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Lakewood, New Jersey 08701

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Ms. Tina Rose Yuli
Principal

Mr. Todd Pizzella, Assistant Principal
Mr. Douglas A. Riley, Assistant Principal
Mr. Joseph Spinelli, Assistant Principal

Students are responsible to follow all guidelines and procedures outlined in the handbook.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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**STUDENTS ARE REQUIRED TO USE THIS HANDBOOK.
TEACHERS WILL REVIEW THIS HANDBOOK
PERIODICALLY TO ASSURE COMPLIANCE.**

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Lakewood High School Bell Schedule

<u>SCHEDULE "A"</u>		<u>SCHEDULE "B"</u>		<u>SCHEDULE "C"</u>	
Per.	Time	Per.	Time	Per.	Time
1	7:45-8:27	1	9:15-9:46	1	7:45-8:12
2	8:30-9:10	2	9:49-10:19	2	8:15-8:42
3	9:13-9:53	3	10:22-10:52	3	8:45-9:12
4	9:56-10:36	4	10:55-11:25	4	9:15-9:42
5	10:39-11:19	5	11:28-11:58	5	9:45-10:12
6	11:22-12:02	6	12:01-12:31	6	10:15-10:42
7	12:05-12:45	7	12:34-1:04	7	10:45-11:12
8	12:48-1:28	8	1:07-1:37	8	11:15-11:42
9	1:31-2:15	9	1:40-2:15	9	11:45-12:15

**Lakewood High School
Mission Statement**

Lakewood High School is a diverse public educational community of students, staff, and parents who work cooperatively to promote an environment where the pursuit of academic excellence is encouraged. Enriching co-curricular activities complement the academic life of the school, empowering our students to develop into intellectually mature and responsible citizens. Our mission is to equip all the students to be lifelong learners with the skills, knowledge, and attitudes necessary to meet the demands and challenges of a rapidly changing world.

Affirmative Action. In accordance with its Equal Educational Opportunity Policy, the Lakewood Board of Education ensures that no student will be excluded from participation in, denied the benefits of, or subject to discrimination under any educational program or activity of this district on the basis of sex, race, color, creed, religion or economic background. Any questions or concerns regarding Affirmative Action should be directed to the district's Office of the Superintendent.

Student Responsibilities. Students are expected to:

- Attend school on a regular basis.
- Be on time to school, lunch, homeroom, and to all classes.
- Come to class prepared with homework completed, pencil, paper and textbooks.
- Come to school adhering to dress code.
- Exhibit proper and acceptable behavior in halls and classrooms.
- Obey the rules and regulations of the school and of the classroom teachers.
- Display respect and consideration for the faculty, staff, and fellow students.
- Be courteous and helpful to visitors to the school.
- Exhibit care and respect for the building and for all school property.
- Refrain from using profanity and obscene language.
- Exhibit good sportsmanship as an athlete and as a spectator at all athletic contests.
- Refrain from cheating in any form.
- Contribute to the maintenance of a positive academic atmosphere throughout the school.

Academics

Grading Policy. Grades awarded to the student at the end of each quarterly grading period reflect the teacher's subjective judgment of a student's progress and achievement based on criteria established for that subject. *Students should remember that the classroom teacher determines students' grades, not the counselor or administrator.* Standards for establishing each quarterly grade are as follows:

- A** (93-100) Excellent to superior work
- B** (85-92) Good achievement
- C** (78-84) Average achievement
- D** (70-77) Poor achievement that meets minimum standards
- F** (Failing) Failure to meet the minimum standards
- I** (Incomplete) Class requirements not completed for 1st, 2nd or 3rd marking period for legitimate reasons. The student must complete requirements within ten school days of the close of the marking period.
- W** (Withdrawn) Withdrawal from a course after October 15th with permission of the Guidance Director. The **W** will be placed in permanent record.
- WF**(Withdrawal Failing) The **WF** will be placed in permanent record.

Homework, Projects, and Student Papers. Homework is the out of class tasks that a student is assigned as an extension of classroom work. Three types commonly assigned are practice, preparation and extension.

- *Practice assignments* reinforce newly acquired skills or knowledge.
- *Preparation Assignments* provide background information and require the gathering or organizing of information before a class discussion or demonstration.
- *Extension Assignments* are long-term, continuing projects that parallel classwork, require students to apply previous knowledge, and encourage individualized and creative learning by emphasizing student initiative and research.

Research has shown that schools that assign homework frequently show higher student achievement levels than schools that make little use of homework. At Lakewood High School:

- *Students are expected to complete a minimum of 20 to 30 minutes of home study in each academic subject every school day.*
- *Teachers are expected to return all student work within one week so that pupils can identify and correct errors, improve performance, and compute grades.*

Honor Roll. Students gain recognition at the end of each marking period through inclusion on the honor roll and at the Honor Roll breakfast. The Honor Roll is as follows:

- High Honors** Student who attain "A's" in all subjects.
- Honor Roll** Students who attain "B's" or "A's" and "B's" in all subjects.

Students earn 4.5 points each quarter for High Honor Roll status and 3 points for Honor Roll status.

