FIRST REPORT TO HIS/HER SCHEDULED CLASS and obtain the teacher's signature on the appointment slip, then

report to the counselor for his/her appointment. Students should be expected to return to class, with a pass signed by the Counselor.

Students initiate a conference, by obtaining a GUIDANCE CONFERENCE REQUEST form from their teacher. Once this form is completed, the teacher will forward it to the counselor. The counselor will send for the student via a Guidance Appointment Slip (see above). Students are also encouraged to make appointments with their counselor during Career & College Center hours.

WORKING PAPERS

In order to begin employment, whether after school or during vacation time, all persons between the ages of 14-18 are required by the Child Labor Law of the State of New Jersey to obtain an employment certificate, usually referred to as "Working Papers." The following procedure is necessary to secure your employment certificate:

- 1) Obtain the necessary form from the Guidance office, completing the sections:
 - a. Promise of Employment - to be completed by your prospective employer.
 - b. Medical Section - to be completed by the school nurse or your own physician.
 - c. School Record - to be completed by the Guidance Office
*only after all other sections of the form are completed.
- 2) Return the completed form to the Guidance Office, along with a photocopy of your Birth Certificate or Baptismal Certificate, or Immigration Certificate. Your employment certificate will then be issued for presentation to your employer.

THE SCHOOL'S RESPONSIBILITIES IN REFERENCE TO COLLEGE ADMISSIONS

- 1) To provide information about college, with respect to cost and course offerings.
- 2) To send required information to the colleges upon the request of the student.
- 3) To check that students have proper courses for college admissions.
- 4) To assist students in identifying colleges with programs that will support identified majors and post-graduation plans.

THE STUDENT'S RESPONSIBILITIES IN REFERENCE TO COLLEGE ADMISSIONS

- 1) To send for college applications and college catalogs in the junior year (at least three colleges) and, if possible, assist with campus visits
- 2) To study college applications and bulletins carefully
- 3) To determine whether the college offers the desired major
- 4) To be informed of entrance examinations and deadlines

- 5) To obtain teacher recommendations
- 6) To send appropriate fees with applications
- 7) To ensure completion of required college entrance examinations (SAT, ACT)

CAREER & COLLEGE CENTER

It is the Mission of the Guidance Department to promote an atmosphere that will lead to identification of career choices and training that are aligned with students' strengths, interests, values, and personality type. Career counseling takes place in one-on-one or in group sessions.

The Career & College Center has been established to provide career and college-related information and resources for all students at Irvington High School. Guidance counselors are assigned to the Career & College Center throughout the day, including extended early and after-school hours. The Career & College Center hosts college presentations and instant decision sessions that students may attend with a special pass from the guidance department. Early in the year, sign-up sheets are maintained in the Guidance Office. In addition, a resource library is available with career, ACT, SAT, and college resources for student use. The Career & College Center is equipped with computers to assist students with interest inventories, college & career searches, as well as resume preparation. Students must obtain passes from Guidance, to visit during extended hours. The Career & College Center is located in the West Wing.

ACADEMICS

GRADUATION REQUIREMENTS

(Additional requirements are needed for four (4) year post-secondary schools. Refer to Curriculum Offerings for a listing of these requirements)

Listed below are the curriculum requirements that total 125 credits for graduation from Irvington High School with a State-endorsed diploma:

20 credits of English Language Arts

15 credits of Mathematics (District promotes 20 credits of Mathematics)

15 credits of Science

15 credits of Social Studies

20 credits of Health and Physical Education

(5 credits of Physical Education is required for each year of enrollment)

5 credits of Career Education and Consumer, Family, and Life Skills

5 credits of Visual and Performing Arts

2.5 credits in Financial Literacy

5 credits of World Language (District promotes 10 or more credits of World Language)

22.5 credits of Electives**

** Elective credits can be satisfied by taking courses beyond the required amount in all subject areas including Visual & Performing Arts, Career & Technical Education, and World Language.

All students are encouraged to take these courses in order to fulfill college requirements.

The above are requirements set by the State of New Jersey under Administrative Code 6:8-4.2. The Board of Education reserves the right to increase these standards by adoption of Board policy. The Irvington Board of Education requires 125 credits to be eligible for graduation.

ELA AND MATH ASSESSMENT REQUIREMENTS FOR THE CLASS OF 2019, & 2020

<u>Three Pathways Available</u>	<u>English Language Arts (ELA)</u>	<u>Mathematics</u>
Class of 2019 & 2020 <u>First Pathway</u> <i>Take and Pass a</i>	PARCC ELA Grade 9 $\geq$ 750 (Level 4) <i>or</i> PARCC ELA Grade 10 $\geq$ 750 (Level 4) <i>or</i> PARCC ELA Grade 11 $\geq$ 725 (Level 3)	PARCC Algebra I $\geq$ 750 (Level 4) <i>or</i> PARCC Geometry $\geq$ 725 (Level 3) <i>or</i> PARCC Algebra II $\geq$ 725 (Level 3)

PARCC Test		
Class of 2019 & 2020 <u>Second Pathway</u> Take and Pass one of the Alternative Assessments <u>Class of 2020 Only</u> This Pathway is only available if a student takes all PARCC tests associated with the high-school level courses for which they were eligible and receive valid scores*	SAT Critical Reading (taken before 3/1/16) or SAT Evidence-Based Reading and Writing Section (taken 3/1/16 or later) or SAT Reading Test (taken 3/1/16 or later) or ACT Reading or ACT PLAN Reading* or Accuplacer WritePlacer or Accuplacer WritePlacer ESL or PSAT10 Reading or PSAT/NMSQT Reading (taken before 10/1/15) or PSAT10 Reading or PSAT/NMSQT Reading (taken 10/1/15 or later) or ACT Aspire Reading* or ASVAB-AFQT Composite	SAT Math (taken before 3/1/16) or SAT Math Section (taken 3/1/16 or later) or SAT Math Test (taken 3/1/16 or later) or ACT or ACT PLAN* Math or Accuplacer Elementary Algebra or PSAT10 Math or PSAT/NMSQT Math (taken before 10/1/15) or PSAT10 Math or PSAT/NMSQT Math (taken 10/1/15 or later) or ACT Aspire Math* or ASVAB-AFQT Composite
Class of 2019 & 2020 <u>Third Pathway</u> Portfolio Appeals <u>Class of 2020 Only</u> This Pathway is only available if a student takes all PARCC tests associated with the high-school level courses for which they were eligible and receive valid scores*	Meet the criteria of the NJDOE Portfolio Appeal for ELA	Meet the criteria of the NJDOE Portfolio Appeal for Math

ELA AND MATH ASSESSMENT REQUIREMENTS FOR THE CLASS OF 2021

<u>Two Pathways Available</u>	<u>English Language Arts (ELA)</u>	<u>Mathematics</u>
<u>First Pathway</u>	Take and Pass PARCC ELA Grade 10	Take and Pass PARCC Algebra I**
<u>Second Pathway</u> <i>This Pathway is only available if a student takes all PARCC tests associated with the high-school level courses for which they were eligible*</i>	Meet the criteria of the NJDOE Portfolio Appeal for ELA	Meet the criteria of the NJDOE Portfolio Appeal for Math

Note: * "Eligible" is defined as a student who is enrolled in a high-school level course for which there is a PARCC test and receives a valid score. This includes all of these courses: Algebra I, Geometry, Algebra II, ELA 9, ELA 10, and ELA 11.

NON-CREDIT IS THE RESULT OF MORE THAN 18 UNEXCUSED ABSENCES. NON-CREDIT DUE TO EXCESSIVE ABSENTEEISM RESULTS IN A REPEAT OF REQUIRED COURSES IN THE FOLLOWING SCHOOL YEAR. (See Attendance Policy for additional information regarding excused absences)

Summer School participation is offered to students at the discretion of the administration. A maximum of only 10 credits (2 courses) can be obtained during Summer School.

Minimum Credit Requirements for Promotion:

to Grade 10 - 25 credits
to Grade 11 - 55 credits
to Grade 12 - 85 credits
Graduation - 125 credits

Options II Program

In lieu of traditional high school courses, Irvington High School offers Option II alternatives to meeting graduation requirements. Option II provides students with Board approved meaningful, yet non-traditional, learning experiences that support student achievement of the NJ Core Curriculum Content Standards and Core Content State Standards.

The Option II Program consists of credits granted for pre-approved courses taken at community colleges, other learning institutions, experiential learning, and for foreign language proficiency in languages not taught at Irvington High School.

Irvington High School Option II offerings include enrollment in JROTC or Dance programs to meet Physical Education requirements, approved online credit recovery programs, partnerships with academic program providers pre-approved by the Board of Education, and through Independent Study Programs.

To be considered for Option II opportunities, the student must complete an Option II application form and waiver, which is available in the Guidance Office. An Option II contract must be signed by any student seeking to participate in these programs.

All Option II program opportunities must be pre-approved by Irvington High School administration before the student engages in the program. If the program is not pre-approved, the student may not receive credit for the course(s) completed.

HEALTH/PHYSICAL EDUCATION, JROTC & DANCE

A student must complete one year of Health/Physical Education (with a passing grade) for every year enrolled at Irvington High School.

When a student attends high school at out-of-state schools, private schools that do not require PE, or other countries, the student is not required to provide proof of completion of a Health/Physical Education course(s) for each year of study completed at the school.

JROTC and Dance may be taken in lieu of Health/Physical Education to satisfy the Health/Physical Education requirement for each year of enrollment.

PATTERNS OF STUDY

It is important to keep long-range career goals in mind during the selection of courses. Students preparing for college are reminded that the successful completion of (16) Carnegie units of academic work is essential for entrance to most colleges. A typical program of studies required by most colleges includes four years of English, four years of Mathematics, two years of Laboratory Science, three years of Social Studies, and two or more years of the same World Language.

