

**HANDBOOK  
FOR STUDENTS AND PARENTS  
2018-2019**

**FAILURE IS NOT AN OPTION  
GO KNIGHTS!**



**School Emergency Closing Number is 570  
856-784-1333**

**Mission Statement**

**Sterling Regional High School District will serve the needs of a diverse student body by maintaining a safe and respectful learning environment, cultivating high standards of excellence, and preparing our students for life beyond high school.**

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### EQUAL EDUCATION OPPORTUNITY

The Sterling High School District Board of Education Policy 5750 reaffirms its responsibility to ensure all students equal an educational opportunity and all employees an equal employment opportunity regardless of race, color, creed, religion, sex, ancestry, national origin and social or economic status or handicap. If you feel you have not been given an equal opportunity please contact: Mrs. Robynn Considine, 784-1333 ext. 4652

# STERLING HIGH SCHOOL DISTRICT

## Board of Education

Paul Sims	President
William Hiltner	Vice President
George Badey	
Ken Carmen	
Bobbie Condell	
Michelle Miller	
Barbara Okeson-Brandt	
Dan Radcliff	
Mike Tolomeo	

## Administrative Staff

Superintendent	Mark Napoleon
Business Administrator	Joanne Augustine
Principal	Matthew Sheehan
Vice Principal	Sean Redman
Vice Principal of Curriculum	Robynn Considine
Director of Secondary Education	James McCullough
Supervisor of Special Services	Debra Sukinik
Athletic Director	Jarod Claybourn

## Sterling High School Telephone Directory

Superintendent	(856)784-1287
Board of Education Office	(856)784-3545
Principal	(856)784-1333 ext. 4169
Vice Principals'	(856)784-1333 ext. 4141
Main Office	(856)784-1333
Affirmative Action Officer	(856)784-1333 ext. 4652
Athletic Director	(856)784-7061
Athletic Trainer	(856)566-4191
Cafeteria	(856)784-1333 ext. 4132
Custodian/Maintenance	(856)784-1333 ext. 4193
Guidance/Career Department	(856)784-1335
Nurse	(856)784-2239
Youth Study Team	(856)784-1840
504 Officer	(856)784-1333 ext. 4617

## **“It’s a Matter of Pride”**

My Fellow Knights:

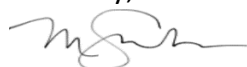
Sterling High School is entering the new school year prepared with a wide range of updated programs and a full selection of activities. The success of our students is contingent upon the attainment of information and making intelligent decisions. Productive students give themselves a better opportunity to be successful by reviewing the Sterling High School Student – Parent Handbook.

We expect all students to demonstrate pride in their school and to take full advantage of the many opportunities available to them. We also expect students to be accountable for their actions and behavior and to respect the rights of others to learn in a supportive and safe environment.

This Student-Parent Handbook clarifies the responsibilities, behaviors, and attitudes expected of students. We urge every parent to read and understand all the information it contains. We encourage every student to give their best effort and look forward to a rewarding school year.

Please do not hesitate to contact your student’s teachers, guidance counselor or administrators with any questions you may have.

Sincerely,



Matt Sheehan  
Principal

## **ALMA MATER**

Sterling silver, Sterling blue  
Banners bright and bold  
Held on high as we go marching,  
Brave as Knights of old. Faithful  
Ever, falter never, Knights  
Crusading on.  
Ever up our path will lead us  
Till our goal is won.

Faith ever, falter never,  
Knights crusading on.  
Ever up our path will lead us  
Till our goal is won.

## **STERLING HIGH SCHOOL FIGHT SONG**

Onward Sterling, Onward Sterling,  
Onward Sterling High.

On to Victory, On to Victory,  
Win those Sterling Knights.  
FIGHT! FIGHT! FIGHT!

Onward Sterling, Onward Sterling,  
Hear our battle cry,

Fight Fight                      Fight Fight  
(Slower)                              (Slow)

Fight                      Fight  
(Slow)

**Bell Schedule 2018-2019 School  
Year**

**REGULAR DAY**

	Entrance Bell	7:22
	Warning Bell	7:28
1	7:30 - 8:50	80 min.
2	8:53 - 10:18	85 min.
3a	10:21 - 11:01	40 min.
3b	11:03 - 11:43	40 min.
4	11:46- 1:06	80 min.
5	1:09- 2:29	80 min.

**LATE OPENING**

	Entrance Bell	8:45
	Warning Bell	8:51
1	8:53 - 9:53	60 min.
2	9:56 - 10:58	62 min.
3a	11:01 - 11:41	40 min.
3b	11:43 - 12:23	40 min.
4	12:26 - 1:26	60 min.
5	1:29- 2:29	60 min.

**ASSEMBLY**

	Entrance Bell	7:22
	Warning Bell	7:28
1	7:30 - 8:40	70 min.
2	8:43 - 10:52	
	Assem. A 8:45 - 9:45	
	Assem. B 9:50 - 10:50	
3a	10:55 - 11:35	40 min.
3b	11:37- 12:17	40 min.
4	12:20 - 1:23	63 min.
5	1:26- 2:29	63 min.

**HALF DAY/EARLY DISMISSAL**

	Entrance Bell	7:22
	Warning Bell	7:28
1	7:30-8:18	48 min.
2	8:21-9:12	51 min.
3a	9:15-9:45	30 min.
3b	9:47-10:17	30 min.
4	10:20-11:08	48 min.
5	11:11-11:59	48 min.

**PEP RALLY**

	Entrance Bell	7:22
	Warning Bell	7:28
1	7:30 - 8:35	65 min.
2	8:38 - 9:48	70 min.
3a	9:51 - 10:31	40 min.
3b	10:34 - 11:14	40 min.
4	11:17 - 12:22	65 min.
5	12:25 - 1:30	65 min.
PR	1:30 - 2:39	60 min.

**SPECIAL LATE OPENING**

	Entrance Bell	9:00
	Warning Bell	9:05
1	9:08 - 10:04	56 min.
2	10:07 - 11:06	59 min.
3a	11:09 - 11:49	40 min.
3b	11:51 - 12:31	40 min.
4	12:34 - 1:30	56 min.
5	1:33 - 2:29	56 min.

\*Schedule used day after  
Back-to-School Nights Only

## SCHOOL REGULATION AND INFORMATION

### Assembly Rules

1. Teachers are to accompany students to and from the assembly site, and remain with the students during the assembly, students must remain with their teacher or be subject to discipline.
2. Students are to be seated as soon as they reach their assigned area.
3. Behavior such as talking, calling out, whistling, using cell phones for video or pictures is not allowed, and will not be permitted. Any violations will be referred to the Vice Principal for discipline.

### AUTOMOBILE REGULATIONS AND PERMIT

Student operated vehicles will be permitted to park on campus when parent permission is presented and office approval has been granted. All student cars must be registered in Officer Smith's Office and the driver must abide by school automobile regulations.

1. All cars must be registered with Officer Smith's Office.
2. Driving or occupying a vehicle during the school hours is forbidden. Any student driving or occupying a vehicle during school hours will be subject to suspension and or loss of parking privileges.
3. All student drivers are required to have parental permission on file with Officer Smith's Office.
4. Parking will be on first come basis in the student parking area only.
5. Strict observation of all safety and speed laws and regulations is mandatory. The Speed limit on Campus is **5mph**.
6. All vehicles must have a permit. They are to be displayed on the rear view mirror. Parking in the student parking area without registration is not permitted. A driver will be given disciplinary action if a permit is not displayed or the vehicle is parked illegally. Repeat offenders will be denied driving privileges.
7. Student may not leave campus or go to the parking lot without permission during lunch periods or any other time during the school day.
8. All students securing driving privileges must participate in the Pupil Random Drug Testing Program (Policy #5536)
9. All cars parked in the school property are subject to search and seizure.

Penalty for students violating parking privilege:

<b>1st offense</b>	<b>Warning and vehicle moved to proper location</b>
<b>2<sup>nd</sup> offense</b>	<b>Loss of parking privileges for 30 days</b>
<b>3<sup>rd</sup> offense</b>	<b>Loss of parking privileges for 60 days</b>
<b>4<sup>th</sup> offense</b>	<b>Loss of parking privileges for 180 days</b>



## CAFETERIA REGULATIONS

1. The Cafeteria is for your dining pleasure. Please cooperate with staff and each other to maintain a pleasant atmosphere.
2. Students may purchase food from the Cafeteria before school and during lunch periods only.
3. When not waiting in line, students should be seated. Please wait patiently in line. No cutting in line or horseplay is allowed at any time.
4. You must have your I.D./money in order to purchase a school lunch.
5. All food is to be eaten in the Cafeteria. No food or drink is to be taken out of the Cafeteria.
6. Students are not permitted to order out. No deliveries of pizza, hoagies, fast food, etc., will be allowed. Food purchased from the outside “fast food” restaurants, and remaining in original packaging (i.e. bags and wrappers), is not permitted in school.
7. **GLASS BOTTLES ARE PROHIBITED:** Students bringing lunch to school may not bring drinks in glass bottles. All drinks are to be in cans, plastic bottles, or boxes and should remain sealed until lunch time.
8. **Students are not permitted to carry drinks (bottled water, sodas, etc.) out of the Cafeteria.**
9. Students are required to clean up after themselves. Please clean your area; dispose of your tray, waste paper and garbage in the receptacles provided. Clean-up should take place when you are finished eating or the last ten minutes of the lunch period. Students found guilty of leaving trays, food or garbage will be sent/referred to the Vice Principal’s office for disciplinary action.
10. Students should not stand by the doorways before the bell rings; they should remain in their seats.
11. Students are expected to report to the Cafeteria at their assigned period and may not leave without the approval of the staff member on duty.

All students are asked to cooperate in complying with these rules. Students who violate these regulations will face disciplinary action. Students and parents should refer to the Policy & Regulation #5331, Management of Life Threatening Allergies in Schools.