Promotion Policy. The following credits determine the student's grade:

- 9th grade (freshman)----- promotion from 8th grade
- 10th grade (sophomore)----- 25 credits
- 11th grade (junior)----- 50 credits
- 12th grade (senior)----- 80 credits

Graduation Requirements. In order to gain a diploma, students must:

- Pass the *New Jersey High School Proficiency Assessment* in Math and Language Arts Literacy.
- Carry between 30 and 35 credits per year; earn a minimum of 120 credits, and complete the following subjects:

Language Arts Literacy	4 credit years
Social Studies	3 credit years
Mathematics	3 credit years
Physical Education	4 credit years
Science	3 credit years
Visual and Performing Art	1 credit year
World Languages	1 credit year
Career Education and Consumer Family, and Life Skills, or Vocational Education	1 credit year
Financial / Economic Business	2.5 credit year
21 st Century Life and Careers	1 credit year

Report Cards and Progress Reports. Progress Reports are mailed to students' parents at the middle of each marking period. Report cards are mailed at the end of each marking period. The Progress Report identifies the strengths and weaknesses in each subject area and may serve as a warning of potential failure in a course.

Final grades are determined by averaging equally the grades of the four marking periods and the final examination. *AN "F" FOR THE LAST QUARTER OF THE YEAR IS JUSTIFICATION FOR FAILURE FOR THAT COURSE.* Fourth marking period report cards will not be sent home if fines or other fees are due. Students who fail to take the final or make up final will receive a failing grade for the final.

Class Rank. All classes are weighted and quality points are assigned accordingly.

<u>Mark</u>	<u>Level H/AP Quality Pts</u>	<u>College Prep Quality Pts</u>
A	6	5
B	5	4
C	4	3
D	2	1
F	0	0

Class rank is determined by computing each student's grade point average utilizing the best five (5) course grades at the end of each year, taking into consideration the course weight and the number of credits the course is assigned. In Grade 12, the first semester grades are used.

Description of Weighted Courses

Advanced Placement : The criteria established by the College Entrance Examination Board, demands that students complete college level work. Students take the Advanced Placement exam.

Honor Courses : Demanding college preparatory courses

College Prep : College preparatory courses

Student Regulations

Assemblies and Pep Rallies. Students are expected to:

- Report to the designated area quickly and quietly.
- Sit in assigned sections and report to their teacher.
- Exhibit polite and respectable conduct at all times.

Attendance. Students should be aware of the following:

- Six (6) or more unexcused absences in a class within a marking period will result in an attendance grade of "F".
- Four (4) tardies / lateness to a class equals one absence in that class. A student is considered tardy when he/she is not seated when the late bell rings.
- The school will notify parents about attendance problems in accordance with state and federal statutes.
- Parents may schedule an appeal with the appropriate assistant Principal ten days before the end of the marking period.

Students must submit doctor notes, certification or documentation to the attendance office explaining their absences/lates to school within two (2) school days of their return to school. The following are appropriate and accepted reasons for absences, when proper documentation is submitted. Parent notes **do not** excuse an absence

Doctor/Dentist Visit	Armed Forces Test	Driver's License Test
Religious Holiday	Court Appearance	
College Visitation	Death in Family	

Students **can not** sign themselves into school after 8 AM.

Students coming to school late beyond 8 AM **must** be signed in by a parent or adult guardian.

Students who accumulate excessive absences will be referred to the district attendance officer.

Students are expected to make up any missed class work or homework during an absence from school.

Students may **only** make up missed work for up to one week following an absence. After a period of one week teachers **will not** accept any make-up assignments

Buses. The bus driver is responsible for the conduct of all students on the bus and will report unruly students to the appropriate assistant principal. Students who cause problems on the school bus will have their riding privileges suspended. In such cases, parents are responsible to see that their children get to and from school safely.

Students should:

- Be careful in approaching bus stops; walk on the left side of the road, facing on-coming traffic; cross the road only after the bus driver has signaled that is safe to do so when exiting the bus; and cross in front of the bus.
- Be on time at the designated school bus stop and wait until the bus comes to a complete stop before entering.
- Go to their seats without disturbing others, remain seated while the bus is in motion, and obey and show respect for the driver.
- Conduct themselves in the way that is acceptable in a classroom

Cafeteria and Commons. All Students are expected to:

- Report directly to the cafeteria or commons **before** the late bell rings, and stay in that room for duration of lunch period. Students **cannot** leave the cafeteria or the commons except with teacher / staff permission.
- Keep their areas clean, place trash in the containers, and return their trays to the windows.
- Refrain from throwing objects, arranging and moving tables together, and sitting on the tables.
- Refrain from cutting in the line or reserving a place for another student in the line.
- **Remember** : Only seniors are permitted in the Senior Lounge.

Care of School Property. Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure or vandalize property, break windows, or do other damage to school property or equipment will be required to pay for the damage done and face disciplinary action. Fines are levied on students who damage or lose books.

Change of Address or Telephone. Students who move or change their phone numbers during the school year must report their new address and phone number to the Guidance Office.

Dress and Grooming 5132 (a)

Student Uniform Dress Code Policy

The board recognizes that the Legislature has authorized a board to require that uniforms be worn to school in certain circumstances. The board believes school dress can enhance the school learning environment, establish greater school pride and improve student behavior in and out of the classroom. Therefore, the

board adopts a School Mandatory Dress Code to require pupils attending elementary and secondary schools to adhere to effective as of the 2008-2009 school year.

Students for whom sincerely-held religious beliefs conflict with the policy may request a waiver. The request must set forth the reasons that the dress code conflicts with the student's religious beliefs. All waivers shall be subjected to review by the Lakewood Board of Education's legal counsel. A student granted a waiver under this policy by the Board shall not be penalized academically or otherwise discriminated against nor be denied admittance to school.

This policy does not prevent students who participate in nationally recognized youth organizations approved by the board from wearing organization uniforms to school on days that the organization has scheduled a meeting. The principal shall maintain a list of approved organizations.