ACADEMIC DISHONESTY

All course assignments are expected to be the original product of one's own effort without unauthorized use from any other source. In keeping this trust, the student advances his/her own academic growth and maturity. The assumption of academic honesty is an essential element of the educational process. Sanctions do exist, however, for those who betray this trust.

Plagiarism is defined as, “the presentation of the ideas or writing of someone else as one’s own work.” To avoid a charge of plagiarism, a student should be sure to include an acknowledgment of indebtedness by citing the source from which the information came. In most cases a grade of zero (0) or “F” will be imposed as a consequence of cheating/plagiarism and a notice will be sent home.

Students may lose eligibility or member status in academic clubs/organizations, including honors societies, if found guilty of academic dishonesty.

ACADEMIC PROGRAMS

Blue Knights Academy

The alternative program shall be offered to students in grades 9–12 for the following reasons: recommended by a committee of school personnel; expressed a willingness to attend; received parental consent via a conference with appropriate high school staff; and met one or more of the identified criteria set forth in the administrative guidelines. The ultimate goal of the alternative program is to provide a successful school experience for participants, and thus prepare them for return to Irvington High School.

JUNIOR RESERVE OFFICERS’ TRAINING CORPS (JROTC)

The JROTC program is designed to give students (cadets) a foundation of leadership training in which to build upon in later years. In order to motivate and provide a foundation of leadership, the following objectives are utilized: good citizenship and patriotism; self-reliance, leadership, and responsiveness to constituted authority; ability to communicate effectively both orally and in writing; appreciation of the importance of physical fitness; appreciation of the role of the U.S. Army in support of national objectives; and knowledge of basic military skills. These objectives are developed through classroom instruction, field trips, field training exercises, and leadership labs. The program is provided to students for four years and may be taken in place of Health/Physical Education to satisfy this requirement for each year of enrollment. A certified drivers education instructor will teach Drivers Education.

NATIONAL HONOR SOCIETY

The National Honor Society recognizes students who have shown outstanding achievement based on four criteria: scholarship, leadership, character, and service. Students who are inducted as members have attained a Grade Point Average (GPA) of 3.5 or higher. They have demonstrated service to the school and to the community. In addition, the faculty and administration have identified them as students who have strong character and leadership abilities. As members of the National Honor Society, they are eligible for participation in a variety of activities including academic tournaments, service activities, and scholarship competitions.

SELECTION PROCEDURE FOR THE NATIONAL HONOR SOCIETY

Juniors and Seniors are eligible for membership after the second marking period. Students who are academically eligible are asked to complete an activity sheet. They must list their school and community related activities as well as any special honors they have received. Students must obtain recommendations from at least three faculty members or activity advisors.

A Faculty council will vote on final membership. The National Honor Society Advisor will present the information submitted by each student, as well as their academic record. The five members of the Faculty Council will vote on final membership based on this information. The Principal appoints the members of the Faculty Council annually. The advisor and the Principal are not voting members of the Faculty Council. Students will be notified of their acceptance into the National Honor Society by letter in late April. A formal induction ceremony is held in the evening in early May.

Once students have been inducted into the National Honor Society, they are expected to maintain the high standards of scholarship, leadership, service, and character. If these standards are not maintained, members are in danger of dismissal. A student who is dismissed or who resigns is ineligible for future membership. The dismissed member is entitled to a hearing before the Faculty Council. If he or she is not satisfied, an appeal may continue under the rules that govern disciplinary appeals. A member who is dismissed must relinquish the Honor Society pin and membership card.

Irvington High School Course Listings for 2018-2019

	APPLIED TECHNOLOGY		SOCIAL STUDIES	PE Option II:
009 Share Time	310 Intro to Computers		209 World History	790 Dance/PE
010 English 9	330 Accounting I		213 World History Honors	791 Dance Hip Hop/PE
011 English 10	335 Accounting II		220 US History I	792 Dance Mod./Ballet/PE
012 English 11	840 Digital Pub I		221 US History I Honors	793 Dance Jazz/PE
013 English 12	841 Digital Pub II		230 US History II	
	301 Robotics		231 US History II Honors	
014 Algebra I		JROTC	222 AP US History	WORLD LANGUAGE
015 Algebra II		990 JROTC I	241 African Amer. History	640 Spanish I
016 Geometry		991 JROTC II	244 Psychology	641 Spanish II
	CAREER AND TECHNICAL	992 JROTC III		668 Spanish II Honors
	Business & Marketing Comm. (7.5 credits)	993 JROTC IV	200 Social Issues 2.5 cr.	642 Spanish III
	348 Sales & Marketing 2.5 cr. AND			643 Spanish IV Honors
017 Environment Sci	327 E-Commerce 2.5 cr.	PE Option II:	201 Intro to Soc. 2.5 cr.	610 French I
021 Chemistry	314 Business Law 2.5 cr. AND	995 JROTC I/PE	250 Financial Lit. 2.5 cr.	611 French II
039 Biology	354 Microsoft Power Point 2.5 cr.	996 JROTC II/PE		666 French II Honors
		997 JROTC III/PE		612 French III
071 Earth/Physical	Cosmetology (30 credits)	998 JROTC IV/PE	VISUAL & PERF. ARTS	613 French IV Honors
072 Earth/Physical	850 Intro to Cosmetology		Visual Arts	
	860 Cosmetology I 10 cr.		710 Art I	Online Courses
043 World History	863 Cosmetology II 15 cr.		711 Art II	644 Italian I OL
070 US History I			712 Art III	645 Italian II OL
078 US History II	Microsoft Office Specialist (7.5 cr.	MATHEMATICS	720 Crafts I	646 Italian III OL
	354 Microsoft PowerPoint 2.5 cr. AN	511 Algebra I	721 Crafts II	647 Italian IV Honors OL
073 Financial Lit. 2.5	355 Microsoft Word 2.5 cr.	523 Algebra I Honors	724 Fashion Design	648 Arabic I OL
AND	356 Microsoft Excel 5 cr.	540 Geometry	778 Cartooning/Animation	649 Arabic II OL
083 Social Issues 2.5		541 Geometry Honors	725 Photography	652 Japanese I O073 L
	ENGLISH AS A 2nd LANGUAGE	530 Algebra II	730 Art Talented 9	653 Japanese II OL
074 Financial Lit. 2.5	686 ESL /ELA 9 I	531 Algebra II Honors	731 Art Talented 10	656 Mandarin I OL

AND	687 ESL/ELA 9 II	550 Pre-Calculus	732 Art Talented 11	657 Mandarin II OL
084 Social Issues 2.5	688 ESL/ELA 9 III, IV, V READ 180	551 Pre-Calculus Honors	734 Art Talented 12	658 Spanish I OL
	691 ESL/ELA 10 I	501 Statistics	740 Desktop Publishing	659 Spanish II OL
	692 ESL/ELA 10 II	503 AP Statistics	153 Yearbook	662 French I OL
	693 ESL/ELA 10 III, IV, V READ 18	552 Calculus		663 French II OL
	694 ESL/ELA 11 I, II	555 AP Calculus		
030 English 9	695 ESL/ELA 11 III READ 180	504 Academic Founds Math	Performing Arts	
031 English 10	696 ESL/ELA 11 IV, V READ 180		763 Exploring Music	
032 English 11	697 ESL/ELA 12 I, II	PHYSICAL EDUC./HEALTH	755 Inst I: Flute/Clarinet	
033 English 12	698 ESL/ELA 12 III READ 180	910 PE 9	756 Inst I: Brass	
034 Algebra I	699 ESL/ELA 12 IV, V READ 180	920 PE 10	760 Voice Training	
027 Algebra II		930 PE 11	761 Chorus	
028 Geometry	ENGLISH LANGUAGE ARTS	Drivers' Education 11	750 Piano/Music Theory	
	103 English 9 Honors	940 PE 12	770 Music Talent 9	
	111 English 9	960 Adaptive Phys. Ed. 9-12	771 Music Talented 10	
038 Biology	120 English 10		772 Music Talented 11	
029 Chemistry	121 English 10 Honors	SCIENCE	773 Music Talented 12	
	130 English 11	425 Environmental Science	780 Dance	
004 World History	131 English 11 Honors	470 Physics	786 Dance Hip Hop	
005 US History I	139 English 12 (I)	449 Biology	787 Dance Mod./Ballet	
006 US History II	140 English 12 (II)	451 Biology Honors	788 Dance Jazz	
	141 English 12 Honors	424 Earth/Phys. Science		
040 Transition (11/12)	186 Academic Found in English	461 Chemistry		
	145 AP English	467 Chemistry Honors		
	143 African American Lit. 2.5 cr	472 AP Physics B		
	132 American Ethnic Lit 2.5 cr.	466 AP Biology		
	192 Creative Writing 2.5 cr.	414 AP Chemistry		
	174 Expository Writing 2.5 cr.	402 Forensic Science		
	180 Read 180	403 AP Environ. Science		

GRADING

POWERSCHOOL PARENTAL PORTAL

Parents may access their child's grades via the internet using the PowerSchool Parental portal. In order to gain access to this portal, parents/guardians may attend a training session at the high school to receive a login and password.

MARKING PERIODS AND REPORTS TO PARENTS

Report cards will be distributed four (4) times a year; November, February, April, and June. Parents/Guardians are urged to examine the report card carefully. Any questions regarding student's achievement may be discussed with the subject teacher and/or the student's guidance counselor. Appointments may be arranged by calling the appropriate counselor at the high school guidance office. Midway through each marking period, Progress Reports will be mailed home to the attention of the Parent/Guardian. Quarterly failure notices will be mailed home through the guidance department for all seniors and midyear for Juniors, Sophomores, and Freshmen. A student must maintain a "C" average or higher to remain in honors classes.