## CELL PHONES, AND OTHER ELECTRONIC DEVICES

Students may have a cellular phone on their possession while in the school cafeteria, study hall during school hours. However, cell phones or other electronic devices may be used for educational purposes at the discretion of the teacher. Any cell phone or electronic device used dishonestly (i.e. cheating) in an academic classroom will be subject to disciplinary action. Cellular phones should not be visible and should be on silent during school hours. – See discipline chart under electronic devices.

**Special circumstances:** If a student can demonstrate a special need for an electronic communications device (i.e. a special medical condition), the student may obtain written permission from a School Administrator. In such cases, the student shall use the electronic device only in accordance with the terms of the written permission.

**Student Photography and Videotaping:** While electronic communication plays an important role in our lives today, please note that photography and/or videotaping of student activities and events are not permitted. Students are advised not to post to social networking sites that are public, including Facebook, YouTube, Instagram, Twitter, etc. Such posting may invade the rights of other students and may pose a security risk for students. Failure to adhere to the above stated policy, which prohibits the unauthorized photography/videotaping of students and school’s events, will result in a disciplinary consequence at the discretion of the administration.

**Device Confiscation:** If a student displays or uses (leaves on) an electronic device without written permission or uses the device beyond the scope of his or her permission, an Administrator will immediately confiscate the device. **The administrator will not be responsible for electronic devices confiscated. Electronic devices lost or stolen is not the responsibility of the school.**

**With permission, students can use cell phones in the Principal's, Vice Principal's, or Guidance Office.**

### **DISTRIBUTION OF MATERIALS**

Any proposal to distribute items from the student body such as student expression pamphlets, handbills, leaflets, advertisements, etc. must be submitted to the administration a minimum of two school weeks in advance of the proposed distribution date.

The administration will evaluate the material to ascertain whether or not it is suitable for distribution. Suitability should not be read to mean only non-controversial, popular, majority point of view expressions of opinion, but might well include materials representing any kinds of opinions on a variety of subjects. Anything aimed at creating hostility and/or violence, pornography, and/or similar materials, are not suitable for distributing in the schools.

The administration will, within two school weeks, determine whether said materials may be distributed and also define the times and places for distribution so as not to interfere with the working of the school.

This policy seeks to accommodate the maximum degree of freedom of expression by means consistent with the preservation of good order in the schools.

### **EMERGENCY SITUATIONS**

In the event of a school wide or local, state or national emergency parents may not immediately be allowed in or around school property. Re-unification sites will be established and instructions to parents will be given by the Superintendent or his/her designee. Parents are encouraged to follow all instructions and requests by school administration or emergency personnel in order to effectively respond to the situation occurring.

### **FAMILY VACATIONS AND DRIVING LESSONS**

1. Days absent from school because of family vacation will not be considered excused absences; it is recommended that all family vacations be taken during days when school is not in session. (Please refer to school calendar)
2. Students will not be excused early or late for driving lessons. Students are encouraged to arrange driving lessons before or after school hours.

### **FIRE/LOCKDOWN DRILLS**

By law there must be one (1) fire drill and (1) security drill every month, when school is in session. Promptness and silence are required. The large number of exits in our building facilitates moving quickly to safe distances from the school. Students are to proceed immediately to the assigned exit and walk to the assigned area with their classroom, where they are to stand in a double file line until the signal to return is sounded. Students should remember that perfect order is essential for complete safety. Directions are posted in each classroom, and will be reviewed by their classroom teachers.

### **LOST AND FOUND**

It is a mark of individual responsibility to safeguard and manage one's personal belongings. However, it is important that any person finding lost articles shall immediately turn them in to the Main Office. Any person losing an article shall first report it to his/her teacher and then if not found, inquire at the Main Office.

It is recommended that students not bring large amounts of money, expensive jewelry or other valuables to school. **The school cannot be responsible for such items.**

### **POSTER AREAS – Student Advertising Procedure**

- Standard limit of eight.
- Size not officially limited.
- Poster units of several related elements to count as one poster. Exception: Student Council elections.
- All posters are to be displayed only on the cork strips and/or bulletin boards.
- All posters must be initialed by the Vice Principal.
- Violations are to be removed by faculty or custodial personnel.

### **RULES GOVERNING SCHOOL SPONSORED EVENTS**

- Participants at events are to be courteous, friendly and polite. School regulations apply at all times during school events.
- Students are required to obey the directions of chaperones in authority at an event. A student may not return to a school function once he/she leaves the event.
- All social events will be scheduled at the discretion of Sterling High School's Administration.
- Students will be asked to present a student photo I.D. card upon entrance to an event.
- Students are not to loiter on or near school property after school events. At "away" events, the same rules apply.
- Smoking is prohibited at school events and on school property.
- Students suspected of alcohol or other drug use will be refused admission to school events, and are subject to the conditions set forth in Sterling High School's Policy NO. 5530, "Substance Abuse".
- **Any student on External or Internal Suspension may NOT attend any school activity.**

### **SCHOOL ATTENDANCE PARTICIPATION IN CO-CURRICULAR ACTIVITIES**

IN ORDER TO PARTICIPATE IN CO-CURRICULAR ACTIVITIES A STUDENT MUST BE PRESENT IN SCHOOL THE DAY OF THE ACTIVITY. In case of Saturday or holiday events, the student must have been present the last school day previous to the activity unless cleared by Administrative decision.

In all cases where the student had been absent, the eligibility of the student to participate in extra-school activities shall be left to the discretion of the Administration.

IF A STUDENT IS LATE TO SCHOOL, THE STUDENT MUST BE SIGNED IN BY 9:00 A.M. THE DAY OF THE ACTIVITY IN ORDER TO BE ELIGIBLE TO PARTICIPATE. Students who sign out prior to the end of the school day; the eligibility of the student to participate in extra-school activities shall be left to the discretion of the Administration.

See Policy No. 2430, Co-Curricular Activities for more information.

Any changes of policies, rules or regulations are subject to approval in writing by the Athletic Director, Vice Principal, Principal, Superintendent, and the Board of Education.

## **STUDENT FINES**

Textbooks issued to students should be cared for properly since they are the student's temporary personal property and responsibility.

1. Students are responsible for their own books. Students must pay for any books damaged, lost or stolen. Students will be fined for damaged books. The amount of the fine will be determined by the extent of damage but will not exceed the cost of the book.
2. A student who loses a book must obtain a lost book slip from his/her subject teacher. The teacher will complete the necessary information and forward the slip to the General Office. In the interim, the student may be issued a replacement book. After payment is made by the student in the General Office, the student must show the receipt to the subject teacher so that the fine may be removed.
3. If a book is lost, remember to check in the lost and found in the General Office.

Students owing fines for books or other materials are not to be issued report cards, books or materials until the fines are paid or the obligation satisfied. All school records, transcripts and schedules of pupils who have outstanding fines will be held and will not be released until payment is made by cash or money order to the General Office. All fines must be taken care of before paying on any school trips, events or participating in activities or athletics (i.e. senior trip or prom).

## **STUDENTS AND PARENTS RIGHT TO KNOW HAZARDOUS SUBSTANCES**

The Sterling High School District Board of Education, "The Board", is required to make an annual notification regarding the use or storage of hazardous substances in a construction or non-routine maintenance activity as per Public Law 1998, c.364.

As per the requirements of P.L. 1998, c.364, the Sterling High School Board of Education will make every attempt to ensure that hazardous substances are not utilized in a construction or non-routine maintenance activity in or on the Board's buildings or its grounds while children are expected to be present, unless it is deemed an emergency condition by the Board.

If the Board initiates construction or non-routine maintenance activity, we are required under P.L. 1998, c.364, to comply with the following requirements:

- Post a notice of any construction or other activity involving the use of any hazardous substances on a bulletin board in the appropriate facility two days prior to the commencement of the activity.
- Hazardous substances are anticipated to be stored at the facility during construction or non-routine maintenance activities at various times throughout the year.
- Hazardous substance fact sheets for any of the hazardous substances being used or stored are available at the facility for your inspections.

If the Board is involved in what is deemed an emergency situation, a notice will be posted as soon as possible on a bulletin board in the appropriate facility.

Any questions regarding the requirements of P.L. 1998, c.364 can be directed to Mrs. Joanne Augustine, Board Secretary, at the Board of Education Office (784-3545).

## **WORKING PAPERS**

The Child Labor Law requires that you obtain an employment certificate before you begin full time or part time work. This is true until you are 18 years of age, whether you are a high school graduate or not. You must be at least 16 years old and have a job in order to secure a regular employment certificate or full time work. You must be at least 14 years old in order to secure a part time or vacation certificate for work done after school or during vacation, including summer vacation time. Students should obtain an application for working papers from the General Office.

If not a Sterling student, the school record section must be completed by the school attended. Return the above mentioned form to the General Office with your birth certificate. Working papers are then issued in the General Office.

## **VISITORS**

Visitors will be directed to the high school general office. No visitors will be allowed in the building unless an appointment has been made prior to arriving at the high school campus. All visitors must be approved by the school Administration, before, during or after school visitation with the exception of a school sponsored activity (i.e. basketball game). Visiting of classroom teachers is not permitted during classroom hours. Students are not to bring visitors into the school with them during the school day. Visiting of coaches or practices is not permitted during practice times. No visitors will be allowed in the building or grounds during practice unless an appointment has been made prior to arriving at the high school campus. Parents/guardians/families/friends are not permitted to attend practices unless an appointment has been made prior to arriving at the high school campus. **Please provide a valid driver's license to the front office to gain access to the school and receive a visitor's badge which should be turned in at the conclusion of your visit.**

## **DISCIPLINE**

### **RULES WITH REGARD TO STUDENT CONDUCT**

Courtesy and self-control should be exhibited by students at all times.