Students who fail to comply with the dress code policy shall be subject to the school's discipline policy.

It shall be the responsibility of each school principal to inform parents/guardians of the contents of the Student Uniform Dress Code Policy.

Parents/guardians are expected to cooperate in helping the school district attain its objectives and foster pride and good taste in appearance by exercising positive guidance and authority.

Teachers and school staff shall demonstrate by example and present wholesome attitudes toward neatness, cleanliness, propriety, modesty and good sense in their attire and appearance.

Appropriate dress for male students:

- Dress shirts, polo shirts and turtlenecks (*solid white, black or blue*)
- Loosely fitted shirts – *can only be one size larger than normal size (white, black, khaki, or blue)*
- Covered midriffs
- Dress shirts buttoned above the chest line (*solid white, black or blue*)
- Docker style or dress pants with no more than four regular size pockets and worn at the waist (*khaki, black or blue*)
- Pant cuffs within the heel to toe of student's footwear
- Bermuda or walking shorts covering at least mid thigh

Appropriate dress for female students:

- Long and short sleeve blouses (*solid white, khaki, black or blue*)
- Slacks and dresses that reach at least to mid thigh – no shorter than fingertips
- Skirts and pants no longer than floor length (*khaki, black or blue*)
- Capris (*khaki, black or blue*)
- Pant cuffs within the heel to toe of student's footwear
- Loosely fitted shirts with collar (*solid white, khaki, black or blue*)
- Covered midriffs
- Sweater
- Bermuda or walking shorts covering at least mid thigh
- Leggings under shorts or skirts

Specialized programs offered in the schools have health and safety requirements that students must meet (i.e., science programs, health programs, certain technology programs, and physical education programs).

Dress Requirements for Physical Education:

- Designated gym suit available for purchase through the school (optional).
- Athletic type boxer shorts without pockets or fringes.
- Plain tee shirt or tee shirt with school logo.

- Sweatshirt with school logo (optional) for outdoor activities in cool weather.
- Sneakers or rubber soled athletic shoes. (Slip-on shoes, hard-soled shoes and bare feet are prohibited)
- Athletic supporters for all male participants.

The Board authorizes the chief school administrator to enforce the Student Uniform Dress Code Policy and the following school regulations prohibiting pupil dress, accessories or grooming practices that :

- Present a hazard to the health or safety of the pupils themselves or to others in the school
- Interfere materially with school work, create disorder, or disrupt the educational program
- Cause excessive wear and damage to school property
- Prevent pupils from achieving their own educational objectives because of blocked vision or restricted movement
- Indicate that a student is a member of or affiliated with any gang or group associated with criminal activities

These restrictions include but are not limited to any accessories or grooming which is considered to be immodest, sloppy, or affects classroom atmosphere adversely, or which creates a behavioral problem will be considered unacceptable.

Students are prohibited from wearing:

- Accessories that are unsafe, dangerous or a health hazard
- Accessories that contain offensive or obscene symbols, slogans, or words that degrade gender, culture, religion, ethnic background or sexual orientation
- Accessories that contain language or symbols dealing with drugs, alcohol, tobacco, weapons, violence, vandalism, gangs or displaying sexual content
- Mesh, fish-net styles, spandex-type materials or clothing which exposes the back, chest and shoulders, see-through, shiny nylon, denim or denim-like tops
- Low cut necklines
- Cut off shorts or cut off shirts
- Lip and tongue piercings
- Exposed underwear
- Dog collars and chains that connect one body part to another
- Hats, flip flops, shower shoes, bedroom slippers, work boots
- Hooded sweaters and hooded sweatshirts
- Cargo pants, parachute pants, painter's pants, overalls, hip-huggers, sweatpants, pajama pants, pants with drawstring bottoms, denim or denim-like pants (jeans)
- Coats, jackets, windbreakers, warm-up jackets, hats, gloves and any type of outerwear in classrooms, hallways, and the cafeteria during the regular school day
- Any combination of clothing that law enforcement officials consider gang related / affiliated

No restrictions on freedom of dress and adornment will be imposed that:

- Reflect discrimination of an individual's civil rights
- Enforce particular codes of morality or religious tenets
- Do not fall within the direct or implied powers of the Board of Education.

The Superintendent shall oversee the development and assessment of procedures to implement this District Policy. The building principal determines the appropriateness of pupil dress and grooming.

Teaching staff members will report perceived violations of the dress code to the building principal/designee, who will interpret and apply the code.

Pupils will not be permitted to attend any school-related function – including field trips and after school activities – unless they are attired and groomed in accordance with the dress code.

The Principal may waive application of the dress code on school spirit days designated for pupils' free expression in dress and grooming. A pupil whose dress or grooming has been found by the Principal to violate dress code regulations may appeal the Principal's determination to the Superintendent, whose decision will be final.

Steps Taken for Inappropriate Dress -

The Lakewood High School Administrators will provide an opportunity for students to change their clothing once they are found in non-compliance of the *Dress Code*. They will:

- Ask students to retrieve appropriate clothing from their locker;
- Take them to the Student Store so that they can purchase clothing;
- Call the pupils' parents to bring appropriate clothing to school.

Hierarchy of Consequences :

- First Offense: Warning/Parent Notification
- Second Offense: Central Detention/Parent Notification
- Third Offense: Saturday School/Parent Notification
- Fourth Offense: Out-of-School Suspension/Parent Conference

Non-compliant students will be restricted from participation in school sports, activities and clubs.