Advanced Placement (AP) and Honors Courses

AP courses are offered in Calculus, Statistics, US History, English Literature and Composition, Biology, Chemistry, Environmental Science, and Physics. Placement in AP Courses is based on teacher recommendation, student grades in prerequisite courses, and placement tests. Students passing AP examinations with a 4 or 5 may be given college credits for the course depending on the policy of the college or university the student attends.

Honors classes are available to students in major subject areas for students in grades 9-12 based on teacher recommendation and the attainment of an A or B average in prerequisite courses.

REPORT CARDS

First marking period report cards will be issued to the Parent or Guardian at the Annual Back to School Night in December.

GRADING SYSTEM

	<u>Percentage</u>
A	=90 - 100
B	=80 - 89
C	=70 - 79
D	=60 - 69
F	= 59 - Below

A student must receive a 60% or higher to receive credit for a course

HOMEWORK POLICY

Assignments are to be given at every class meeting with the exception of Art, Music, and Physical Education. Homework is an extension of the school day and a vital part of the subject.

FINAL EXAMS

Final exam exemptions will be granted to all students who have obtained an "A" average each marking cycle and a final average of an "A" for the course(s). Students who cut class on the day of an exam will receive a "0" for that portion of the exam. The principal or designee will make a final decision regarding make up exams. The fifth cycle grade is the average of the mid-term examination and the final examination.

CLASS RANK

Class rank shows how each student performed in comparison with all the students in their grade level. All grades earned in major subjects are tabulated for each of the four years of high school. Additional weight is given to honors, advanced placement courses, and college courses.

Class Ranking will be tabulated on September 1st, February 15th, and May 1st. Final class ranking will be determined on May 1st. However, the Grade Point Average (GPA) may be adjusted and class ranking modified after May 1st.

To be eligible as a student of distinction, Valedictorian or Salutatorian, a student must have completed four semesters at Irvington High School. A transfer student with a high ranking and less than four semesters may be ineligible for the honor of a Top 12 student.

SUPER HONOR AND HONOR ROLL STUDENTS

In order to attain Super Honor Roll and Honor Roll, students must achieve the following:

Super Honor Roll

1. A average in all 4 core subjects
2. A average and not more that (1) B average in all elective subjects

Honor Roll

1. A or B average in all subjects

Core Subjects: ELA, Mathematics, Social Studies, Science

Please note that all classes are counted toward meeting the above requirements. Super Honor Roll and Honor Roll lists are posted 1 week after the close of each marking cycle.

GRADUATION

Graduation from high school is a milestone in life and should be celebrated with the decorum and dignity that demonstrate twelve years of education. Therefore, you and your child must understand and agree to certain basic guidelines for our ceremony.

THE FOLLOWING REQUIREMENTS ARE MANDATORY:

1. Acquiring the necessary credits toward graduation – 125 credits (approved by the State Board of Education).
2. Passing major subjects, i.e. P.E., English, History, Math, and Social Studies (approved by the State Board of Education); in addition to all other subjects required for a diploma.
3. Attending school on a daily basis - Students on noncredit cannot expect to graduate from Irvington High School because they do not receive credit for subjects taken if they

have more than eighteen (18) unexcused absences AT ANY TIME during the school year.

4. Achieving a minimum score on the PARCC or one of the substitute assessments for the 2018 -2019 school year.

THE FOLLOWING REQUIREMENTS ARE MANDATORY ON THE DAY OF GRADUATION:

Proper Attire:

1. Shorts, hats or accessories unbecoming to a formal ceremony will not be allowed. Students are expected to wear shoes appropriate for a formal graduation ceremony. Leisure footwear, such as sneakers or sandals, is not allowed.

Punctuality:

2. All students will be in the high school auditorium at 4:00 P.M. on the date of graduation.

Attitude:

3. Students will conduct themselves in a dignified manner during the ceremony. We know that we will see demonstrations of “mature behavior” and respect as we share the evening with relatives and friends.

Cooperation:

4. All students will adhere to all directives.

The young men and women who walk across the stage at graduation have earned the right to do so. Therefore, appropriate behavior and decorum will ensure the sophisticated graduation exercise that parents and all in attendance have a right to expect. With your help we can make this the most beautiful graduation ever!

Be reminded that the recessional is part of the graduation ceremony. Therefore, students will be expected to leave the graduation site as a graduating class (retracing the processional march). Parents and family members are not allowed on the floor at any time during the graduation ceremony.

PHYSICAL EDUCATION REQUIREMENTS

The High School gymnasium will be a place to explore your physical boundaries and capabilities in order to grow as an individual. In order to take full advantage of our Physical Education program we have put together a list of simple guidelines to follow which will help you achieve your highest potential. **Be Prepared Everyday.**

- White Tee Shirt, plain with no writing, logos, or emblems
- Gym shorts or sweatpants – gray, blue, or black
- NO JEANS OR CUT OFF JEAN SHORTS
- Athletic socks
- Sneakers
- No jewelry

1. Bring a lock for locker room use daily.
2. Physical participation in class activities is mandatory.
3. Change only in the locker room. LOCKERS ARE TO BE USED ONLY DURING YOUR PE PERIOD.
3. Be seated on your assigned floor spot for daily attendance.
4. Warm-up calisthenics are a must everyday.
5. Warm-ups are an integral part of your PE class participation grade. Points will be deducted if warm-ups are not performed.
6. Leadership opportunities will be provided in both Health and Physical Education class on a daily basis. Leading warm-ups or “Do-Now” activities, small or large-group work and closure in both the gymnasium and classroom will be made available to students who would like the chance to display and improve their leadership skills.

STUDENT CONDUCT

School Dress Code Policy & Identification Cards (IDs)

Irvington High School’s students are required to dress in approved uniform clothing and will not be permitted in class improperly dressed (out of dress code). Students are expected to remain in proper dress code throughout the day and will not be allowed to store school dress attire in lockers, book bags, etc. Students are required to wear their school ID at all times.

Non-compliance of the dress code and ID may prohibit entry to class.

Shirts:

- Polo-style shirts: Solid Navy Blue, White, (must be in accordance with vendor style)
- Sleeveless shirts and t-shirts are NOT permitted
- The only acceptable logo on a polo shirt is the school logo
- Button down shirts: Solid White

Pants:

- Navy or Khaki (beige)
- Denim material, jeans, sweat pants, “leggings”, “skinny pants”, and cargos (side pockets) are NOT permitted
- Shorts, skirts, skorts, and jumpers may not be shorter than two inches above the knee. Clothing must be worn at the natural waste line.

Coats/Sweaters:

- All long-sleeve solid colored navy or white crewneck, V-neck, cardigan sweaters, or fleece must be worn with a polo shirt.
- NO hooded apparel will be worn in the building.
- Outer garments (coats and jackets) must be stored in the student’s locker and may not be carried in school.

Footwear:

- Shoes must be securely fastened. Clogs, flip-flops, and bedroom slippers are NOT permitted

Headwear:

- Students may not wear/carry hats, hoods, sweatbands, bandanas, scarves or sunglasses while in the school building, they are to be stored in the student’s locker.

*It is acceptable for students with specific religious beliefs that require head wear. Special needs or extenuating circumstances to wear head coverings must be requested in the form of a written statement by a parent or guardian and approved by administration.

Sizing:

- Clothing must be sized to fit the student. Pants should fit appropriately and should not be tight or too loose. Shirts should be of appropriate size and should not extend below the hip. Skirts and shorts should not be shorter than two inches above the knee. Undergarments should not be visible.

The school dress code will:

- Enhance school safety
- Promote school pride
- Create a sense of unity amongst students
- Improve the learning environment
- Promote good behavior
- Improve children's self-respect and self-esteem
- Provide cost savings for families

Violations of the dress code policy will result in disciplinary action

Identification Cards (IDs)

It is a serious infraction to fail to identify oneself when asked by any staff member. Therefore, all students are required to wear their school ID cards at all times during the school day and at all school functions. ID cards must be visible at all times. Students will be denied admittance into the building if they fail to wear their ID card. Students will be charged \$5.00 for a replacement ID. A \$5.00 payment is due on the day that the ID is replaced. If a student refuses to wear their ID card, an H.F.P (Home for Parent) will be issued and a parent conference will be necessary. Continued defiance could result in further disciplinary action.

Attendance Policy

In order to establish an atmosphere, which enables the student to achieve his/her best academically and thereby meet graduation requirements, it is essential that satisfactory attendance be maintained. Attendance records are based on presence in the first class of the day or as the schedule warrants. The entire process of education requires regular continuity of instruction, classroom participation, learning experiences and study. While this policy allows for up to eighteen (18) absences during the year, it should be understood that students are expected to be in school at all times unless physically unable to attend. This policy should not be misconstrued as an invitation to miss eighteen (18) days of school. Absences from school and being late to school are part of a student's permanent record. These absences are sent to colleges or employers upon request.

Absence is defined as non-attendance in regular classes and assigned locations. Absence from school is either excused or unexcused. Students who accumulate more than eighteen (18) absences or more from any assigned course during the school year will be placed on non-credit status. Students placed on non-credit status for courses accumulating more than eighteen (18) absences will not receive any credit points for assigned courses.

The following are excused absences:

- School sponsored activities.
- School suspensions
- Religious holidays as defined by the NJDOE.
- Funerals provided proper documentation is submitted.
- Court appearance provided proper documentation is submitted.
- Driver's test/ permit with verification and proper documentation.
- Interviews with a prospective employer or with an admissions officer of an institution of higher education.
- Absences covered by a doctor's note. All notes must be an original document on letterhead and signed by a doctor.