Keep to the right in the hallways at all times.

**WALK – DO NOT RUN.**

Avoid loud talk and boisterousness.

FIRE DRILLS and other necessary drills require absolute silence.

The TEACHER, NOT the bell, dismisses classes.

Writing on or defacing school property will be subject to prosecution by the law.

Students shall not ask to use the office telephone except for URGENT reasons. Social telephoning is prohibited during school hours.

### **EXTRACTS FROM AN ACT ENTITLED “AN ACT CONCERNING DISORDERLY PERSONS”**

2a:170-28. Any person who by noisy or disorderly conduct disturbs or interferes with the quiet or good order of any place of assembly, public or private, including schools, churches, libraries and reading rooms, is a disorderly person.

2A:170-36. Any person who maliciously destroys, defaces, damages or injures property may, where the damage does not exceed the sum of \$200, be adjudged a disorderly person.

2C:33-16. Any person of legal age who purchases alcoholic beverages, who knowingly and without the express written permission of the school board, its delegated authority, or any school principal, brings or possesses any alcoholic beverages on any property used for school purposes which is owned by any school or school board, is guilty of a disorderly person's offense.

### **DATING VIOLENCE**

As per policy state law, Policy 5519 prohibits acts or incidents of dating violence at school, whether verbal, sexual, physical or emotional. Such acts will not be tolerated and will be dealt with in accordance with the school's Discipline Reference Chart.

### **HARASSMENT, INTIMIDATION, AND BULLYING**

#### **Policy Statement**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purpose of this Policy, the term "parent", pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

#### **Harassment, Intimidation, and Bullying Definition**

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to; a telephone, cellular phone, computer, or iPod.

#### **STOPIT APP**

We are excited to inform you that were in our fourth school year using the STOPIT App.

STOPit is an online reporting tool designed to deter and mitigate bullying and cyber abuse, consisting of an app and a backend incident management system for school administrators. Our students have access to the STOPit mobile app, which has two simple but powerful features. Report can be used by students to report incidents to school contacts (anonymously, if the student so chooses) and/or to trusted contacts the student selects.

Get Help can be used to engage in two-way communication with school contacts or to access a 24/7, 365 talk-or-text Crisis Center. Both Report and Get Help empower students to stand up for themselves and for one another. Students have the power to help put an end to harmful and inappropriate behavior they see online through social media and other means. They can use STOPit to reach out for help if they or a peer are facing a personal crisis or experiencing bullying, abuse, or are otherwise in need of assistance. Our goal with STOPit is to create a safer, kinder school community, both online and off.

Save the Date family community Night called “What’s happening in our Town.... And beyond” featuring Sgt. Rich with an expert panel to address relevant youth issues such as: Social Media, Drugs Alcohol and Anti-violence.

To use the STOPit platform, only a limited amount of student information will be needed, including the student’s name, student ID and/or email address. No additional personally identifiable information will be required, although students may choose to share more when they use STOPit.

Both our school and STOPit are committed to protecting the privacy of student data. STOPit is a signatory to the Student Privacy Pledge, spearheaded by the Future of Privacy Forum and the Software & Information Industry Association, and endorsed by President Obama. You should also review STOPit’s Privacy Policy for details, including more information on how anonymous reporting works.

Encourage your child to download STOPit today!

- 1 – Download STOPit
- 2 – Enter your code - or -Find your school
- 3 – Start helping others!

More information and resources can be found online at [stopitcyberbully.com](http://stopitcyberbully.com).

Sean Redman

Vice Principal

To assist the efforts of the classroom teachers, the administrative staff will employ the following guidelines in hope of reinforcing positive behavior patterns.

**Teacher Detention:** Students are given after or before school detention which is assigned and conducted by individual teachers for the purpose of conferences and/or study. Students must abide by teacher's requests (24hour notice). Parents are contacted to be made aware of discipline, and a conference with student.

**Administrative Detention:** Students are given after school detention which is assigned by the Principal/Vice Principal. Administrative detentions will be a "study" session. Students should come prepared to do his/her homework. All Administrative detentions will run from **2:35 PM until 3:20 PM (45 minutes)**. **Students must use the restroom before detention begins, they will have 6 minutes to collect their belongings from their lockers and use the restroom before 2:35 PM, once detention begins students are not permitted to leave.** Administrative detentions will be held on Monday, Tuesday, Wednesday, and Thursday each week (4 days per week), except on days preceding a holiday.

Administrative detention will be served without exception. Students will be excused on by the Principal/Vice Principal from the Administrative detentions for the day. The student will be required to make up the day. Absences can only be excused by the Vice Principal for verified reasons. After approval by the Vice Principal, the detention will be reassigned for the next detention day. **If a student is absent from school the day that the detention is assigned for, they must make up the detention on the day of their return to school.**

**3 Hour Detention:** 3 Hour Detention will be held Monday thru Thursday (as needed) from 2:30 PM to 5:30 PM. 3 Hour Detention will be assigned for offenses such as the second Administrative detention cut, excessive lateness to school, second class cut, and other offenses outlined in this Administrative procedure. Students will be expected to have school assignments, school I.D., and be prepared to work during the 3 Hour Detention.

Lateness to a 3 Hour Detention is unexcused and will be considered a cut. Students will be placed in Internal Suspension until a parent conference is held.

Penalty for cutting a 3 Hour Detention is as follows:

- |                               |  |
|-------------------------------|--|
| <b>1<sup>st</sup> Offense</b> | <b>2 days Internal Suspension, parent conference</b>   |
| <b>2<sup>nd</sup> Offense</b> | <b>3 days Internal Suspension, parent conference with Principal</b>  |
| <b>3<sup>rd</sup> Offense</b> | <b>5 days Internal Suspension, parent conference with Superintendent</b>                                       |
| <b>4<sup>th</sup> Offense</b> | <b>External Suspension and possible placement in alternative school, parent conference with Superintendent</b> |

**Suspension:** Students are excluded from classes or school for a specified period of time. A parental conference is necessary in order for a student to be readmitted to regular classes.

**Students will be assigned to Internal Suspension from 7:30 AM to 3:20 PM.**

The primary purpose of suspension is to encourage parental involvement to assist in producing the desired behavior modification. It must be emphasized to students and parents that suspension is a serious matter that disrupts the educational program and continuity for a student. It is the goal of this policy to identify disciplinary problems and issues and to remediate them with the least amount of damage to the student's program. Although students must make up work missed due to a suspension, nothing can replace the student's attendance and participation in any given class.



Each suspension will require a follow-up counseling session with the student's Guidance Counselor. A record of the progress made during these sessions will be submitted to the Administrator involved within 48 hours following the end of the suspension.

The duration of the 1<sup>st</sup> suspension is 1-10 days depending on the offense. The 2<sup>nd</sup> suspension is 3-10 days. The 3<sup>rd</sup> suspensions are generally for a minimum of 5 or more days and require a procedure with the Principal which includes a parent conference with teachers of the student, the student's Guidance Counselor, Youth study Team personnel, the School Nurse and/or other such professional staff as required to develop a complete assessment of the student's progress to date. A formal record of the meeting will be kept and shared with all concerned personnel including the Superintendent. Any future suspensions may require the assignment of an external suspension and referral to the Superintendent.

Referrals subsequent to the Principal will be to the Superintendent.

### **External suspension (Out of School)**

When students have been externally suspended from Sterling High School, they cannot participate in any capacity in any school sponsored activity or extra-curricular program, nor can they be on the school grounds or in the school building until the suspension period has been properly terminated.

The only exception to this policy is for a pre-arranged scheduled Administrative or Board of Education conference meeting with the students and/or their parents, guardians, or legal counsel. To receive credit for quizzes, tests, and other related work missed during suspension, the student must make up the work in accordance with Policy # 5610, Marking System, and Section 10. Students should contact their Guidance Counselor to arrange for assignments.

### **Internal Suspension (In-School)**

In-school suspension (Internal Suspension) is also assigned to students as a disciplinary measure.

During this time of restriction, the student is directed to **remain in the Internal Suspension room for the entire school day and continue beyond 2:29 PM until 3:20 PM Monday through Thursday.**

Class work will be assigned by the student's regular teachers. It will be the student's responsibility to obtain and make up work to the satisfaction of his classroom teachers while in Internal Suspension. Teachers will maintain a record of work assigned and completed and grades will be entered for the work assigned. If a student does not complete the assignment, no credit will be recorded. **Additional assignments may be required by the Internal Suspension Teacher.**

**Extended Day:** Students will remain in the In-School suspension area at the end of the regular school day to serve their extended day detention which will be supervised by the Internal Suspension Monitor (Teacher in Charge).

Students will not be permitted to remain in Internal Suspension beyond the suspension period. Should a parent not report for a conference by the end of the suspension period, they will be notified and the student will be excluded (place on External Suspension) from school pending a conference unless the Administration deems otherwise.

Students will be required to do school work at all times while in Internal Suspension. The Internal Suspension Teacher will maintain a check list and will monitor students each block. Should a student receive two (2) unsatisfactory marks in a given day for failure to work or discipline, the student will be required to redo the full day of Internal Suspension, until a parental conference is held with the Vice Principal.

The student cannot participate nor attend any curricular or extra-curricular activities or programs until the terms of the suspension have been satisfactorily met by the student as determined by the Administration.

**In addition, students who have been suspended three times, Internal or External, waive the privilege of attending any field trips for the remainder of the year. Seniors who have been suspended 3 times will not attend the senior trip.**

**Students who have been suspended four or more times will not be permitted to participate and/or be a spectator for all student activities. This includes, but is not limited to, the Sterling prom, Outside High School Prom Dances/Activities, graduation ceremony, athletic teams, and any other event or program identified by the Administration (Policy Regulation 5600).**

Absences while a student is on suspension do not count toward credit reduction provided assignments are completed satisfactory.