Electronic Devices. Any electronic device that is brought into school and used during the school day may be confiscated by the staff or administration and not returned until a parent/guardian comes to school to claim it. Lakewood High School assumes no responsibility for items that are brought into the building and lost or stolen.

18-Year-Old Students. Every person, 18 years of age, is considered an adult and shall have the same legal capacity as a person 21 years of age (Chapter 18). Pupils in the public schools shall comply with the rules established, in pursuance of law, for the governance of the school, pursue the prescribed course of study and submit to the authority of teachers and others in authority over them (Title 18A.37-1).

Evacuation Procedures. In emergencies and during fire drills, students will leave the building quickly and quietly through the assigned exits following their teacher's directions, remain with their teacher at all times, and return to the building upon the teacher's direction.

Flag Salute and Pledge of Allegiance. During the Pledge of Allegiance, students must stand, be silent and behave respectfully whether or not they are in the presence of a flag. Those conscientiously opposed to the pledge may refrain from saluting or reciting the Pledge.

Lockers. Lockers are school property. Students will be held responsible for the condition and content of their lockers. They are to use only the locker assigned and keep it locked. They are not to share lockers or give their locker combination to others.

Students should not bring valuables to school; and they should not leave money, valuables, and expensive clothing in lockers. Students must use their physical education locker to store belongings, during their physical education class period, and they must secure the locker with a lock. The school assumes no responsibility for lost or stolen items.

Remember students are responsible for all the contents within their locker, *school administrators will make periodic searches of lockers without notifying students ahead of time.*

Search and Seizure. All student personal possessions may be searched by a school official when the official has reasonable grounds to suspect that the search will turn up evidence that the pupil violated or is violating either the law or the rules of the school. The extent of the search will be related to the objectives of the search. Care will be given to the age & sex of the pupil & the nature of the infraction. Before instituting a search, except in cases of emergency, the administrator will try to inform the parents/guardians and request their presence.

Parking Rules and Regulations. Students who wish to park their cars in the student parking lot must:

- Complete the appropriate application available in the Student Resource Officer's Office.
- Present a valid New Jersey driver's license, up-to-date insurance card, and vehicle registration.
- Register their vehicles with the Student Resource Officer, get the appropriate parking permit, and display it clearly from the rear view mirror.
- Park only in the Somerset Avenue Parking Lot and only in areas designated for student use.
- Observe safe-driving practices at all times.
- Stay out of the parking lot, keep out of their cars, and refrain from driving their cars out of the lot between 7:50 a.m. and 2:20 p.m. unless they have administrative permission.

Physical Education Medical Excuses. Students must present a note from a parent, guardian, or school nurse to be excused from physical education class. The note will be valid for one day. A doctor's note is required for absences in excess of one day.

Rest Rooms. Students may use the restrooms before and after school, between class periods, after the first ten minutes and before the last ten minutes of class and lunch period **periods 2 through 8 only**. They must keep them clean. Pupils are not to litter or smoke, write on the walls, or damage the facilities in any way.

Smoking. Smoking is illegal and prohibited anywhere in the school or on school property. Students found smoking are subject to both school and legal penalties.

Special Events. Students must be courteous and respectful at all athletic and special events. *Suspended students may not attend any school function until the suspension is completed.* Students who act inappropriately will be asked to leave and may not attend future events. Students must:

- Possess a Lakewood High School identification card to be admitted.
- Not be under the influence of alcohol or drugs.
- Respect and cooperate with adults and each other.
- Remain at the function. Those who leave will not be allowed to return.
- Not enter any part of the building other than the designated area for the event.

Visitors. Students are not permitted to bring guests to school under any circumstances. All visitors must enter the building through the **Main Entrance** and register at the **Main Office with valid identification** and obtain a visitors pass. Only those authorized will be then escorted by security beyond the main office. Visitor passes are issued at the discretion of the administration. Parents who wish to visit a class or classes must make a request through the guidance and main offices at least three school days prior to the date of visitation.

The administration considers anyone in the building without a proper visitor's pass to be a trespasser and will immediately file a police complaint against that individual.

Voter Registration. Students who reach the age of 18 have the opportunity to register to vote in all elections by filling out the proper forms available in the Guidance Office.

Working Papers. Working papers are available in the Main Office. Students under 18 years of age must secure working papers to work during the summer or after school. To obtain working papers, they must

have a promise of employment, a doctor's certificate verifying physical fitness, a School Record form signed by the principal, and a birth certificate.

Code of Conduct and Consequences

Student Behavior. Students must immediately obey the direction of all staff members and give their names or show student identification cards when requested.

Students are not to:

- Use, sell, be in possession of or under the influence of drugs, alcohol, and tobacco.
- Possess weapons, explosives, or other disruptive devices.
- Set false alarms or make bomb threats.
- Participate in gang activities.
- Instigate or encourage fighting on school grounds or at school functions.
- Deface, destroy or steal school or personal property.

Hierarchy of Consequences. An outline of some violations and minimum penalties follows. The failure of a particular act to appear on the list does not imply official sanction of the act. Such acts will carry consequences. Violations are listed by level of severity. *Repeated infractions will result in more severe consequences.*

LEVEL 1:

Consequences for the following include Out-of-School suspension for **five to ten** school days, parent notification, parent conference, charges registered with the police, and request for Superintendent Discipline Review. *Discipline Review - A student will be recommended for a discipline review hearing for a single act that presents a clear and present danger to the school, its students, faculty or staff, or that violates the law.*

Assault	Drug Use & Possession	Physical Bullying
Assault & Battery	False Alarm	Physical Sexual Harassment
Weapon Possession	Major Fight	

LEVEL 2:

Consequences for the following include Out-of-School suspension **three to five** school days, parent notification, parent conference, report to the police, and possible request for Superintendent Discipline Review.