All documentation must be submitted to students' administrator within 5 days of the students return to school whereby the student will receive a pass to show teachers that they were excused. The student will have an opportunity to make up missed assignments within the allotted make up time. Failure to adhere to the above may result in an unexcused absence. Students who are habitually absent will be referred for review by family court.

An unexcused absence is generally defined as an absence for any reason not listed above. Truancy is defined as an absence from all or part of the school day without knowledge of the pupil's parents or guardians. It generally takes the form of an unexcused absence. Students with an unexcused absence from school may not participate or attend extracurricular activities that day.

Tardy to school

- The front doors will close at 8:21 a.m.
- Doors will re-open at 8:26 a.m. and late students will be issued passes for Morning Detention.
- Students will receive Afternoon Detention for each day that they are late.
- Afternoon Detention will take place Monday through Friday mornings from 3:00 p.m. to 4:00

pm.

- Students will receive an HFP (Home For Parent) on the third late and parents will be required to sign a tardy/ non-credit acknowledgement form.
- In order for a student to enter the building after 8:45 a.m., the student must have in his/her possession a valid excuse, such as a note from a doctor, lawyer, or court official. The student must report to the attendance office upon arrival. In the event that the student does not have a note they must be accompanied by a parent/guardian.

Tardy to class

- a. Students who are late to class will not be given credit for the “Do now” activity.
- b. For every six (6) times a student is unexcused late to school, a day of unexcused absence will be added to their attendance record.

Cutting Class

Cutting Class is defined as an unexcused / unexplained absence from a class or assigned location (including lunch), when a student missed a class period without the expressed permission from an administrator and/or the classroom teacher.

1st offense - Contact parent or guardian

2nd offense - Teacher detention & Contact parent or guardian

3rd offense - Refer to Guidance. Guidance will contact parent

4th offense - Teacher will submit referral to guidance and administrator -

HFP 5th offense- Teacher will submit failure notice to administrator.

Reminder:

5 cuts from course per cycle / marking period = Failed Course

18 cuts per year = Non-credit for the Course

Leaving school grounds

Students are not permitted to leave the school building or school grounds without permission from administration. The names of students who are truant may be submitted to the police department. Parents of such students should be aware that they may be subject to criminal penalties.

Early Dismissal

Due to the importance of attending all classes we request that all medical / legal appointments be scheduled after school whenever possible.

- Students who wish to be excused early must have a valid and verifiable excuse.
- If an emergency arises in which a student must be taken out of school, an authorized parent/legal guardian must report to the main office and personally sign the student out. Telephone calls or notes will not be accepted)
- Students who receive an early dismissal before 12 p.m. will not be given attendance credit for the day.

Afternoon Detention

Afternoon Detention is to be utilized for tardiness and less serious infractions that do not require HFP, In- School Suspension or Out of School Suspension.

- Detention begins promptly at 3:00 p.m. and ends at 4:00 p.m.
- Students who are tardy will be refused admittance and be reassigned for the following session and may also face additional disciplinary action.
- All students are expected to bring schoolwork to complete or a book to read. No electronic devices of any sort or comic books are permitted. Students are not permitted to sleep, eat, or talk.
- Students who do not follow the posted rules may be asked to leave and face additional penalties.

STUDENT CONDUCT

PARENTS' RIGHTS AND RESPONSIBILITIES

When a parent or guardian registers a child for school, that registration document becomes the official and binding educational contract between the parent and the school district. The parent is obligated to send the student to school and the school district is obligated to provide the student with an education through grade twelve (12). This educational contract is not completed until the child is graduated from grade twelve. The contract can be terminated only by official withdrawal or removal from the school district.

As the official client of the school district, the parent is entitled to all the rights and is bound by all responsibilities of the educational contract.

Those rights include:

1. The right to know the progress of the student.
2. The right to have access to the records of the student.
3. The right to confer with the school district personnel regarding the performance of the student.

The responsibilities include:

1. The responsibility to see that the student attends school every day.
2. The responsibility to see that the student abides by all the rules and regulations of the school district.
3. The responsibility to confer with school district personnel regarding the performance of the student.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students have a right to a free and full education through high school in the State of New Jersey from ages five through twenty, unless they graduate before that age. They are required by law to regularly attend an approved educational institution until the age of 16. Students may not be asked to leave school merely because they have reached 16 years of age as long as they are fulfilling their responsibilities as students, as outlined in the student handbook. These responsibilities also require students to follow and complete the course of study prescribed by the Board of Education.

If it is determined that students are not fulfilling their responsibilities as students, they are subject to appropriate disciplinary action. Students who have reached 16 years of age and do not attend school regularly may be dropped from the rolls as outlined by the attendance policy.

THE SCHOOL EXPECTS STUDENTS TO:

- Treat teachers, school officials, and each other with courtesy and respect.
- Report to school and all classes on time.
- Report prepared and ready to work.
- Attend all classes and complete assignments.
- Comply with all school rules.
- Set positive goals and strive to achieve them.
- Commit themselves to obtaining a high school diploma.

ELECTRONIC SURVEILLANCE AND RECORDING:

Irvington High School has been equipped with electronic surveillance and recording equipment. Any student committing an infraction of the code of conduct as observed on these electronic devices will be subject to discipline as prescribed in the code of conduct.

ELECTRONIC DEVICES:

Digital music players, radios, beepers, CD or cassette players, laser devices, and electronic communication devices are not permitted during school hours and should be powered off. Students are not permitted to wear headphones or earpieces during school hours. Visible electronic devices will be confiscated. Students and parents understand that such items are brought to school at the students' own risk, and the school will not be liable for lost, stolen or confiscated electronic devices.

CONFISCATED ITEMS

Items confiscated by an administrator or security officer can be retrieved by a parent or guardian between 3:00 p.m. - 3:30 p.m. Students who bring prohibited items into the building do so at their own risk. Irvington High School accepts no responsibility for lost, stolen, or damaged items that are confiscated.

HALLWAY CONDUCT

For the safety and security of the school and its occupants, it is necessary to check individuals in the halls. For this reason security guards are assigned hall duty each period. Disciplinary action will be taken against any student found in the halls during class time without a pass. Random hall sweeps will be conducted and violators will be subject to administrative action.

HALL PASSES:

Students are not permitted in the hallways without a designated floor/hall pass from a staff member. No floor/hall passes will be issued during the first or last 10 minutes of a class period. Students must remain on the floor indicated on their pass unless another destination is indicated. Students must also seek and receive permission from the teacher of their scheduled class prior to missing any portion of class. Students who solicit passes from other teachers, personnel, counselors, without prior approval, may find those passes unacceptable to the scheduled teacher. Students who are repeatedly late may face disciplinary action including being placed on a pass restriction that would only allow them to leave a classroom for emergency purposes.

NJ ZERO TOLERANCE 18A:37-8.

Any pupil 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, school bus, or at a school-sponsored function shall be immediately removed from the school's regular education program pending a hearing before the local board of education to remove the pupil from the regular education program for a period of not less than one calendar year subject to modification on a case-by-case basis by the chief school administrator.

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

The Irvington Public School District will enforce a Harassment, Intimidation, and Bullying Policy in compliance with New Jersey State law P.L. 2010, Chapter 22. The Harassment, Intimidation, and Bullying Policy prohibits any gesture, any verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic such as race, color, religion, ancestry, national, origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, that takes place on or off school grounds that substantially disrupts or interferes with the orderly operation of the school and/or the rights or others. Likewise, the incident or series of incidences could result in actual or potential physical or emotional harm to the pupil or his/her property and/or creates a hostile educational environment that interferes with learning. All reported incidents of harassment, intimidation, or bullying will be investigated by administration and handled appropriately in accordance with state law.

All bystanders will be subject to investigation and remedial/disciplinary action. Bystanders enable HIB behavior by encouraging a bully to physically attack a student, spreading rumors, or shunning a student who has been ostracized by a group. Any student or students who retaliate against the individual who reported the original HIB incident or who falsely accuses an individual of HIB will be subject to administrative action.

All reported cases of HIB are to be referred to the building Principal or designee. Reports can be made in person, via district form posted on the website, or anonymously via phone call, email, or letter. Cases will be investigated by the School Anti-Bullying Specialist, reviewed by the Office of the Superintendent of Schools, and reported in closed session to the Board of Education each month.

The Building Anti-Bullying Specialist in your building is:

Jehita Kitchen

973-399-6897 Ext. 1821

The District Anti-Bullying Coordinator is:

Megan O'Brien

(973) 399-6897 Ext. 1823.

Further information regarding HIB can be found on the district website.

BEHAVIOR OFF OF SCHOOL GROUNDS

Students are subject to disciplinary action for behavior that occurs off school grounds, if the behavior interferes with the normal operation of the school. Therefore, a student who is involved in a physical altercation off school grounds could receive a suspension.

UNLAWFUL ASSEMBLY

An unlawful assembly is three or more persons assembled together and acting in a violent manner, with the intent to commit a public offense. A person who willingly joins in or remains a part of an unlawful assembly, knowing or having reasonable grounds to believe that it is such, violates this policy and will receive a suspension.

DESTRUCTION OF SCHOOL PROPERTY

The walls in the building, furniture in the classrooms, the auditorium, the library, the lunchroom, the text books, the lavatories, and all other fixtures and equipment are provided by the Irvington Board of Education in cooperation with the State of New Jersey. Every student shall refrain from defacing or destroying school property. If a student is observed defacing or destroying school property, he/she will receive a suspension. Parents are liable for damages caused by their children.

ASSISTING INTRUDERS

Any student who opens an exit door to allow an individual to gain entrance to Irvington High School will receive a 5-day suspension. Additionally, the student who assists the intruder will be held responsible for any violations caused by the intruder.