## **PROCEDURES ASSAULT ON A STAFF MEMBER**

Any student who commits an assault, as defined pursuant to N.J.S. 2C-12-1 upon a teacher, Administrator, Board Member, or other employee of a Board of Education acting in the performance of their duties and in a situation where their authority to so act is apparent, or as a result of the victims relationships to an institution of public education of this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings which shall take place no later than 21 calendar days following the day on which the student is suspended.

### **Navigating To and From Class (School Calendar)**

The Administration has allotted 3 minutes in between the change of classes, which is reflected in the School Bell Schedule. It's being recommended that each student use their lockers during the entrance of School and pick-up their first and second block books. Then return to their lockers during 3A or 3B and pick-up their fourth and fifth block books. Please be advised, if a student needs assistance with Navigating successfully through the building, they can speak with any Administrator or staff member for assistances.

## **CORRIDORS**

There is to be no loitering in the corridors before school, after school, or between classes. This includes the bathrooms, the locker room, breezeway, and parking lot.

## **CUTTING ADMINISTRATIVE DETENTION**

<b>1<sup>ST</sup> Offense</b>	<b>Two (2) Additional Administrative Detentions (One (1) additional Administrative Detention plus (1) Administrative Detention to make up the missed Administrative detentions). Parent/guardian will be notified.</b>
<b>2<sup>nd</sup> Offense</b>	<b>3 Hour Detention, parental contact</b>
<b>3<sup>rd</sup> Offense</b>	<b>One (1) day Internal Suspension, parental conference</b>
<b>4<sup>th</sup> Offense</b>	<b>Three (3) days Internal Suspension, parental conference with the Principal</b>

## **CUTTING CLASS**

- Any student without permission misses a class or an assigned area will be considered cutting
- More than five minutes late to class will be considered cutting as reported by the teacher.
- Presenting false information so a class can be missed will be considered cutting
- No student is permitted in the halls during class time unless he/she has a pass from a teacher. In the event a pass is issued, the destination is to be reached by the closest route; the student is not to wander to other areas of the building. All faculty or staff members have the responsibility and authority to check students for a pass.

Any student cutting more than one class (including cutting lunch and/or study hall) in a given school day as a result of unexcused lateness or cutting classes will be charged with truancy and disciplined accordingly.

- 1<sup>st</sup> Offense**      **3 Hour Detention, parent contact**
- 2<sup>nd</sup> Offense**      **Referral to Vice Principal for 1-day Internal Suspension, parental conference**
- 3<sup>rd</sup> Offense**      **Referral to Vice Principal for 3 days internal Suspension, parental conference**
- 4<sup>th</sup> Offense**      **Referral to Vice Principal for 5 days internal Suspension, parental conference**
- 5<sup>th</sup> Offense**      **Referral to Principal for disciplinary action, removal from class, parental conference required**

A total of four (4) cuts in a course shall result in permanent removal from that class with no credit earned for that subject. The student's permanent record shall indicate WF (withdrawal failing).

The student and the student's parents will be notified (parent conference with the Vice Principal) prior to the fourth cut in the same class of the action that will be taken if the student accumulates four cuts. Students shall receive a failing mark.

### **GRADUATION DRESS CODE**

Young Men: White dress shirt and tie, full length dress slacks, dress socks and dress shoes.

Young Women: Dress blouse, full length dress skirts or dress meeting the dress code and dress shoes.

Students not meeting the standards as described in the dress code will be required to change or not participate in graduation.

### **Loitering on School Property and Adjacent Properties to the School**

This applies to before and after school scheduled hours. In the interest of safety for all students, it is required that all students who arrive at the school site must come directly on the school property and proceed to the cafeteria entrance until permitted to enter the building. Students who must stay after school for work or activities must remain with the teacher/coach in charge of that activity. Students loitering are subject to disciplinary action.

- 1<sup>st</sup> Offense**                      **Two days' detention**
- 2<sup>nd</sup> Offense**                      **One-day Internal Suspension**
- Subsequent Offense**      **One Day Internal Suspension and mandatory parent conference before returning to classes**

### **Lateness to School/Class**

- 1<sup>st</sup> Offense (3<sup>rd</sup> Lateness)**                      **1 Administrative Detention, parental contact will be made**
- 2<sup>nd</sup> Offense (6<sup>th</sup> Lateness)**                      **3 Administrative Detentions, parental contact by phone, email, or through a conference arranged in cooperation with the Guidance Counselor**
- 3<sup>rd</sup> Offense (9<sup>th</sup> Lateness)**                      **5 Administrative Detentions, parental contact will be made, and no credit for work missed due to unexcused lateness**

**4<sup>th</sup> Offense (12<sup>th</sup> Lateness)****3 Hour Detention, parental conference required, no credit for work missed due to unexcused lateness**

A minimum of 1 to 3 days internal Suspension will occur after the fifteenth (15<sup>th</sup>) lateness and a parental conference with the principal will be required.

Students who arrive late to school (unexcused) and miss more than half the class period, will be considered cutting and will be charged with an unexcused absence from class. Disciplinary action will follow those procedures described for cutting class. (See Section VI)

If a student is late to school, that student is subject to discipline as outlines in the discipline policy. (Three (3) lateness's to school will equal one (1) day of absence. Three (3) early dismissals from school will equal one (1) day of absence.) (See Policy 5230)

**OTHER INFRACTIONS INCLUDING ALCOHOL, DRUGS, AND SUBSTANCES**

Other offenses such as leaving the building without permission, fighting, insubordination, vandalism, theft, carrying dangerous objects (weapons), carrying or setting off fireworks, use and/or possession of alcoholic beverages and/or drugs are referred immediately to Alcohol/Drugs/Substances: students, Staff, and parent(s)/Guardian(s) and others.

Such offenses will result in severe administrative penalties including suspension, financial payment, and possible recommendation to the Board of Education for expulsion.

**I. SUSPECTED SUBSTANCE ABUSE PROCEDURES**

Whenever a teacher or staff member suspects that a student is under the influence and/or in possession of any controlled substance, the following procedures shall be adhered to: 1. Verbally report the suspicion to an administrator. 2. Medical review of student by school nurse, if necessary. 3. Parent/guardian and/or police contacted. 4. Student's locker and possessions may be searched. 5. Referral to physician or hospital for immediate proper Drug Screening Test. If the school's designated Doctor is not used, the evaluation used must match Sterling's toleration standards. Copies of all results must be submitted to the School Nurse / SAC. Once tested, admittance to school requires a note from a physician stating that the student is physically and mentally able to return. Substance abuse incidents are considered cumulative in nature and may carry over each year while in attendance at Sterling High School.

**Prohibited Items and Controlled Dangerous Substances**

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

**PASSES FROM CLASS**

Students are to be excused from class only in an emergency for which a pass will be issued. Going to lockers for books, papers, pencils, etc., should be done during the change of class. It is the responsibility of the student to

come to class fully prepared. No students will receive a pass within the first 10 minutes of the class or the last 10 minutes of the class.

### **SURVEILLANCE CAMERAS**

Cameras have been placed in corridors, hallways, cafeteria, and exterior throughout the school. These Cameras are in place for the security and safety of all. **If there is an incident where the Administration has to review the Cameras and discover an inappropriate incident, discipline will be dispense according to the infraction in the Code of conduct.**

### **STUDENT DISRUPTION AND DISTURBANCE**

Any student(s) causing a disruption of the orderly process of the education of other students and/or involved in student demonstration shall be liable to the law as stated in Title 18A: 37:2 (N.J.S.A).

The Superintendent, Principal, Vice Principals, and/or any teacher or person having authority over students shall direct the students involved in school disruption and/or demonstration to immediately disperse, return to classes, and/or to go home.

Any students involved in school demonstration or the disruption of classes shall be immediately suspended from school during which time a parent/student conference must be held before the students may return to their classes. A hearing before the Board of Education may be required.

### **STUDENT DRESS CODE**

The components of the Sterling High School Dress Code are as follows:

- a. Acceptable footwear must be worn at all times. NO OPEN SHOES are to be worn. Toes must be covered at all times. Flip-flops and slippers are considered unacceptable.
- b. Skirts and dresses should be no higher than 2 inches above the knee to be considered appropriate for the school setting. Clothes cannot be revealing in nature.
- c. Shorts may be worn and must conform to the length stated above. Shorts must be hemmed. No cut-offs are permitted. No Spandex outfits are allowed. Spandex, Leggings, Yoga type pants may be worn with a shirt that completely covers the buttocks and groin areas, at the discretion of the administrative staff.
- d. Shirts, blouses and sweaters must cover the shoulders and the entire mid-section of the body – front, back, and sides when arms are fully extended above the head, sitting down or standing up, and cover entire chest area – no cleavage should be visible. Thin straps are prohibited. Sleeves must be hemmed – no cut-offs.
- e. Fishnet and other see-through shirts, blouses, sweaters, and pants must have at least a tee-shirt type undergarment under them to be considered acceptable. **Ripped jeans can be worn but only with undergarment like leggings underneath covering the student's skin. Holes/rips in jeans are not acceptable.**
- f. Leotards may, be worn as an undergarment with shorts, dresses, or skirts. Dress warm-ups are acceptable.
- g. Sunglasses may not be worn in the building.
- h. The wearing of Scarfs on head, hats, bandannas, wave caps, and gloves in the building is not permitted at any time or at any indoor activity/event, including but not limited to basketball games, concerts, plays, wrestling matches, etc.
- i. The wearing of outer coats or jackets by anyone in Sterling High School is also not permitted. The only exceptions for outer coats are climatic (coldness) reasons are determined by the Administrator or for medical reasons as determined by the Nurse or Administration.
- j. Inappropriate jewelry, chains, pointed rings, rings connecting two (2) or more fingers. Dog collars, handcuffs and excessive jewelry which could create a safety hazard to the individual are unacceptable.
- k. Underwear may not be worn as outerwear. Undergarments must be worn and must not be exposed at any time or under any condition.