Vandalism	Verbal Harassment	Possession or use of Firecrackers
Threatening Personnel	Extortion	Possession or use of Stink Bombs
Trespassing	Incitement	Possession or use of Smoke Bombs
Internet Harassment		

Students who are on an abbreviated day must leave school grounds immediately after their last class or they will be considered trespassing.

LEVEL 3:

Consequences for the following include **one to three** days of out-of-school and parent notification.

Minor fight	Forgery	Smoking	Excessive cutting
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Profanity to teacher	Profanity	Gambling	Cutting Saturday School
Inappropriate behavior	Insubordination	Walkout	Leaving school grounds

DESCRIPTIONS OF SERIOUS INFRACTIONS: A description of some serious infractions follows:

Harassment. Hazing, intimidation, threats and/or actions likely to cause bodily danger, physical harm or personal degradation or disgrace are prohibited. Consequences include suspension and expulsion. Harassment may include but is not limited to:

- Physical harassment or abuse.
- Verbal harassment or abuse designed to degrade or disgrace the victim.
- Pressure for money or personnel property by implied or overt threats.
- Threats of bodily harm.

Sexual Harassment. The Lakewood Board of Education has a strict policy prohibiting any form of sexual harassment of students or staff members. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of sexual nature.

Those who believe that they are a victim of sexual harassment by a student or employee of the district should immediately report the alleged acts to a high school administrator. A reporting form is available in all building offices, but reports may also be verbal or by informal written note. Teachers should report all incidents involving the sexual harassment of students, whether verbal or physical, to the appropriate assistant principal. This involves incidents witnessed by the teacher or reported by a student. The district will investigate all complaints immediately.

Individuals who sexually harass students or staff members may be subject to civil or criminal litigation or both, as well as discipline by the school district, including possible suspension, expulsion, leave with or without pay or termination.

Sexual harassment may include but is not limited to:

- Verbal harassment or abuse.
- Subtle pressure for sexual activity.
- Inappropriate or unwelcome touching, patting, or pinching.
- Intentional brushing against a student's or employee's body.
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status.
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment.

Call the Office of the Superintendent of Schools at 732.905.3633 about these matters.

Drugs and Alcohol. The possession, use, passing, selling, distribution and general trafficking of drugs and/or alcohol by students is a violation of law and is strictly forbidden on school property and at all school sponsored activities. Any student found in violation of this policy will be suspended from school after notification of the parents and the police. He or she will be recommended to participate in the Student Assistance Program. *Students caught selling or trafficking in drugs or alcohol will be recommended for expulsion.*

Weapons and Dangerous Instruments. The Board of Education PROHIBITS the possession and/or use of firearms and other weapons on school property, on a school bus, at any school function, or while en route to or from school or any school related function.

For purposes of this policy, "weapon" includes but is not limited to anything readily capable of lethal use or of inflicting serious bodily injury. The term includes, but is not limited to, all (1) firearms, firearm

facsimiles and firearm replicas, even though not loaded or lacking a clip or other component to render them immediately operable, (2) components which can be readily assembled into a weapon, (3) gravity knives, switchblade knives, daggers, dirks, stilettos, or other dangerous knives, billies, blackjacks, bludgeons, metal knuckles, sandclubs, slingshots, cesti or similar leather bands studded with metal filings or razor blades imbedded in wood, and (4) stun guns, and any weapon or other device which projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.

For the purposes of this policy, "firearm" includes but is not limited to 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 projectile 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 airgun, spring gun or pistol or other weapon of a similar nature 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 3/8 of an inch in diameter with sufficient force to injure a person.

The principal shall make the initial determination of whether or not a particular object is a weapon or firearm in any case where there is a question of its possession or use which poses a threat to students, staff, and/or property. If a weapon or firearm is found in the possession of a pupil, the weapon or firearm shall be confiscated by the school principal or his/her designee immediately.

A student found or observed on school property or at a school event in possession of a weapon or firearm shall be reported to the principal or his/her designee immediately. The Principal or his/her Designee shall immediately inform the Chief School Administrator or his/her designee and appropriate law enforcement officials with all known information concerning the matter, including the identity of the pupil involved. The Chief School Administrator shall report all incidents to the board of Education in weekly backup. Disciplinary action shall be taken against all pupils who possess or threaten to use weapons, firearms, or dangerous instruments, or attempt to cause bodily harm to another.

Any pupil who using a weapon or firearm assaults a teacher, administrator, board member, or other employee of the school board, another student or any other person on any school property, on a school bus, or at a school based or sponsored function shall be immediately removed from the school's regular education program pending a hearing before the Board of Education. Assault shall mean an attempt to cause or purposefully, knowingly, or recklessly causing bodily injury to another.

Any pupil who commits an assault upon a teacher, administrator, board member or other employee of a Board of Education, or any other person in the school environment not involving a weapon or firearm shall be suspended in accordance with the provisions N.J.S.A. 18A:37-2.1.

Any pupil who is convicted or adjudicated a delinquent for possession of a firearm or a crime while armed with a firearm or alternatively found in possession of a firearm on any school property, school bus, or at a school-based function shall be immediately removed from the school's regular education program pending a hearing before the 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.

The principal or his/her designee shall be responsible for the removal of any pupil in accordance with the preceding paragraphs and shall immediately report the removal to the Chief School Administrator. The district's Chief School Administrator may modify such removal of a pupil on a case-by-case basis. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice. The Chief School Administrator shall report all such incidents to the Board of Education in the weekly backup.