Irvington High School - Student Code of Conduct

2018 2019

LEVELS OF DISCIPLINARY CONSEQUENCES

The Student Code of Conduct will be enforced on all school grounds, traveling to and from school, at all school activities, functions and events wherever they are located. Students who commit behavioral violations are subject to disciplinary actions. These may be undertaken by teachers, counselors, administrators or other school personnel. The action is determined by federal, state and city laws and by administrative and School Board policies.

Although corporal punishment is prohibited, physical restraint may be used by school personnel in some situations. For example, reasonable physical restraint may be used when necessary to stop a disturbance, prevent physical injury to any person, protect property, or to remove a disruptive student from school premises or school-sponsored activities.

Level 1 – School personnel will conduct administrative conferences and provide support for violations of the Student Code of Conduct that involve the students, parents/guardians, school personnel, and legal law enforcement as is appropriate. Level 1 can include Home for Parent.

Level 2 – Consequences will include conferencing, assignment of detention, in school suspension, Home for Parent, or other disciplinary remedies, but not out-of-school suspension.

Level 3 – Out of school suspension shall be given. At this level the student shall be removed from the school for a short time in accordance with School Board policies and State Law. A suspension of one to four (1 - 4) days requires a parent conference to return to school;

Note – For Levels 1, 2 and 3 excessive cumulative suspensions at any level in a single year may result in:

- referral to guidance counselor, HSSC, I & RS (Intervention & Referral Service) or Child Study Team (CST);
- change in academic placement;
- additional behavioral intervention;
- movement to Level 4.

Level 4 –At this level there will be a mandatory ten (10) day suspension of the student accompanied by an assessment for future placement. The student's records will be reviewed by the building administration to determine if the discipline infraction requires program modification and/or expulsion.

A written summary of the building administration's assessment, along with recommendations and/or actions taken will be presented to the Superintendent of Schools for further action, including expulsion.

At all Levels repeated violations may increase the severity of the consequences. Administrators charged with the responsibility of creating and maintaining a safe and drug free environment may find it necessary to use options and procedures not covered in these action levels.

Definitions of Level I and II Consequences

Teacher Detention: Shall be used to correct classroom issues. The parent or guardian will be advised that the student will be coming in early or staying late in order to serve detention time.

Administrative Detention (Saturday Detention): Shall be used to correct issues related to inappropriate behavior, attendance, dress code violations and all other infractions deemed necessary by administration. The parent or guardian will be advised that the student has been assigned Saturday Detention.

Home For Parent: A letter sent home with the student that requires the parent to return with the child to school on the next school day.

In School Suspension: Shall be used to place student in a controlled academic setting while resolving school rule or behavior issues. Students will complete course work while in In-School Suspension.

Definitions of Level III and IV Consequences

Suspension: A suspension shall be reported to the student's parent/guardian immediately. The student is to serve the suspension only after the parent/guardian has been personally notified of the date(s) and the reason(s) for the suspension by a building administrator. The parent/guardian shall also be notified that a full formal hearing is required if the suspension exceeds ten (10) days, and shall be apprised of the rules, regulations, and appeal process related to a suspension. The parent/guardian may be initially notified of the suspension by telephone; however, the parent/guardian must subsequently be notified of all suspension in writing.

A student on suspension shall not be at any Irvington school or loiter near any such school either during or after school hours. A student who arrives at school while on suspension may be escorted, if necessary, back to his or her residence or place where

parent, guardian, or emergency contact person is located. Police intervention may be sought for students who “trespass” on school property during the time of suspension.

In all cases of suspension, an “in person” parent/guardian conference shall be mandatory before the student is readmitted. In unusual circumstances, a responsible adult designated by the parent/guardian may be present at the conference in lieu of the parent/guardian.

During the period of suspension, the student has the obligation to keep up with his/her work.

- I. It shall be the responsibility of the student and/or his or her parent/guardian to obtain all assigned work.
- II. The student or parent/guardian shall have the responsibility for obtaining the assignment in a manner prescribed by the school.
- III. There shall be a reasonable deadline for completing the schoolwork.
- IV. Makeup work completed by the student within this policy and school procedures shall be given full credit.
- V. If the suspension is for four (4) days or fewer, the student shall be afforded the right to an informal hearing as soon as practical after the occurrence of the misconduct.
- VI. Long-term Suspension – Whenever a student commits an offense for which the penalty established or proposed to be imposed involves a suspension for a period longer than ten (10) days may result in expulsion, the following procedure shall be invoked:
 - a. a formal hearing shall be scheduled as soon as possible after the suspension of the student;
 - b. the formal hearing shall include the accused student's right to:
 1. written or oral notification of the charges against him or her;
 2. the names of the witnesses;
 3. copies of the statements and affidavits of those witnesses;
 4. the opportunity to be heard in his or her own defense;
 5. the opportunity to question the adverse witnesses;
 6. the opportunity to present witnesses and evidence in his or her own defense;
 7. the opportunity to cross-examine adverse witnesses;
 8. the opportunity to be represented by counsel.
- VII. The student is entitled to request a full formal hearing before the Board of Education in cases involving more than a ten (10) day suspension, where an “unusual situation” is involved.

The suspension of a student shall be reported to the Superintendent of Schools, who shall then report the suspension to the Board of Education at its next regular Board meeting. No suspension by a principal may be continued beyond the second regular meeting of the Board of Education unless the Board of Education continues the suspension. The suspended student may be reinstated by the principal (or the Superintendent) prior to the second meeting of the Board.

Expulsion: 5620- EXPULSION – District Policy

Section: Pupils

Date Created: June, 2010

Date Edited: September, 2014

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and only after the Board has provided an appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610.

The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.1 et seq., Alternative Educational Programs, and N.J.A.C. 6A:16-10.2, Home or Out-of-School Instruction for General Education Students, and N.J.A.C. 6A:14-2 et seq., Special Education, Procedural Safeguards and N.J.A.C. 6A:14-4.1 et seq., Special Education, Programs and Instruction, whichever are applicable. The educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or services in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et

N.J.S.A. 18A:37-2

N.J.A.C. 6A:16-7.4; 6A:14 et seq.

Adopted: September 17, 2014

CONDUCT VIOLATIONS & CONSEQUENCES

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
Chronic Lack of Supplies	Repeatedly reporting to class without necessary materials such as books, physical education attire, supplies, etc.	1	2
Cutting Class	Failing to attend scheduled class and/or arriving to class at least ten (10) minutes beyond the scheduled start time without a valid pass.	1	3
Defacement of School Property	Participating in activity that results in substantial destruction or disfigurement of school property that is not the result of accidental behavior.	1	3
Dishonesty / Forging / Cheating	Delivering message that is untrue (verbal or written), producing a forged school document (e.g., pass), turning in academic work produced by other students as their own, plagiarizing/cheating.	1	3
Disruption	Causing an interruption in a class or activity which may include sustained loud talking, yelling or screaming, making noises with materials; horseplay or roughhousing, and/or sustained out-of-seat behavior.	1	3
Entering School Grounds Without Permission	Trespassing on school property during or outside of regular hours of building operation and/or during out of school suspension without permission.	1	3
Failure to Comply with Administrative Detention	Failing to attend administrative detention, arriving more than ten (10) minutes after the scheduled start time, or leaving administrative detention without permission.	1	3
Failure to Comply with Teacher Detention	Failing to attend teacher detention, arriving more than ten (10) minutes after the scheduled start time, or leaving teacher detention without permission.	1	2
Food Fighting	Deliberately throwing food or beverages	2	3
Gang Related Activity	Wearing of clothing or jewelry associated with a gang and/or using written, verbal or gestures that are symbolic of gang signs, or other indicators of gang related activity.	1	4
Harassment / Intimidation / Bullying	Intentionally delivering threatening messages, real or implied, (verbal, gestural, or textual) to another person with the intent of causing hurt or harm, or which has the effect of causing a disruption to the orderly operation of the school.	1	4
Inappropriate Dress	Dressing in a manner that interferes with the teaching and learning of others. Students must wear appropriate attire as determined by administration.	1	2

CONDUCT VIOLATIONS & CONSEQUENCES

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
Lacking Supervision / Loitering	Wandering in the hallway without permission; leaving a designated area without permission or supervision; remaining in the hallway after allotted transition time; and/or if a student is in an unauthorized area of the building without permission (e.g., storage room).	1	3
Leaving Class Without Permission	Leaving class without permission.	1	3
Misuse of School Equipment	Using school equipment without permission and/or without following instructions.	1	2
Non-compliance / Defiance / Disrespect	Refusing to follow directions, talking back, or engaging in socially rude interactions toward staff and/or students that include negative verbal statements or gestures.	1	3
Obscene / Inappropriate Language / Materials	Verbalizing or writing messages, and/or making gestures that include swearing, name calling, profanity, and/or explicit messages of a violent nature.	1	3
Physical Aggression	Delivering actions that involve substantial physical contact toward another where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).	2	4
Possession or Use of Tobacco Products	Possessing or using tobacco products while on school property or in attendance at school sponsored events.	1	4
Possession of Unsafe Objects / Materials	Possessing an item that can potentially place them or others at risk for injury. Examples include sharp objects, items that may be construed as weapons and toxic substances. This definition applies even if the student has not used the item in an unsafe manner or has not threatened to use the item. Devices that contain combustible material (snaps, "stink bombs", jumping jacks, firecrackers)	1	3
Sexually Inappropriate Activity or Behavior / Gestures / Materials	Verbalizing, writing, texting or 'sexting' messages, and/or making gestures that include pornographic content, mature themes, inappropriate touching, solicitation, and/or explicit messages of a sexual nature.	1	4
Theft	Removing someone else's property without that person's permission. (Student may have said item or may have passed identified item on to another).	1	3

Tardiness to Class	Failing to arrive to class at the scheduled start time without a pass or permission.	1	2

*(Level 1 – Conference) (Level 2 – Intervention) (Level 3 –Suspension Short term 1-4 days/long term 10 days – pending expulsion hearing) (Level 4 – Expulsion) Refer to pages 53-56 for definitions of levels

CONDUCT VIOLATIONS & CONSEQUENCES

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
Tardiness to School	Failing to arrive to school at the scheduled start time and/or arrives late to school without permission.	1	2
Throwing Objects	Deliberately throwing or tossing objects.	1	3
Truancy	Failing to report to school without prior permission, knowledge or excuse by the school or parent. Leaving school without permission.	1	2
Use of an Electronic Device	Using personal electronic devices such as a cell phone, MP3 players, image recorder, or electronic entertainment device at any time on school property without the expressed written permission of the school principal or noted in the IEP.	1	2

*(Level 1 – Conference) (Level 2 – Intervention) (Level 3 –Suspension Short term 1-4 days/long term 10 days – pending expulsion hearing) (Level 4 – Expulsion) Refer to pages 53-56 for definition of levels.