I. Pajamas or pajama-type attire is unacceptable.

Obscene, offensive in nature, or indecent (sexually suggestive, double meaning), graphics and/or messages related to beer, liquor, tobacco, gangs, or controlled substances on clothing or jewelry are not permitted.

Tattoos on the body related to the above items must be covered.

Students who bring a book bag/gym bag or backpacks to school must leave them in their lockers when they arrive. "Nike" type bags/or draw string bags cannot be worn as backpacks. These must not be carried around the building during the day.

In addition, students will not be able to carry bags that are larger than 12" x 24" during instructional time.

The following procedures must be followed to assure safety throughout the building.

1. Book bags/backpacks will be prohibited to be carried in school by students from the hours of 7:30 AM to 2:29 PM.
2. Students can enter the building at 7:22 AM with book/gym bags but must report directly to their hallway or gym locker and store the bag there until dismissal after block 5.
3. Students that need to store gym uniforms in their gym locker can do that immediately as they enter the building at 7:22 AM each day prior to block 1. Also, during gym class and at the end of the day. Students will not be allowed to enter the gym locker room area any other time of the day.
4. Once block 1 begins and students are in class, book bags, backpacks and large bags will be prohibited throughout the day on their person. As the students are dismissed from block 5, the students will be allowed to visit their hall lockers and carry the bags as they exit the building.
5. Any violation of these procedures will result in a disciplinary action.

School security experts recommend that schools do not provide or publish a list of all security measures that are in place, because to do so can actually make us vulnerable. The Administration can tell you there are many security measures in place. Some of those measures are visible to you, other measures are not. The Administration routinely seeks the advice of the local and state police and other agencies on how to better safeguard the schools and improve security measures. The local and state police departments continually provide Sterling High School with immediate and excellent support to keep the schools safe.

Hair must be clean, combed, and neat. Distracting hairstyles, including spiked hair that stands out from the head more than one inch is not permitted. Also, for safety reasons, hair in front ("bangs") below the eyebrows are not permitted during school and school activities. Any dress apparel that interferes with the instructional operation of the school is not allowed. Students not meeting the standards as described in the dress code will be referred to the Administration.

The dress code will be in effect for any activities and school trip sponsored by the school and/or booster clubs. I.E. team activities, captains' breakfast, etc. The Code is in effect anytime a student represents Sterling High School in any manner. When the administration has determined that a student is improperly or inappropriately dressed that student will be given the opportunity to change into appropriate attire if it is available. If appropriate attire is not available, the student will be removed from class and the parents notified. If contact with the parent cannot be made, or clothing made available students will be placed in the Internal Suspension room for the remainder of the school day. This action could result in an absence of school for the day. Continued violations will also result in further disciplinary actions as stated in the discipline reference chart.

Board of Education Policies relating to students are located on the Sterling High School website, [www.sterling.k12.nj.us](http://www.sterling.k12.nj.us).

## STUDENT IDENTIFICATION BADGES

Sterling High School provides every student and employee with a personal identification badge. The badge displays a picture of the individual, his or her name and position in the school (student, teacher, secretary, etc.).

Identification badges allow school personnel to quickly recognize and deal appropriately with unauthorized visitors. They are an important component in the overall school safety program.

1. Students are required to wear their ID badges on school issued lanyards at all times and will be REQUIRED to wear the ID around their neck with their photo in the front of their person at all times and present them to enter the building each morning. If a student is found during school without ID or temporary ID slip issued by main office, this will result in detention/disciplinary actions.
2. Students must show ID badge to staff members, resource officer, or police officers working event security upon request.
3. Procedure for passes anywhere in the school;
  - a. Students must show their ID along with a pass from their teacher. When students go to the Media Center they must have their ID or they will not be permitted to enter.

Students may purchase an ID Lanyard in the General Office for (\$2.00) that will allow the badge to be worn around the neck. Students who lose or deface their identification badges will be charged five dollars (\$5.00) for a replacement ID and two dollars (\$2.00) for a replacement Lanyard from the General Office staff, if a student doesn't have the \$5.00 or \$2.00 at the time of needing a replacement ID or Lanyard, a fine slip will be issued and the amount placed on their account.

### **STUDENT PHOTOGRAPHING AND VIDEOTAPING**

While electronic communication plays an important role in our lives today, please note that photography and/or videotaping of student activities and events are for personal use only. Students and families are advised not to post to social networking sites that are public, including, but not limited to Facebook, YouTube, Instagram, etc.

Such posting may invade the rights of other students and may pose a security risk for students. Failure to adhere to the above stated policy, which prohibits the unauthorized photography/videotaping of students and school events, will result in a disciplinary consequence at the discretion of the school administration.

### **SPECIAL EDUCATION**

**A range of special education programs and classes are available for students who require specialized instruction and/or related services. Speech/language, occupational therapy and physical therapy may be needed in order to meet your educational needs as outlined in your Individualized Educational Plan (IEP.) Students are considered for the least restrictive environment within a general education class with all the necessary and appropriate supports before considering other placements. Sterling High School offers in-class support, resource center, special class programs, and self-contained placements. Students may also be considered for out-of-district public or private schools, individual instruction at home, medical institutions or other appropriate facilities. If you have any questions about your IEP, please contact your Case Manager in the YST Office or Mrs. Sukinik, Supervisor of Special Services at (856)784-1840**

## **SUBSTITUTE TEACHERS**

We are using an outside company Insight for our Substitute teachers of Sterling High School and please give them the same respect and authority as the regular faculty.

## **SUSPENSION**

Any of the above major offenses are also subject to police action with disorderly person charges (N.J.S. 2A:170-29-2B), assault and/or battery charges (N.J.S. 2A:170-26), and threat to do bodily harm charges (N.J.S. 2A:170-26)

Chronic offenders of any of the above shall be referred to the Youth Study Team as necessary.

### **NEW JERSEY STATUTES ANNOTATED (18: A37-2) CAUSES FOR SUSPENSION OF EXPULSION OF PUPILS**

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over a student or the use of profanity or of obscene language, or who shall cut, deface, or otherwise injure school property, shall be liable to punishment and to suspension or expulsion from school.

Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

- Continued and willful disobedience.
- Open defiance of the authority of any teacher or person having authority over a student (insubordination). Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils or staff.
- Threats or physical assault upon another pupil or any teacher or other school employee.
- Taking, or attempting to take, personal property or money from another student or from their presence, by means of force or fear.
- Willfully causing, or attempting to cause, substantial damage to school property.
- Participation in an unauthorized occupancy by any group of students or others of any part of the school or other buildings owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility. Incitement which is intended to a does' result in Incitement which does result in truancy by other students
- Use or possession of unsafe or illegal articles
- Use, possession or sale of controlled dangerous substance
- Turning in a false alarm
- Sexual harassment of a staff member or another pupil
- Tampering with or damaging property of other pupils or staff members

## **SUSPENSION AND EXPULSION/PUPIL DUE PROCESS**

Should a student or parent feel that the content of this policy have been incorrectly imposed; the student and parent have a right to present a written appeal within 24 hours at the level the action has been taken. The Administration has 48 hours to present to the student and parent a determination of the appeal. Should an appeal reach the level of the Superintendent and be denied, the student and parent then have a right to request that the matter be heard by the Board of Education (Policy #5710 AND #5620).

No suspension may continue beyond the second regular meeting of the Board following the suspension without Board action. No suspension for assault may be continued beyond 21 days without board action. A suspended pupil may be reinstated by the Superintendent before board action.



Each pupil shall be afforded an informal hearing before the suspension or, if circumstances prohibit, as soon as possible after the suspension except that, when extraordinary circumstances involving the health and safety of the pupil or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit.

In cases where a hearing before the Board is required, such hearings shall be closed to the public, but should all parties thereto agree, the hearing may be publicly held. Each suspended pupil who had requested a formal hearing shall be restored to the regular educational program pending the outcome of the hearing, except when, in the opinion of the Superintendent, the presence of the pupil in school poses such danger to the student or other as to warrant continued absence. Each such pupil suspended from school shall receive individual instruction commencing not later than two weeks after the suspension occurs, except that the Board may, on the recommendation of the Superintendent, assign the pupil to an alternate educational program to meet the student's particular needs.

The pupil must receive:

- Notification of the charges against the student
- The names of the adverse witnesses
- Copies of the statements and affidavits of those adverse witnesses
- The opportunity to be heard in the student's own defense
- The opportunity to present witnesses and evidence in the student's defense
- The opportunity to cross examine adverse witnesses
- The opportunity to be represented by counsel
- Juvenile authorities and law enforcement agencies shall be notified or consulted if necessary

The Board will consider expulsion only if:

- The Superintendent with the Administrative staff have attempted to bring about a correction of repeated misconduct
- The nature of a single act presents such a clear possibility of danger to others that immediate definitive action is indicated

The parent(s)/guardian(s) of the pupil will be advised of the reasons why expulsion is being considered, of the rights of the pupil to a full hearing which will afford the student procedural due process, and the right of parent(s)/guardian(s) to appeal to the Superintendent. Before expulsion proceedings are started, the Administration may require a full evaluation of the student by the Youth Study Team, observing all due process required by N.J.A.C.6:28.

## **SUSPENSION PROCEDURES**

Suspension is identified as the exclusion of a student from school for a specified period of time due to a major violation of school policy. Students who are suspended from school are prohibited from participating in any school activities or athletics (i.e. dances, athletic teams, sports events, club activities, etc.) Each suspension requires parental contact/conference with a Vice Principal/Principal before the student can be reinstated. The length of the suspension will vary with the seriousness of the violation and the number of previous suspensions.