A violence and vandalism report shall be filed whenever a student is found to be in possession of a weapon, firearm or dangerous instrument, or has allegedly committed an assault. This report shall be sent to the Discipline Review Committee for their review and a report from the committee to the full board. As in all disciplinary cases, due process will be provided.

All provisions of N.J.S.A. 18A:37-2.1 et.seq. and N.J.S.A., 18A:37-7 et.seq. Known as the "Zero Tolerance for Guns Act," not specifically stated in this Policy are hereby incorporated by the reference and made a part hereof.

Gang Activity or Association. The organization, formation or participation in a gang or the participation in a group activity that threatens the safety or well being of person or property in school or on school grounds is prohibited. The following are forbidden when they imply gang membership:

- Hand signals and graffiti.
- Apparel, jewelry, particular grooming.
- Trademarks colors, symbols and other attributes.

Any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to suspension and expulsion from school.

Specific Directions for Central Detention/Saturday School. Students must be on time, bring schoolwork, remain on task, and refrain from talking and sleeping. Students who are absent from school on the day they are assigned to Central Detention will serve the penalty on the day they return to school. **Cutting Saturday School will result in Out of School Suspension.**

Guidance Department

Guidance. Guidance provides services to students to help them achieve academic success, to understand strengths and limitations, to identify interests, and to plan for and attain realistic goals. All students are assigned a counselor. They will meet with their counselors periodically to evaluate progress and to develop educational and vocational plans. The counselor, student or parent may initiate conferences.

Counseling Services. Both individual and group conferences are held for the purpose of developing educational and vocational plans and assisting with personal problems.

Guidance Information Services. Information is available to all students on careers, colleges, trade schools, scholarships and employment through the Career Center, College Visitations, Career Speakers, guidance bulletins and news letters. Evening programs for parents will be available on financial aid and college participation.

Testing. Testing provides students and their parents with a greater understanding of the student's interests and abilities. The NJ High School Proficiency Assessment is given to all 11th graders and is required for graduation. Additional tests available to students are the PSAT, SAT, ACT, AP and ASVAB.

Transcripts. The copy of the high school record is one part of the college application. Students must meet with their counselor to discuss college selection prior to applying and complete a Record Release form. Transcripts will then be processed and a recommendation will be included and mailed to the college, school and/or employer. A complete application should accompany the transcript. Official transcripts must be sent from the Guidance Office.

Tutoring. Students or parents desiring services should seek assistance through their Guidance Counselor.

Scheduling. Each year the Guidance staff meets with students in groups and individually to develop a schedule of courses for the following school year. The school's instructional staff works with the counselors to place students in appropriate classes.

Schedule Changes. Schedules are developed at the close of the preceding school year. Students should review the schedule with their Guidance Counselor and request necessary changes then or during the summer. Once school starts, schedule changes are limited to correcting clerical errors or improper

academic placement. To request a schedule change, students should obtain a "Schedule Change Request Form," complete it, and return it to the guidance department. The student must follow the original schedule until the Guidance Office makes a change. All schedule changes must have the approval of the Director of Guidance.

Transfers and Withdrawals. Students who are leaving or transferring to another school must submit a letter to the Guidance Office from their parents explaining reasons for leaving. Transcripts of grades will be forwarded only when the student has fulfilled all responsibilities to Lakewood High School, returned textbooks, material and equipment, and paid any outstanding fines.

Pupil Records Policy. In accordance with requirements set forth in the NJ Administrative Code, the following is the annual notification to parents of their rights in regard to pupil records. *Copies of the applicable State and Federal laws and local policies are available upon request.*

Pupil records shall contain only such information as is relevant to the education of the pupil and is objectively based on the personal observations or knowledge of the originator of the record. Parents must notify Guidance whenever there is a change of address and/or telephone number. This is vital information.

The local school district may not compile any records except mandated and permitted records. Mandated pupil records are those pupil records, which the schools have been directed to compile by NJ Statute, regulation or authorized administrative directive. Examples are: identifying date, pupil name, address, date of birth, name of Parents and/or guardians citizenship and sex of the pupil; record of daily attendance; description of pupil progress; history and status of physical health compiled in accordance with State regulations; and all other records required to be kept by the State regarding the education of handicapped pupils.

Permitted pupil records are those, which a local board of education has authorized the District to collect by resolution adopted at a regular public meeting to promote the educational welfare of the student.

As students, you and your parents/guardians have a right to individual privacy and the right to know information gathered by the school. Students under the age of 18 may have access to their records with written consent of their parents/guardians.

Students over the age of 18 may have access to their records; their parents/guardians may have access only with written consent of the student. U.S. Military may request student information (names, addresses, etc.). If parents/guardians opt not to provide this information, they should send a written letter to the Principal or Guidance Director.

Student Services

Free or Reduced Price Meals or Free Milk Program. The Lakewood School District provides Free or Reduced Price Meals and Free Milk Program for students who qualify under the National School Lunch Program Policy. **Applications must be completed** by parents or guardians and must be returned regardless of economical status. A student may obtain their free or reduced lunch by using their Student Photo ID Card.

Health Services. The Health Office is located in the front hallway near the Main Office. Students requiring medical attention should obtain a pass from their classroom teacher before going to the nurse. Students are not to report to the health office without a pass except in emergencies.