LAW RELATED VIOLATIONS & CONSEQUENCES

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
Arson	Intentionally starting, or attempting to start a fire or combustion.	3	4
Assault	Causing or attempting to cause bodily injury to another person. Assault includes an attempt by physical menace to put another in fear of imminent serious bodily injury.	3	4
Bias Incident	Acting, at least in part, with ill will, hatred or bias with a purpose to intimidate an individual or group of	1	4

	individuals because of race, color, religion, gender, sexual orientation or ethnicity.		
Bombs/Explosives	Possessing or using a device containing combustible material and/or a fuse, including fireworks.	3	4
Burglary	Unauthorized entering into a school District building (unoccupied) with the intent of committing a criminal act when the building is closed to the students and the public.	3	4
Computer Violations	Stealing computer hardware or software, reproducing unauthorized information (fraud), viewing or obtaining pornography or sexually explicit materials, introducing computer viruses, threatening /menacing, sending or receiving hate materials, committing a bias offense, harassing, 'sexting' (sending sexually explicit messages/photos electronically).	3 3 3 3 1 1 1 2	4 4 4 4 4 4 4 4
Disorderly Conduct	Behaving in a violent or seriously inappropriate manner which disrupts the educational process. (NOTE: This category is used when the police are called to cite a student for extreme disruption).	3	4
Drug/Alcohol/Chemical Use (NJSA 18A:40A-12(a))	Using any controlled substance, intoxicant or alcohol or substance alleged to be a drug regardless of its content. (Mandated HSSC Intervention)	2	4
Drug/Alcohol/Chemical Possession (NJSA18:40-1011;NJAC:29-6.3(c) (2))	In possession of any controlled substance, alcohol or intoxicant includes transfer of a prescription drug or substance alleged to be a drug regardless of its actual content. (Mandated HSSC Intervention)	3	4
Drug/Alcohol/Chemical Sale/Distribution(NJSA 18:40A-10, 1NJAC:29-6.3(c) (2))	Selling of any controlled substance, alcohol, intoxicant or prescription drug or substance alleged to be a drug regardless of its actual content. (Mandated HSSC Intervention)	4	N/A
Possession of Drug Paraphernalia:	In possession of pipes, rolling papers, needles or other paraphernalia.	3	4

*(Level 1 – Conference) (Level 2 – Intervention) (Level 3 –Suspension Short term 1-4 days/long term 10 days – pending expulsion hearing) (Level 4 – Expulsion) Refer to pages 53-56 for definition of levels.

LAW RELATED VIOLATIONS & CONSEQUENCES

(Police may be called.)

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
Extortion	Using threats or intimidation to demand money or something of value from another.	3	4
False Fire Alarm/Bomb Threat	Reporting a fire to school or fire officials or intentionally setting off a fire alarm or fire extinguisher without a reasonable belief that a fire exists or making statements that a bomb is on the premises.	3	4
Gambling	Playing any game of skill or chance for money or anything of value.	1	4
Robbery	Taking property from a person by force, violence or threat of immediate bodily injury.	2	4
Sexual Assault/Offenses	Participating in intentional sexual contact of a harmful or offensive nature.	3	4
Terrorist Threats	a.) Committing a crime of violence with the purpose to terrorize another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise to cause serious public inconvenience. b.) Threatening to kill another with the purpose of putting him in imminent fear of death under circumstances reasonably causing the victim to believe the immediacy of the threat and the likelihood that it will be carried out (Both of these terrorist threats are crimes of the third (3 rd) degree.	3	4
Stealing/Extortion/Fraud	Unlawful taking and carrying away of property belonging to another person with the intent to deprive the lawful owner of its use.	3	4
Threatening/Menace	With criminal intent, the act of threatening to strike, attack or harm any person in school or at any sponsored or supervised activity, including the use of internet websites and electronic devices.	2	4
Vandalism/Graffiti	Willfully or maliciously destructing or defacing public or private property belonging to another. Parents/guardians will be held liable for damages and the district will seek appropriate restitution.	2	4
Weapons & Dangerous Instruments	Possessing or using an instrument that can cause bodily harm.; including mace, knives, razors, clubs, metal knuckles, nunchuks, laser lights, or any other object used or intended to be used to inflict bodily harm.	3	4

*(Level 1 – Conference) (Level 2 – Intervention) (Level 3 –Suspension Short term 1-4 days/long term 10 days – pending expulsion hearing) (Level 4 – Expulsion) Refer to pages 53-56 for definition of levels.

LAW RELATED VIOLATIONS & CONSEQUENCES

(Police may be called.)

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
Firearms	Possessing, using, or threatening to use a firearm on school property, on a school bus or other contracted transportation service, or at a school sponsored function. A firearm is defined as any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device or instrument in the nature of a weapon from which may be fired or ejected any solid projectable ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. It shall also include, without limitation, any firearm which is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature (including BB guns and pellet guns) in which the propelling force is a spring elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three eights of an inch in diameter, with sufficient force to injure a person.	4	N/A
Other Pellet Guns & BB Guns	Possessing, using, or threatening to use a pellet gun, BB gun, or any other facsimile thereof, which ejects a projectile of three-eighths (3/8) of an inch or more in diameter, on school property, on a school bus or other contracted transportation service, or at a school sponsored function A pellet gun is defined as a gun which uses compressed air or carbon dioxide to propel a projectile. A BB gun uses the same compressed air or carbon dioxide to propel a copper plated sphere, known as a BB.	3	4
Paintball Guns	Possessing, using, or threatening to use a paintball gun on school property, school buses or other contracted transportation services. Paintball guns use compressed air to propel large diameter paint filled projectiles.	3	4
Toy Guns and Imitation Firearms	Possessing, using, or threatening to use a toy gun or imitation gun on school property, school buses, or other contracted transportation services.	1	4

*(Level 1 – Conference) (Level 2 – Intervention) (Level 3 –Suspension Short term 1-4 days/long term 10 days – pending expulsion hearing) (Level 4 – Expulsion) Refer to pages 53-56 for definition of levels.

SUSPENSION:

The Board of Education policy states that any student who is suspended three times in a given school year is subject to being expelled from school. Students who are suspended for non-violent or non-criminal actions may be suspended at the end of the school day. A student who presents a danger to persons or property may be immediately suspended and removed from the school following an informal hearing.

An informal hearing is a meeting with an administrator, the parent/guardian and the student to inform the student of the charges, and give the student a chance to reply to the charges. While on suspension, and during the term of the suspension, a student may not participate in any school sponsored activity or interscholastic and intramural sports and functions. Students serving out of school suspension are not allowed on the school grounds for any reason without the express permission of the principal and may face trespassing charges with the police.

Students who are given an HFP (Home For Parent) or a suspension, must surrender their ID card to the administration. The ID card will be returned only after a “re-admit conference” with the parent/legal guardian and upon completion of a re-admit slip.

Students must be readmitted to school by their grade level administrator after serving their suspension. Students will only be readmitted if accompanied by the parent/legal guardian.

All make-up work is the responsibility of the suspended student.

HEALTH & SAFETY

HEALTH SERVICES

A nurse is on duty at all times in the school. If a student is injured or ill, he/she may obtain a pass from the teacher to visit the nurse. No student is admitted to the Health Office without a pass except in case of an emergency. The Health Office is open from 8:06 a.m. to 3:00 p.m. Only emergency first aid treatment can be given. The student may be referred to his own doctor for further treatment after the nurse has evaluated the situation. If it is necessary for a student to go home, he/she must first report to the Health Office, then have a parent or parent designee pick him/her up at school.

All students are required by law to participate in physical education. Any student who is to be excused from participation must dress unless he/she has a note from the parent stating otherwise or is excused by a medical doctor. Students excused from gym must have a written note from a doctor. Students with chronic medical problems must have a doctor's note renewed each year.

- Ninth graders are required to have physical examinations provided by the school or, if the parent prefers, by the family physician. Any new student, regardless of grade, must have a physical examination.
- Athletes are required to have a medical examination as set forth in the rules adopted by the NJ State Department of Education.
- Vision is tested for Drivers Education, in addition to testing performed as part of physical examinations and teacher referrals.
- Hearing is screened for all tenth graders.
- Mantoux testing is required by the New Jersey State Department of Health for all students who are new to the United States.
- Immunization records are updated annually.
- All students are screened for Scoliosis in grades 9 and 11.