**Three suspensions will remove a student from the Senior Trip. Four suspensions will remove the student from all activities (note: all students, grades 9-12) including the graduation ceremony and the Prom. The appeal process is for specific suspensions only. It is not for an accumulation of suspensions leading to these additional disciplinary sanctions. Students may be placed on probation at Sterling High School when they commit major disciplinary infractions, commit a series (3 or more suspensions) or pattern of less major disruptive disciplinary infractions. Infractions that may result in immediate probation contract include but are not limited to: assault, fighting, drug use, drug possession, possession of a weapon other than a firearm, or threatening a teacher. (Policy #5610 and #5600)**

When a student violates his/her probation contract by committing a major disciplinary offense such as those listed above, or by otherwise continuing to disrupt the school environment, the parent/legal guardian is informed of the violation and will be asked to participate in a conference regarding their son/daughter placement at Sterling High School.

### **THEFT**

Possession of or taking another person's private/personal property or belongings without consent or related involvement which includes keeping valuables and failure to turn in valuable property found to the Vice Principal or authorized school authority. Please refer to discipline reference chart for consequences.

### **TRUANCY**

Unexcused absence from school, cutting 2 or more classes in the same day, or missing 2 or more classes due to unexcused absence or lateness will be considered truancy.

- |                               |   |
|-------------------------------|---|
| <b>1<sup>st</sup> Offense</b> | <b>3 Hour Detention, parental contact/conference</b>  |
| <b>2<sup>nd</sup> Offense</b> | <b>Three (3) days Internal Suspension</b>   |
| <b>3<sup>rd</sup> Offense</b> | <b>Five (5) days internal Suspension</b>  |
| <b>4<sup>th</sup> Offense</b> | <b>Permanent removal from the class with no credit earned. The student's permanent record shall indicate WF (withdrawal failing).</b> |

## DISCIPLINE REFERENCE CHART

INFRACTIONS	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE
Assault on another person and/or terrorist threats	-External suspension -Parent conference -Police notification -Possible charges filed with police authorities -Referral to Superintendent for possible hearing with the Board of Education for an expulsion hearing	-External Suspension -Possible expulsion hearing -Police notification. Charges filed with police authorities	-External Suspension -Possible expulsion hearing -Police notification. Charges filed with police authorities	
Cheating/Plagiarism and/or participation in situations where cheating or plagiarism has taken place	-Failure for work assigned -Counselor referral -Parent notification	-Failure for work assigned -Parent conference -Counselor referral	-Failure for work assigned -Parent conference -Counselor referral -1 day Internal Suspension	-Failure for work assigned -Parent conference -Counselor referral - 3 days of Internal Suspension
Cut class/access	-3 Hour Detention -Failure for work missed -Parent conference	-1-day Internal Suspension -Parent Conference	-3 days Internal Suspension -Parent Conference	-5 days Internal Suspension -Removal from class (WF) -Parent conference
Cutting Administrative Detention	-2 Administrative detentions -Reassign Administrative detention -Parent Notification	-(1) 3 Hour Detention -Parent Conference	-1-day Internal Suspension -Parent conference	-3 days Internal Suspension -Parent conference with Principal
Safety Violation	-1 Administrative detention -Internal/External suspension	-2 Administrative Detentions -Parent contact	-1-day Internal Suspension -Parent Conference	-3 days Internal Suspension -Parent conference
Cut/Lateness to a 3 Hour Detention	-2 days Internal Suspension -Mandatory parent conference	-3 days Internal Suspension -Mandatory parent conference with Principal	-5 days Internal Suspension -Mandatory parent conference with Superintendent	-External Suspension -Mandatory parent conference with Superintendent
Cut Teacher Detention	-1 Administrative detention	-2 Administrative detentions	-(1) 3 Hour Detention -Parent Conference	-1-day Internal Suspension
Dating Violence	-Mediation -3 Hour Detention - Suspension as determined by Administrator in charge -parent notification/parent conference	-Mediation -Internal Suspension as determined by Administrator in charge -parent notification/parent conference	-External Suspension as determined by Administrator in charge -Referral to Principal	-Referral to Superintendent
Disruption of School Program	-Referral to Superintendent -External Suspension -Parent conference -Possible hearing before Board of Education			
Dress Code Violation	-Change clothes -Parent notification -1 Administrative detention	-Change clothes -Parent notification -3 Administrative detentions	-Change clothes -Parent Conference with Vice Principal -5 Administrative Detentions	-Change clothes -Parent Conference with Principal -Internal Suspension

INFRACTIONS	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE
Electronic devices – possession and use of devices during the school day	-Parent contact -Confiscation of item to be returned to student at the end of the school day -1 Administrative detention	-2 Administrative detentions -Parent conference with Vice Principal -Confiscation of item to be returned to parent	-3 Administrative detentions -Confiscation of item to be returned to parent -Parent conference with Principal	-Internal Suspension -Parent contact -Confiscation of item -Parent conference with Superintendent
False alarms and/or bomb scare – involvement in generation of false alarms or bomb scare	-External Suspension -Parent conference -Police Notification -Charges filed with municipal authorities	-External suspension -Expulsion hearing -Parent conference -Police notification -Charges filed with municipal authorities		
Fighting	-3 days’ External suspension -Parent conference -Police notification -Possible charges filed with police authorities	-5 days’ External suspension -Parent conference -Police notification -Possible charges filed with police authorities	-External suspension -Referred to Principal -Charges filed with police authorities	
Fireworks – Possession or use of fireworks and/or chemical devices	-Internal/External suspension as determined by Principal -Police Notification -Possible Board hearing			
Forgery	-Internal Suspension -Parent Conference	-Internal Suspension -Parent Conference	-Internal Suspension -Parent Conference	
Gambling or exchanging of money or property resulting from a game of chance or risk	-1-day Internal Suspension -Parent Conference	-3 days Internal Suspension -Parent Conference	-3 days External Suspension	
Gang Activity – Any action taken by a group or two or more persons joined together for destructive or violent purposes	-External suspension as determined by Principal -Referral to Superintendent for possible Board hearing for expulsion -Police Notification	-External suspension as determined by Principal -Referral to Superintendent for possible Board hearing for expulsion -Police Notification	-External suspension as determined by Principal -Referral to Superintendent for possible Board hearing for expulsion -Police Notification	-External suspension as determined by Principal -Referral to Superintendent for possible Board hearing for expulsion -Police Notification
Harassment and Bullying – any activity that causes others to feel threatened or uncomfortable within the school setting	-Mediation -3-hour detention -Internal/External suspension as determined by Administrator in charge -Parent notification/parent conference	Mediation -1 to 3 days’ External suspension as determined by Administrator in charge -Parent notification/parent conference	-1 to 3 days’ External suspension as determined by Administrator in charge -Referral to Principal	-Referral to Superintendent
Incitement to Fight	-1-day Internal Suspension -Referral to the Vice Principal -Parent Conference	-3 days Internal Suspension -Referral to the Vice Principal -Parent Conference	-5 days Internal Suspension -Referral to the Vice Principal -Parent Conference	-3 days External Suspension - Referral to the Principal - Parent Conference
Insubordination – Failure to respond to the direction of a member of the staff	-1-day Internal suspension -Referral to the Vice Principal -Parent Conference	-2 days’ Internal suspension -Referral to the Vice Principal -Parent Conference -Possible removal from class upon recommendation of Principal	-3-5 days’ Internal suspension -Referral to Principal	-3 days’ External suspension -Referral to Superintendent -Possible Board of Education hearing/placement in alternative school

<b>INFRACTIONS</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>	<b>4<sup>TH</sup> OFFENSE</b>
Student ID Badge Violation (administrative warning 1 <sup>st</sup> -3 <sup>rd</sup> offense)	<b>4<sup>th</sup>/5<sup>th</sup> Offense</b> -1 Administrative Detention -Payment for replacement of ID Badge -Parent Notification	<b>6<sup>th</sup>/7<sup>th</sup> Offense</b> -2 Administrative Detentions -Payment for replacement of ID Badge -Parent notification	<b>8<sup>th</sup>/9<sup>th</sup> Offense</b> -3 Hour Detention -Payment for replacement ID Badge -Parent Notification	<b>10<sup>th</sup> Offense and Beyond</b> -Internal suspension until parent conference
Leaving building or grounds without permission	-Internal suspension until conference -Referral to the Vice Principal -Parent conference	-3 days' Internal suspension -Referral to the vice Principal -Parent conference	-1-3 days' External suspension -Referral to the Principal -Parent Conference	-3-5 days' External suspension -Referral to the Principal -Parent Conference
Parking Violations	-Warning -Vehicle moved	-Loss of parking privileges for 30 days	-3 Administrative detentions and loss of parking privileges for 60 days	-Internal suspension -loss of parking privileges for 180 days
Profanity toward staff members/Adults	-1-3 Internal suspension -Parent conference 1-3 OSS	-3 days' Internal/OSS suspension -Parent conference -Referred to Principal	-1-3 days' External suspension -referred to Superintendent	
Use of Profanity	-Administrative Detentions (1 to 2) -Parent contact	-Administrative Detentions (2 to 5) -Parent contact	-1-3 days' Internal suspension -Parent conference	-1-3 days' External suspension -Parent conference
Public Displays of Affection	-Administrative detention -Parent contact	-2 Administrative detentions -Parent contact	-Parent conference -5 Administrative detentions	-Internal Suspension -Parent conference
Racial or ethnic slurs or inflammatory remarks	-5-day internal/OSS suspension -Parent conference	-1-3 days' external suspension -Parent conference -Referral to Principal	-Referral to the Superintendent for possible hearing with the Board of Education for an expulsion hearing	
Safety hazard – creation of a situation that could lead to the injury of self or others	-3-day external suspension or 3 day internal suspension -Parent conference	-5-day external suspension or 5 day internal suspension -Parent conference	-External Suspension -Referred to Principal	-Refer to Superintendent
Smoking – Use of any tobacco, including e-cigarette/vapor devices	-3 days' Internal suspension -Parent notification -\$50 fine -Filing of charges with Municipal court -Referral to Substance Awareness Coordinator	-3 days' external suspension -\$100 fine -Parent notification -Filing of charges with Municipal court	-3-5 days' external suspension -\$150 fine -Mandatory counseling and court notification	-5 days' External suspension -Each additional offense requires an additional \$25 to the previous fine amount -Board hearing
Smoking situation – Being present in a location when smoking is taking place and/or possession of smoking/tobacco items	-1-day Internal suspension -Confiscation of materials -Parent notification -Referral to substance Awareness Coordinator	-3 days' Internal suspension -Parent Conference -Confiscation of Materials	-3 days' external suspension -Parent Conference -Confiscation of Materials	-5 days' external suspension -Parent Conference -Confiscation of Materials
<b>LATENESS</b>	<b>3<sup>rd</sup> Lateness</b> -1 Administrative detention -Parental contact	<b>6<sup>th</sup> Lateness</b> -3 Administrative Detentions -Parent contact	<b>9<sup>th</sup> Lateness</b> -5 Administrative Detentions -Parent contact	<b>12<sup>th</sup> Lateness</b> -3 Hour Detention -Parent conference
<b>Lateness</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>	<b>4<sup>TH</sup> OFFENSE</b>
	<b>15<sup>th</sup> Lateness</b> -2 3HR detentions -Parent Contact	<b>18<sup>th</sup> Lateness</b> -1 day ISS -Parent Conference	<b>21<sup>st</sup> Lateness</b> -3 days ISS -Parent Conference	<b>24<sup>th</sup> Lateness</b> -5 Days ISS -Referral to Principal