Lost and Found. The Lost and Found is located in the Main Office. Items remaining in the Lost and Found after 30 days are given to charitable organizations. Students should take found items to the Main Office immediately. Those with lost or stolen items should inform the office at once.

Lost Student ID. Lost cards must be reported to the Main Office immediately. There is a \$3.00 replacement fee for a lost card.

Parent Organizations. The Parent-Teacher-Student Association meets the second Wednesday of each month at the High School. It raises money for scholarships and is involved in the continuing development and growth of the school. The Band Parents, Drama Club, Huddle Club (football), Roundball Club (basketball) and Ten Pin Club (bowling) raise funds and plan activities to support students.

Contact the coach or sponsor for more information. Active participation in at least one of these organizations is essential to the continued growth of Lakewood High School.

Graduation

Dress. The following guidelines must be followed.

Young men are to wear:

- Dress shirt and tie.
- Full-length dress pants (no shorts or jeans).
- Dress shoes.
- Cap & gown (zippered and worn appropriately for the entire ceremony).

Young women are to wear:

- Light colored dress.
- Dress shoes.
- Cap & gown (zippered and worn appropriately for the entire ceremony).

Conduct. Lakewood High School Graduation is a solemn ceremony; therefore, students are expected to:

- Follow all directions of the administrators and teachers.
- Remain seated until it is time for them to receive their diplomas.
- Sit quietly as students and guests deliver speeches.
- Applaud speakers at the conclusion of their speeches.
- Sit quietly as graduates' names are read and as they go up to receive their diplomas.
- Applaud after the final name has been read.

Students are not to:

- Bring beach balls, silly string, bubbles or any other items that might distract from the dignity of the ceremony.
- Toss beach balls or other items around during the graduation ceremony.
- Spray silly string or blow bubbles during the graduation ceremony.
- Get out of their seats to grab and toss beach balls or other items.
- Stand on chairs.
- Cheer and shout in such a way that the reading of graduates' names is delayed.
- Cheer and shout in such a way that it is difficult to hear the names of other graduates called.

Note: Proper behavior at graduation is a requirement to receive a diploma. Diplomas will be denied to students who do not obey the rules. Students may appeal this decision to the high school administration team at meetings scheduled in September.

Co-curricular

Student Government. Student Government is a body of student leaders, elected by their classmates to serve the interests of the students and to act as liaisons between students and the administration. The organization

plans activities, contributes to existing programs, and promotes ideas that benefit the entire school community. Elections are held in May. New positions take effect the following September.

All members must meet eligibility requirements for extra-curricular participation and adhere to the Student Government Constitution, the Constitution of the National Association of Student Councils and all other applicable regulations.

Athletics. The Athletic program is an integral part of the educational offerings and student activities at Lakewood High School. The head coach sets training rules, standards of behavior, and discipline for that sport. The school administration supports the coach's actions as long as they adhere to the general school policy and philosophy.

Athletes and fans will treat all visitors to our school with courtesy and respect. They will conduct themselves as good citizens, both on and off the field, at home and at away games. Teams are expected to be strong, aggressive, well-coached, and composed of students who will represent us with pride, enthusiasm, and loyalty.

Lakewood High School adheres to the following guidelines:

- The State Department of Education governs Lakewood High School's athletic program, the New Jersey State Interscholastic Athletic Association (NJSIAA) and the Shore Conference of which it is a member.
- Athletes must meet the academic standards set by the N.J.S.I.A.A. and the Lakewood School District.
- Students suspended from school are ineligible to participate in athletics and athletic events for the duration of the suspension.
- Each athletic activity is available to any student who meets the basic requirements of the activity.
- All students who participate in interscholastic athletics must have parental permission, present written proof of a physical examination given by the family physician, and be covered by school insurance for interscholastic sports.
- A student must be in legal attendance in school on the day of or on the day preceding an athletic school event if it occurs on a non-school day in order to participate in the event. Legal attendance is understood to mean on time attendance in at least five of that student's classes, including study hall and lunch, or two subject classes. Violations of this regulation will result in notification to the Director of Athletics and the coach concerning the student's eligibility.
- Students who take a school bus to a school activity must return on the same bus.

Extracurricular

Fundraising. Fundraising events must be scheduled in the Student Activities office and follow District Policy and Regulations. There is to be no door-to-door solicitation.

Clubs and Activities. After school clubs and activities include athletic programs for boys and girls, musical organizations, special interest clubs, plays, scholastic societies and student-help groups. These include:

Academic Excellence	English Club
African American Society	Fine Arts Enrichment Club
Art Service Club	Foreign Student/Latin Dance
Chess Club	French Club
Choreography	French Honor Society
Class of 2009	Freshman Group 20
Class of 2010	Future Teachers of America
Class of 2011	German Club
Class of 2012	German Honor Society
Dance Club	Global Beat Experience
Drama Club	Gospel Choir

History Club	R.E.W.I.N.D.
Interact	Science League
L.A.S.O	Scrabble
Library Guild	Select Choir
Marching Band	Sociology
Music Honor Society	Spanish Club
National Art Honor Society	Spanish Honor Society
National Honor Society	Spirit
No Box	Stage Band
Ocean Science Bowl	Stamp Club
Photography	Stitches
Pine Needle Annual	S.G.A.
Pine Needle Monthly	Thespian Society
	Pride Club

Co-curricular Eligibility Requirements (All Clubs, Activities, and Athletics)

General Requirements. There are no exceptions to the following:

- The primary responsibility of verifying student eligibility rests with the coach or advisor of each co-curricular activity.
- Academic eligibility at Lakewood High School is based on the quarterly system using the marking period grades as the standard for that determination. All other District eligibility requirements will apply.
- A student's eligibility must be verified prior to actual participation in any activity. Students already participating in any activity must have their eligibility verified within three (3) school days after official distribution of report cards.
- A "Withdraw-failing" grade will apply only to the marking period in which it is issued for the purpose of eligibility.
- Students who have been placed on suspension are automatically ineligible to participate in co-curricular activities for the duration of that suspension.
- Students who have seriously violated the standards of good citizenship in the judgment of the Assistant Principal will be referred to the Principal for review and determination of eligibility status.
- Students absent on the day of an activity must have their absence validated by an administrator or Athletic Director prior to their participation in that activity.