MEDICATION

The following describes the policy of the Irvington Board of Education regarding the dispensing of medication to students:

Students are not permitted to carry or take medication in school. If a student has to take medication during school hours, it will be necessary to provide:

1. The medication labeled by the pharmacy.
2. A statement from the private physician indicating the diagnosis of the condition for which the medication is prescribed and the length of time during which the medication should be taken.
3. The parents written permission for dispensing the medication. (Please note the exact time for the dispensing of the medication.)
4. Non-prescription medication is never dispensed by the school.
5. The school nurse and the parent are the only persons authorized to administer medication.

No student can be excused from school for reasons of illness unless he/she is seen by a nurse. Under no circumstances should students come to school when they are ill. The Health Office cannot provide proper treatment or care for students who attend school ill.

IMMUNIZATION OF PUPILS IN SCHOOL

All students must meet the immunization requirements of Chapter 14 of the New Jersey State Sanitary Code.

STUDENTS WILL NOT BE PERMITTED TO ATTEND SCHOOL UNLESS IMMUNIZATION REQUIREMENTS HAVE BEEN MET.

IN CASE OF INJURY

If a student is injured during school, it is his/her responsibility to report the incident to the teacher who is supervising the activity, or if it occurred during the change of classes, a student should seek assistance from a teacher in the hallway and proceed with the teacher to the nurse.

A student in need of crutches, a cane, or an elevator permit must submit a statement from his/her physician.

HOME INSTRUCTION PROCEDURES

The following procedures have been developed to ensure a more consistent and cohesive program for Home Instruction:

When a parent or guardian requests Home Instruction, the nurse will give her/him an Application and Permission Form (Blue), to be completed by the doctor and the parent or guardian. When the forms are returned to the nurse, our doctor will review and initial. It is then forwarded to the guidance counselor who will complete Section IV. Students should be told to take their books home so there will be no delay in starting home instruction. If a student placed on home instruction does not receive contact from a home instructor, the parent/guardian must contact the child's guidance counselor.

DRUG AND ALCOHOL ABUSE

It is the policy of the Irvington Board of Education that the use of drugs, unless prescribed by a physician, or alcohol is prohibited by any student in school, on school property, on the way to and from school or at any school sponsored event or function. The use of drugs or alcohol is a violation of the NJ State Law.

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.

If a staff member suspects that a student is exhibiting the behavior of someone who is under the influence, he/she will be sent to the medical office and be required to undergo outside testing.

GENERAL POLICY

The Board of Education and the professional staff are committed to more than just upholding the law and recognizing its responsibilities in contributing to the mental, emotional, and physical well-being of all students. To that end the Board will:

1. Implement a substance abuse prevention program and develop curriculum relating to same. It will also establish procedures to assist students with drug or alcohol related problems.
2. Cooperate with community resources that are involved in combating substance abuse.
3. Cooperate with law enforcement agencies to eliminate the availability and use of illegal drugs and alcohol in our schools.

For further information concerning the implementation of this policy, please see your class administrator.

HOTLINE NUMBERS

Child Abuse (24 hours)		1 (877) NJ ABUSE
Family Helpline		1 (800) THE-KIDS
NJ ADDICTION		211 or 1 (800) 238-2333
Cocaine Anonymous National	www.nj-ca.org	732-930-1128 1 (800) COCAINE
ALANON/ALATEEN	www.northjerseyal-non.org	(973)-744-8686
Alcoholics Anonymous	www.njaa.org	1 (800) 245-1377
Narcotics Anonymous	www.narcoticanonymousnj.org	1 (800) 992-0401
Nar-Anon	www.naranonofnj.org	1 (877) 424-4491
National Suicide Prevention Lifeline	www.suicidepreventionlifeline.org	1 (800) 273-8255

AFFIRMATIVE ACTION / 504 OFFICER

If any student or staff members have concerns with regard to Affirmative Action or the rights of the disabled or handicapped, please contact the Affirmative Action Officer.

EQUAL OPPORTUNITY / VOCATIONAL EDUCATION

Under the Carl D. Perkins Vocational and Applied Technology Education Act of 1990, the Vocational Education Department of Irvington High School ensures access to and support for all students who desire to enroll in occupational programs without consideration for gender, race, ethnicity, age or physical capability.

STUDENT CAFETERIA (ROOM 335)

The Student Cafeteria is located on the third floor. It provides warm lunches, as well as cold plates and a la carte items. Balanced and nutritious meals are served.

Change can be made for \$5 bills ONLY during lunch periods from the office in the cafeteria kitchen.

Lunch applications are distributed by the main office and processed at the Board of Education. Once the application is processed, the student will be issued a PIN through the mail. If a student has a question about their PIN he/she is to report to room 327A during his/her lunch with their ID.

Once students have been served, they are to remain seated until they are finished eating, at which time they must empty their refuse in the cafeteria receptacles.

Everyone's cooperation is needed in the Cafeteria. It is important for students to keep their area clean so that a student eating there during the next period has a clean place to eat.

The following rules will be strictly enforced:

1. Report to the cafeteria at the time indicated on the schedule.
2. Students are to remain seated after lunch is received (movement from table to table is not allowed).
3. Lunch trays and trash are to be disposed of into the garbage can.
4. Food and drinks must not be removed from the Cafeteria.
5. Students are to speak in conversational tones.
6. Students are to request a pass to use the restroom.
7. Students are to wait in the lunch line in an orderly manner (do not cut in the lunch line).
8. Students are to show respect to cafeteria personnel, administrators and staff members.

FIRE DRILLS / SECURITY DRILLS

In order to ensure control and guarantee safety, the following policy will be in effect:

All teachers will direct students to assigned areas during security drills. Class attendance will be taken by each teacher; any student who is not in his/her assigned section will be subject to disciplinary action. The cooperation of everyone is needed to ensure the successful evacuation of the building as well as the safety of our students. Students will return to class immediately when the clear signal is sounded. Failure to return to the class will result in disciplinary action.

EMERGENCY OFF-SITE EVACUATIONS

There may be instances when it is necessary to leave school grounds. When the emergency occurs, classes will walk to University Middle School. Once all students and staff have arrived at their emergency off-site location, parents/guardians will be contacted.

LOCKER INFORMATION

Lockers are provided at no charge. Students are assigned lockers by homeroom teachers. There are two types of locks used: built-in combination and a padlock. Students must use school issued locks only. Students who are issued padlocks must return them at the end of the school year or pay a fine of \$4 to replace the lock.

Students are not permitted to share lockers. If it is discovered that a locker is being shared, an administrator will confiscate the contents of the locker. Students are responsible for all books and personal property kept in their lockers.

DO NOT SHARE YOUR LOCKER OR COMBINATION WITH ANYONE. School lockers are the property of the Irvington Board of Education. School officials reserve the right to check lockers at any time. Random locker checks will be conducted throughout the school year. Gymnasium lockers are available for use during assigned Physical Education Classes. Students must provide their own lock to use during their gym period. This will secure clothing and possessions. The school will not be responsible for lost or missing items. Locks left on gymnasium lockers at the end of each school day will be removed and the contents will be sent to the Lost and Found.

LOST AND FOUND

The lost and found is located in the basement (near the head custodian's office). The school is not responsible for items that are placed in the Lost and Found.

EXTRA CURRICULAR ACTIVITIES

FIELD TRIPS

In order to expedite the smooth planning for field trips, it is necessary that every student desiring attendance on an approved school trip secure a parental consent form (permission slip) from the teacher/sponsor in charge. This slip must be signed by a parent and returned.

Field trip attendance does not exempt a student from assignments. It is the responsibility of the student to make up any test, class work, or homework missed as a result of an approved field trip. All students must adhere to the school's behavior policy while attending a field trip. Failure to do so will result in disciplinary action. Only students who have a satisfactory record of attendance will be permitted to attend field trips.

ATHLETIC PROGRAM POLICY

Board of Education - Irvington Grades 9 through 12

The Irvington Board of Education, in accord with New Jersey Department of Education mandates, shall establish the following criteria for all students in grades 9-12 who wish to participate in interscholastic sports or other extracurricular activities.

ELIGIBILITY CRITERIA

- a. A student is eligible if he/she has not reached the age of 19 prior to September 1.
- b. A freshman is eligible for participation on a ninth grade team if he/she has not reached the age of 16 prior to September 1.
- c. A student is not eligible after the completion of 8 semesters following a student's entrance into the ninth grade, regardless of the fact that a sports season may not be completed.
- d. A student is not eligible after the freshman class in which a student originally enrolled graduates, regardless of transfer during the 3 or 4 year period.
- e. A student is eligible if transfer to this school was due to a change of residence by parent or legal guardian.
- f. A student is eligible without a change of residence if transferring from one school to another after 30 days providing a "Transfer Waiver Form" has been completed and approved by NJSIAA.
- g. A student is eligible if no influence has been used to secure the student from another school.

In addition to the above criteria, the following credit requirements/grade point average will be adhered to. These requirements will supplement all NJSIAA mandates, thus providing the district with comprehensive eligibility criteria, which is in the best interest of Irvington students.