<b>INFRACTIONS</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>	<b>4<sup>TH</sup> OFFENSE</b>
Truancy – Cutting more than one class in a single day	-1-day Internal suspension -Parent conference	-3 days’ Internal suspension -Parent conference	-5 days’ Internal suspension -Parent conference	-Withdrawal from class -No credit status -Parent conference
Vandalism and Theft Intent to steal	-Internal/external suspension -Parent conference -Restitution -Possible referral to Police	-Internal/external suspension -Parent conference -Restitution -Notification of Police	-External suspension -Restitution -Notification of Police -Refer to Principal	-Refer to Superintendent
Violation of Technology Contract	-Administrative detention -Loss of technology use up to 30 days -Parent notification	-3 Administrative detentions -Loss of technology use for 60 to 90 days	-3 Hour Detention -Loss of technology use for 90 to 120 days	-Internal/external suspension until parent conference -Loss of technology use of 180 days
Weapons – use of any instrument as a weapon to cause bodily harm or threaten any individual	-External suspension pending hearing -Board of Education hearing for expulsion -Police notification. Charges Filed	-External suspension pending hearing -Board of Education hearing for expulsion -Police notification. Charges Filed	-External suspension pending hearing -Board of Education hearing for expulsion -Police notification. Charges Filed	-External suspension pending hearing -Board of Education hearing for expulsion -Police notification. Charges Filed
Weapons – convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm (on or off school property)	-External suspension -Board of Education hearing for expulsion -Removal from regular education program for 1 year -Police notification. Charges Filed	-External suspension pending hearing -Board of Education hearing for expulsion -Police notification. Charges Filed	-External suspension pending hearing -Board of Education hearing for expulsion -Police notification. Charges Filed	-External suspension pending hearing -Board of Education hearing for expulsion -Police notification. Charges Filed
Weapons – Possession of a look-alike weapon including water guns	-External suspension -Parent conference -Police notification -Referral to the Superintendent for a possible Board of Education hearing for expulsion -Police notification. Charges Filed	-External suspension -Parent conference -Police notification -Referral to the Superintendent for a possible Board of Education hearing for expulsion -Police notification. Charges Filed	-External suspension -Parent conference -Police notification -Referral to the Superintendent for a possible Board of Education hearing for expulsion -Police notification. Charges Filed	-External suspension -Parent conference -Police notification -Referral to the Superintendent for a possible Board of Education hearing for expulsion -Police notification. Charges Filed
Drugs and/or Alcohol Possession, use, and/or distribution of controlled dangerous substances and/or alcohol	-External suspension -Refer to Policy #5530 for complete details	External suspension -Refer to Policy #5530 for complete details	External suspension -Refer to Policy #5530 for complete details	External suspension -Refer to Policy #5530 for complete details

\*Note: The Administration recognizes that extenuating and mitigating circumstance may warrant adjustment to the penalties listed herein. Sterling High School is an equal educational opportunity school district. The Affirmative Action

**PHYSICAL EDUCATION  
ADMINISTRATIVE GUIDELINES  
(REVISED 8/2018)**

**I. ATTIRE**

In order to receive full credit for preparation, a student must be completely dressed in the prescribed attire. Students will be assessed daily for participation and preparation.

A. All physical education attire must include the following:

a. Shorts (must be hemmed – no cut-offs allowed.)

b. Sweat socks

c. Sneakers or tennis shoes are to be tied at all times, rubber soled shoes, slip-on sneakers, or plastic sneakers are not acceptable.

B. It is recommended that t-shirt and shorts have the student's last name legible on front with at least 1" letters

C. P.E. attire MUST be different from clothing worn to classes.

D. No jewelry, of any kind will be worn during P.E. class.

E. Items issued as part of an interscholastic sport are not to be worn as a P.E. uniform.

F. Sweatshirts and sweat pants in school colors are permissible to wear over the required P.E. uniform and may be worn under appropriate circumstances, i.e., weather, gym temperature.

**II. LOCKS AND LOCKERS**

Locks are issued to each student to be placed on a gym locker DURING the semester. Each student is responsible to secure all personal property. Students are expected to store gym belongings only in this locker. The school will not be responsible for lost or stolen items. The issued lock must be returned upon request or a fee of \$5.00 is charges to the student.

Each student is expected to lock all belongings in a gym locker during class. **ONLY SCHOOL ISSUED LOCKS ARE PERMITTED.**

At no time should valuables be locked in the lockers. The school cannot be responsible for items which might somehow be removed from the lockers. Students are not to give their combination to friends, and are to securely lock their lockers when they leave them.

Under no circumstances are students to leave money, watches, or other valuables in a locker room. If you must leave your belongings in a locker, it is strongly recommended that you use a combination padlock to secure the items. However, the school district is not responsible for any lost or stolen items.

Pupils who either misuse or mistreat their assigned lockers are subject to discipline and a maintenance

fine at the conclusion of the school year.

### III. EXCUSES FROM PHYSICAL EDUCATION

The following regulations will apply whenever a student is present and requests to be excused from physical education:

- A. Any student who requests medical exemption, whether temporary or permanently, from physical education must channel the excuse to the instructor through the School Nurse and the Guidance Counselor. This applies to notes from home as well as a physician.  
Up to two parental notes for a maximum of three days during each marking period will be accepted.  
NOTE: A visit to the Nurse during P.E. class will count toward credit reduction.

Statements from a physician excluding a student from physical education must include:

1. Type of injury, illness, etc.
  2. The type of activity limitation
  3. The period of time the excuse is in effect. Any medical excuse stating "until further notice" cannot be accepted. If the actual time or duration cannot be predicted, an estimate must be made in order that the medical excuse be updated at the appropriate time.
- B. Students who are excused for minor reasons must be prepared to participate in some form of activity assigned by the instructor providing the activity is not detrimental to the student's health and welfare.
- C. Students excused "medically" for an extended period of time
- a. Those who will miss less than 50% will be placed in a study hall by guidance and given supplemental work by the instructor, and receive a grade for their efforts until they return to-class.
  - b. Those who will miss a majority of time (51%) will be placed in a study hall by guidance, given supplemental work by the instructor, and will receive a grade and credit for the course.
- D. A student has five (5) school days to submit any medical excuse and backdating of medical excuses will not be accepted.
- E. Any student who is excused from P.E. for medical reasons is not permitted to participate in ANY after school activity unless otherwise specified by a physician.
- F. Unprepared:
- a. If a student is unprepared a total of 3 times IN ANY GIVEN SEMESTER, the parents/guardian will be contacted by the Physical Education Department and notified of unprepared status.
  - b. If a student is unprepared a total of 5 times IN ANY GIVEN SEMESTER, the student's Guidance Counselor will be notified and will arrange a meeting with the student to discuss unprepared situation.
  - c. If a student is unprepared a total of 8 times IN ANY GIVEN SEMESTER, parent/guardian will be notified.



## **HEALTH**

STUDENTS MUST PASS THE MINI BLOCK IN ORDER TO PASS THE COURSE.

The final average is determined as per Policy 2624.

The New Jersey State Driver's Education written test will be given at the end of each course. In order to be eligible to take the State Test, New Jersey mandates a student must successfully complete 30 hours of Driver's Education instruction in or out of the Health II classroom. You must pass the marking period to take the State test. Also, if you lose credits, due to absences, you are not eligible to take the State Exam.

If a Health II student fails to achieve a passing grade (80%) in the N.J. State Driver's Education Exam and has passed Health II, he/she is eligible to retake the exam with another driver's education class during the school year when they have Health II.

### **STUDENT PUBLICATIONS**

#### **The Accolade**

To produce an outstanding yearbook requires much hard work and dedication but can be a rewarding experience for a student. The yearbook staff learns to work as a team to make a major contribution to the school and student. Scheduling pictures, writing articles, proofreading, and typing are just a few of the many jobs handled by the yearbook staff. The staff's achievement is a permanent record that will be continually reviewed. It deserves the most dedicated work possible. The Accolade has proven it possesses these qualities and is now recognized as one of the outstanding yearbooks in South Jersey.