Academic Eligibility Requirements.

There are no exceptions to the following:

- Eligibility will be determined on a quarterly basis using the marking grades as the standard for that determination.
- Any student with two or more failures in a marking period is ineligible until the failing quarterly grades are raised to passing quarterly grades.
- Any student with one failing grade for a marking period shall be placed on probation until the middle of the following marking period, at which time the mid-term progress report will be used to determine eligibility.
- Attendance in an approved summer school program and successful completion of any course failed at the end of the school year will satisfy eligibility requirements for the first marking period of the next year, provided that the state and district eligibility regulations are satisfied.

- An incomplete will be considered as a failing grade unless the teacher certifies that it resulted from illness or other extenuating circumstances. The student may continue participating until the grade has been posted, at which time participation will be governed by the standards as set forth above.
- Eligibility for the first quarter is based upon the previous year's final grades. If a student receives two or more failing grades for the year, he or she will be on probation until the middle of the first quarter, at which time the mid term-progress report will be used to determine eligibility.

Guidance counselors and coaches will maintain records to monitor individual students Clearinghouse eligibility.

Religious Holidays

- Any pupil absent from school because of a religious holiday may not be deprived on any award or of eligibility or opportunity to compete for any award because of such absence.
- Pupils who miss a test or examination because of absence on a religious holiday must be given the right to take an alternate test or examination.
- To be entitled to the privileges set forth above, the pupil must present a written excuse signed by a parent or person standing in place of a parent.
- Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence.
- Such absence must NOT be recorded on any transcript or application or employment form or on any similar from.

Religious Holidays for 2008-2009 School Year are listed on the following page.

RELIGIOUS HOLIDAYS FOR THE 2008-2009 SCHOOL YEAR

<p>September 2008</p> <ul style="list-style-type: none"> 2 Ramadan begins—Islam 28 Laylat ai Kadar—Islam 30 – Oct 1 Rosh Hashanah—Jewish 	<p>December 2008</p> <ul style="list-style-type: none"> 8 Bodhi Day (Rohatsu)—Buddhism, Immaculate Conception—Catholic Christian 12 Feast day—Our Lady of Guadalupe—Catholic Christian 22-29 Hanukkah—Jewish 24 Christmas—Christian 26 Zarathosht Diso (Death of Prophet Zarathushtra)—Zoroastrian, St. Stephen's Day—Christian, Kwanzaa—Interfaith 31 Watch Night—Christian 	<p>March 2009</p> <ul style="list-style-type: none"> 1 Intercalary days conclude—Baha'i 2 Lent Begins—Clean Monday—Orthodox Christian 9 Mawlid an Nabi—Islam 10 Purim—Jewish 17 St. Patrick's Day—Christian
<p>October 2008</p> <ul style="list-style-type: none"> 1 Eid al Fitr—Ramadan ends—Islam 4 St. Francis Day—Catholic Christian 9 Yom Kippur—Jewish 14-20 Sukkot—Jewish 20 Birth of B'ab—Baha'i 21 Semini Atzeret—Jewish 22 Simhat Torah--Jewish 27 Reformation Day—Protestant Christian 29 Birth of the Bab—Baha'i 31 All Hallows Eve—Christian 	<p>January 2009</p> <ul style="list-style-type: none"> 1 Mary, Mother of God—Catholic Christian, Feast of St. Basil—Orthodox Christian, Gantan-sai (New Years)—Shinto 5 Twelfth Night—Christian 6 Epiphany—Christian 7 Ashura—Islam 13 Maghi—Sikh 18 World Religion Day—Baha'i 26 Chinese New Year—Confucian/Daoist/Buddhist 	<p>April 2009</p> <ul style="list-style-type: none"> 5 Palm Sunday—Christian 9-16 Pesach (Passover)—Jewish 9 Lord's Evening Meal—Jehovah's Witness Christian 10 Good Friday—Christian 12 Easter—Christian 14 Baisakhi—Sikh 30 St. James the Great Day—Orthodox Christian
<p>November 2008</p> <ul style="list-style-type: none"> 1 All Saints' Day—Christian 2 All Souls' Day—Catholic Christian 12 Birth of Baha'u'llah—Baha'i 27 Thanksgiving—Interfaith—USA 30 First Sunday of Advent—Christian 	<p>February 2009</p> <ul style="list-style-type: none"> 9 TuB'shvat—Jewish 14 St. Valentine's Day—Christian 15 Nirvana Day—Buddhism 25 Ash Wednesday—Lent Begins—Christian 26 Intercalary Days begin—Baha'i 	<p>May 2009</p> <ul style="list-style-type: none"> 9 Buddha Day—Visakha Puja—Buddhist 12 Lag B'Omer—Jewish 21 Ascension of Jesus—Christian 29-30 Shavuot—Jewish
		<p>June 2009</p> <ul style="list-style-type: none"> 14 All Saints—Orthodox Christian