FALL/WINTER ELIGIBILITY

- a. All incoming freshmen are eligible to participate in any athletic program.
- b. Eligible students in 10th, 11th, or 12th grade must have achieved a cumulative 2.0 grade point average or higher during the preceding school year.
- c. All students in grades 9-12 must meet the NJSIAA requirements and the Irvington Board Policy for Eligibility which mandates that a 2.0 grade point average must be maintained at the end of each marking period.
- d. Students who fall below a 2.0 grade point average at the end of any marking period will still be eligible for competition, but will be placed on academic probation for the following marking period. Students on academic probation must meet certain criteria for athletic participation including:
 - 100% attendance at scheduled tutoring sessions
 - Submit weekly grade check forms to the Academic Athletics Coach
 - Attend regular meetings with a guidance counselor to improve study/homework habits

SPRING ELIGIBILITY

- a. To be eligible, all students in grades 9-12 must have passed courses required for graduation at the conclusion of the first semester (first and second marking periods).
- b. To be eligible, all students in grades 9-12 must have achieved a 2.0 grade point average for the first semester.
- c. Students who fall below a 2.0 grade point average at the end of any marking period will still be eligible for competition, but will be placed on academic probation for the following marking period. Students on academic probation must meet certain criteria for athletic participation including:
 - 100% attendance at scheduled tutoring sessions
 - Submit weekly grade check forms to the Academic Athletics Coach
 - Attend regular meetings with a guidance counselor to improve study/homework habits

In consultation with the Director of Athletics, Principal and parent(s)/guardian(s), a student may be declared ineligible for failure to comply with the eligibility requirements, school rules and regulations regarding tardiness, class cutting, and proper behavior both in school, on the athletic field, and in the community.

All students must also meet the following attendance requirements:

- Any student eligible for Fall and Winter sports becomes ineligible after 7 unexcused absences from school until an appeal, if filed and approved by the Attendance Office.
- Any student eligible for Spring sports becomes ineligible after 15 unexcused absences (non-credit status) until an appeal is filed and approved by the Attendance Office.

- Any student who ends the year on non-credit status is ineligible the following school year.
- All special education students must meet the requirements outlined with his/her individual education plan (IEP).

A student will be ineligible from athletic participation for not maintaining a 2.0 grade point average for two consecutive marking periods and/or not adhering to the conditions of academic probations. In addition, any student involved in the use of alcohol or drugs not of a medical nature will be removed from all eligibility lists for a period of time to be determined by the School Principal and Director of Athletics.

Ineligibility excludes a student from the following:

- Trying out for any athletic-sponsored program
- Practice with any athletic-sponsored program
- Traveling with any athletic-sponsored program
- Assuming a role with any athletic-sponsored program (e.g. player, team managers, junior coaching, pep rally committees)

ATHLETIC AND EXTRACURRICULAR ELIGIBILITY REGULATIONS AND PROCEDURES

The Irvington Public Schools, in order to provide a quality academic support program for athletes and other students involved in extracurricular activities shall provide a school based tutoring program. This program shall be available to all District High School students but mandatory for those students wishing to participate in extracurricular activities who are placed on probation according to the policy on student eligibility.

REGULATIONS

Participation in the academic support program will be mandatory for students with less than the necessary academic requirements but who meet all other eligibility criteria.

Students must be actively involved during the tutoring period. They must be prepared with academic materials and knowledge of the subject areas where assistance is needed.

Students must be on time and attend when they are in school.

If a student does not attend but is in school ("cuts") the following procedure will be followed:

- First cut: Written warning to the student and to the student's coach or advisor.
- Second cut: Disqualification for the next activity if non-athletic in nature.

- Third cut: Immediately removed from that extracurricular program for the remainder of the school year.

After one semester of probation, students must have the required 2.0 GPA for further extracurricular participation.

Tutoring sessions will be of one hour in duration held before, after school, or on Saturdays. Students must attend a minimum of five sessions per week unless prevented by school absence.

Special education students, who meet the requirements of his/her Individual Education Plan (IEP) as verified by Special Services, are eligible to participate under the NJSIAA requirements. However, these students must participate in the support program if his/her GPA is below 2.0.

The District will provide tutors and develop procedures to monitor student progress and attendance. Student progress will be recorded and evaluated.

Students who participate in athletic programs will be assigned to guidance counselors who meet NJSIAA guidelines.

CLUBS AND ACTIVITIES

Title 18-A of the New Jersey Administrators' Code prohibits fraternities and sororities in the secondary schools.

AFRICAN-AMERICAN HISTORY CLUB

The mission of the African American History Club is to educate, enlighten, and promote students, staff and the community about the culture and contributions of African Americans by exposing the educational community to informational programs, projects and activities.

BOWLING TEAM

As a member of the Bowling Team, members learn rules, are taught skills and practice team building skills that will prepare them for competitions and create meaning friendships. The goal of the team is to participate in local bowling competitions.

CONSUMER BOWL CLUB

Established in 1997, the New Jersey High School Consumer Bowl is an educational competition for high school students across the State. The Consumer Bowl educates young adults on a variety of consumer issues. It is an award winning club, whose members participate in various competitions and teaches students about their rights as consumers in a fun and exciting and competitive atmosphere. All participating students receive Certificates of Achievement. Winners at the county and regional level receive trophies. First, second and third-place winners at the state level, the final level of competition, receive individual medals and United States Savings Bonds.

DANCE COMPANY

The Dance Company is open to all grade levels. The objective of the company is to make students of all nationalities aware of various cultural dances i.e., African, Spanish, Jamaican, Haitian, Far Eastern, Spanish, American, African American and contemporary. Through promoting cultural dances, multicultural communities learn about and appreciate the differences and similarities of their peers.

ENVIRONMENTAL CLUB

The Irvington High School Environmental Club promotes students, staff, and community awareness about strategies that will teach Irvington High School and the Irvington community how to go “greener”. Members provide the community with Recycling bins to dispose of paper, aluminum, paper, and plastic and collects recyclables weekly. Members provide the community with activities during Earth Week and participate in garden efforts. The goal is to make the school community a healthier environment and prevent us from leaving our carbon footprint on the earth.

FORENSICS/DEBATE TEAM

The IHS debate team participates in a minimum of 5 debate competitions. As a chapter of the NFLS&DHS, members will earn merit points by attending competitions. These points will be used for honor certificates and distinctions at graduation. As a member of the *National Forensic League*, members of the chapter pledge to uphold the highest standards of integrity, humility, respect, leadership and service in the pursuit of excellence. Members embrace all opportunities to think critically, develop academic research skills, improve communication abilities, solve problems creatively and increase self-confidence.

FUTURE BUSINESS LEADERS OF AMERICA (FBLA)

FBLA is a nonprofit education association that prepares students for careers in business and business-related fields. The FBLA is the premier organization for students preparing for careers in business and the largest student business organization in the world with a quarter of a million members. Members develop competent and aggressive leadership skills, create individual business projects, establish occupational goals, and practice efficient money management.

KNIGHTLINE

The school newspaper, Knightline, is open to all students of the school. Knightline is published 3 times per year. Interested students can join the Knightline staff and participate in reporting, writing, editing, lay-out, photography, typing and publicity. Students who are interested in joining the staff are invited to submit letters and articles at any time. Criteria for publication include: clarity, timeliness, and significance. Materials may be submitted to the advisor.

L.A.D.Y. KNIGHTS CLUB

Members of the Irvington High School L.A.D.Y. Knight (Leading Admirable Distinguished Young Women) Club plan to cultivate and encourage high scholastic and ethical standards. The goal is to foster unity and friendship among young women.

LIBRARY COUNCIL

Members of the Library Council organize and maintain the High School library, help their peers locate and research information via websites and library resources, assist with the yearly Reading is Fundamental book distribution program, and read aloud to elementary students in the Irvington community.

MARCHING BAND/SUPER SOUND STAGE

The Marching Band and Super Sound Stage is comprised of students who have experience playing a band instrument. The Marching Band performs at all home and away football games in the fall and in numerous parades throughout the State during the year. The band performs traditional, as well as contemporary popular music and competes in State competitions. Rehearsals are held daily after school during the Fall.

NATIONAL HONOR SOCIETY

Students are eligible to become a member of the National Honor Society if they meet the requirements of scholarship, leadership, character, and service. NHS students participate in community service organizations and work together to volunteer their time as well as raise funds for their chosen organization.

PEER LEADERSHIP

The Peer Leadership program is designed to teach juniors and seniors strategies in group dynamics, qualities in becoming effective leaders, positive role models and respectable citizens. Peer Leaders will receive five academic credits, and meet every other day. Classroom instruction is designed to teach members strategies that include group dynamics, group facilitating and group support. Members will serve as role models for Freshmen, Sophomore, and Junior students by mentoring them during various opportunities.

ROBOTICS COUNCIL

Members of the Robotics Council incorporates STEAM, **S**cience, **T**echnology, **E**ngineering, **A**rt, and **M**ath, to design, construct and program mechanical robotics for participation in robotics competitions. Teams prepare for this competition throughout the school year to present their projects to the Irvington School students and staff and to community members before final submission to all relevant competitions.

SCHOOL PLAY

Auditions for the School Play are held in November/December for all interested and eligible students. The School Play is presented in mid-April. Students auditioning must prepare a song to sing and may also be asked to read from scripts and to dance. Rehearsals are held after school up to five days a week for a period of 12 -16 weeks.

SIGMA BETA CLUB

The Sigma Beta Club is a national award-winning male mentoring program. The club focuses on Brotherhood, Scholarship and Service. Members participate in a variety of events throughout the school year that prepares them to succeed academically and professionally.

STUDENT COUNCIL ASSOCIATION

The Student Council Association (SCA) consists of elected student officers (President, Vice-President, Secretary and Treasurer), as well as one elected representative and alternate from each homeroom. The purposes of the SCA are: to help foster better attitudes and good citizenship; to develop leadership; to promote harmonious relationships throughout the school; to act as a forum for student concerns; to bridge the gap between administration and students; to represent the student body at Board of Education meetings; to boost school morale and promote school spirit; to operate as a school service organization; and to initiate special projects.

YEARBOOK CLUB

The Yearbook Club meets throughout the school year to create a Yearbook for the Senior graduating class. Members will meet to decide page layout formats, photographs to be used etc. The completed yearbook will be distributed and sold to students in June. The Yearbook Club meets occasionally in the fall and more frequently as deadlines approach throughout the winter and spring seasons.