#### **Silver Scroll**

The school newspaper offers approximately (4) issues per year. Students who are interested in writing, photography or illustrating have an opportunity to practice their talent. Most articles and editorials deal with subjects of interest to the school population and the community at large.

### **GUIDANCE/CAREER SERVICES**

The Guidance/Career suite is located in the main corridor across from the Media Center.

Every career area has its own educational and skill requirements and employers will check the school record for courses and experience.

However, employers will want far more than ability. They will be looking for evidence of reliability, intuitive, perseverance, good attendance, cooperation, a willingness to do more than required and generally, a willingness to follow the rules. Hopefully, the school experience will assist in the development of these traits, but each person must establish their own

personal values and goals. The Guidance and Counseling Program is designed to promote assistance for the development of talents and capabilities of the individual students for maximum participation and utilization.

The Guidance/Career Department is supervised by the Director of Student & Personnel Services and is comprised of five full-time counselors, and two Secretaries who provide the following:

1. Student Planning and Placement
2. Dissemination of Information – Educational, Vocational, Personal, and Social
3. Testing Program
4. Counseling – Personal, Educational, Vocational, and Career
5. Orientation Programs
6. Consultation with teacher and Administration
7. Referrals
8. Record Processing
9. Parent Conferences
10. Research and other appropriate functions

The services provide the individual the opportunity to succeed in school work and to prepare for future efficiency as an independent, happy and useful member of society.

The counselor's role is that of helping the student explore opportunities for the future. In the final analysis, the choice of appropriate vocational pursuits or further educational institutions should be the result of the student's own evaluation and decision, whether it is a college, industry, or any other institution of continuing education.

Students are assigned to a Counselor according to their last name alphabetically or by classification.

If you wish to see your Counselor, stop in the Guidance/Career Center and make an appointment. Parents are encouraged to utilize **On Course**, Sterling's web based communication program to check on their student's progress and communicate with teachers by email. The Guidance Office provides every family with directions and password to access each student's progress on **On Course**.

Among the activities are class orientations, career intern programs, guest speakers, interest test administrators and interpretation, job placement, college, vocational and technical school opportunities and information.

### **CHANGE OF CUSTODY OR GUARDIANSHIP**

Students and parents/guardians are to immediately report any change in their address or telephone number to the Guidance Office. Parents/Guardian must report any legal change to the Guidance Office immediately.

### **TESTING REQUIRED FOR COLLEGE ADMISSION**

Most schools will clearly specify in their catalog what tests are required for admission purposes. Be sure to determine which tests you need. Most colleges will require either the

1. SAT Reasoning (SAT) or
2. American College Testing (ACT) Program

**IF YOU PLAN TO SEEK ADMISSION TO COLLEGE, THIS CHECK LIST WILL BE OF ASSISTANCE.****JUNIOR YEAR**

1. PSAT/NMSQT – Preliminary Scholastic Assessment Test National Merit Scholarship Qualifying Test. The PSAT is Mandatory for all 11<sup>th</sup> Grade students. This test will provide an early estimate of a student’s SAT Reasoning scores.
2. SAT Reasoning
3. SAT Subject Area Tests (spring) – You cannot take both Sat and subject test on the same day. Most schools will specify in their catalog if you are required to take any subject tests.

**SENIOR YEAR**

1. SAT Reasoning – It is ABSOLUTELY NECESSARY for all students seeking admission to any college requiring College Board exam as admission standards. It is recommended that you take them even if the college you are planning to attend does not require them, your plans may change. Most colleges suggest you take this test by December. A few suggest January. Consult the catalogs of the particular colleges you are considering.

You must register at least six weeks in advance of the actual test date in order to avoid late fees. See your Guidance Counselor for more information.

\*SATs are given several times throughout the year.

2. Subject Tests  
Information on the College Board test described above can be obtained from your Counselor in the Guidance/Career Office.
3. ACT – American College Testing Program

**BE SURE TO READ THE COLLEGE CATALOG FOR SPECIFICS REGARDING THE REQUIRMENTS**

**Check the Guidance Office for a complete listing of tests and test dates.**

**Sterling Guidance/Career**  
**Testing Program**

September	MAP Benchmark (ELA, Math)
October	PSAT/NMSQT – Freshmen, Sophomore & Juniors
Oct. Nov. May	SAT Reasoning – Juniors & Seniors
Nov.-Jan.	SAT & ASVAB
March	PARCC Test
May	SAT Reasoning – Juniors
May	Advanced Placement, U.S. History, English, Biology, World Language, Math

**INTERVENTION REFERRAL SERVICES TEAM**

Several groups have been organized within the school to help teachers and students prevent disciplinary action from disrupting the working environment and the climate of the school for teachers and students. The Intervention Referral Services Team had been formed to help teachers and students intervene in respect to substance abuse issues and

situations and to identify students in need of intervention to maintain a serious approach to their studies. Please contact the HIB Specialist/Counselor at 856-784-1333 ext. 4164 for more information.

### **CONSULTING WITH STAFF AND PARENTS**

Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observation or knowledge of the originator of the records.

Sterling High School does not compile any other records except mandated and permitted records.

Mandated student records are those student records which the school has been directed to compile by the New Jersey Statute, regulation, or authorized administrative directive. Examples are identifying data such as student's name, address, date of birth, name of parents and/or guardians, citizenship and sex of student; record of daily attendance; description of student progress; history and status of physical health compiled in the accordance with State regulations; and all other records required to be kept by the State regarding the education of handicapped students.

Permitted student records are those which a local Board of Education authorized the district to collect by resolution adopted at a regular public meeting to promote the educational welfare of the student. Examples are group achievement and intelligence tests; aptitude tests and interest inventories; systemically gathered teacher or Counselor ratings; and observations and verified reports of serious or current behavior patterns.

Parents and students have a right to individual privacy and the right to know concerning information gathered by the school. This protection should help you maintain faith and trust in your local school systems and will also assist School Administrators and other staff members to maintain effective functioning of our educational institutions.

Upon a student's graduation or permanent departure, Sterling High school will maintain in perpetuity a permanent record of the student's name, date of birth, sex, address, telephone number, grades, attendance record, classes attended, grade level completed, year completed, names of parents or guardians and citizenship status.

#### **Student Records**

Parents of students may examine their child's record file by making an appointment with the Guidance/Career Office (784-1335).

A complete copy of the Pupil's Records Policy (No. 8330) is available from the Guidance/Career Office.

Upon graduation or permanent departure of a student from Sterling High School, a copy of the student's record will be provided upon written request.

### **VOTER REGISTRATION**

Any student who is 18 years of age and a U.S. citizen is eligible to vote. In order to vote, a person must be registered. To vote in New Jersey, a person must be a resident of the State and county where one plans to vote for at least 30 days prior to the election.

Students may register to vote at their local municipal building or with the Camden County Board of Elections at 600 market Street, Camden, NJ. Sterling High School Student Council also conducts voter registration.

## NCAA ACADEMIC ELIGIBILITY REQUIREMENTS

The following information is taken from the 2011 NCAA Guide for the College Bound Student Athlete. This information is intended as a guide to a general understanding of NCAA rules and regulations.

### KNOW THE RULES:

#### Core Courses

**NCAA Division I requires 16 core courses as of August 1, 2008.** This rule applies to any student first entering any Division I college or university on or after August 1, 2008. See the chart below for the breakdown of this 16 core-course requirements.

**NCAA Division II requires 14 core courses.** See the breakdown of core-course requirements below. Please note, Division II will require 16 core courses beginning August 1, 2013.

### TEST SCORES

**Division I** has a sliding scale for test score and grade –point average.

**Division II** has a minimum SAT score requirement of 820 or an ACT sum score of 68.

The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.

The ACT score used for NCAA purposes is a **sum** of the four sections on the ACT: English, mathematics, reading, and science.

**All SAT and ACT scores must be reported directly to the NCAA Eligibility Center by the testing agency. Test scores that appear on transcripts will not be used. When registering for the SAT or ACT, use the Eligibility Center code of 9999 to make sure the score is reported to the Eligibility Center.**

### GRADE-POINT AVERAGE

Only core courses are used in the calculation of the grade-point average.

**Be sure** to look at your high school's list of NCAA-approved core courses on the Eligibility Center's Website to make certain that courses being taken have been approved as core courses. The Website is [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

**Division I** grade-point average requirements are based on the students cum average or GPA.

**The Division II** grade-point average requirement is a minimum of 2.000.

### DIVISION I

#### 16 Core-Course Rule

#### 16 Core Courses:

4 years of English

**3 years of mathematics (Algebra I or higher).**

2 years of natural/physical science (1 year of lab if offered by high school).

- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science
- 4 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

## **DIVISION II**

### **14 Core-Course Rule**

#### **14 core Courses:**

- 3 years of English
- 2 years of mathematics (Algebra I or higher)
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 2 years of additional English, mathematics or natural/physical science.
- 2 years of social science
- 3 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

**Please Note:** Beginning August 1, 2013, students planning to attend an NCAA Division II institution will be required to complete 16 core courses.

If you have a learning disability or are physically handicapped, contact the NCAA Office for additional information.

These requirements do not apply to Division III. Students must register and send SAT scores to the National Clearing House. See your Guidance Counselor for more information.

### **FINANCIAL AID**

Student-Athletes at Division I or II Colleges may receive tuition and fees, room and board, and books for each academic year. You are eligible for this aid as a freshman if you have met the above requirements.

There are no guaranteed four-year athletic scholarships. An athletic scholarship is awarded for no more than one academic year. It may be renewed each year for a maximum of five years within a six-year period.

In some cases, you may receive additional financial assistance from certain governmental programs, such as the G.I. Bill of Rights or Pell Grants. Ask your College's Financial Aid Office for more information.

If you receive a scholarship from your High School or local civic or booster club, tell your College Recruiter so he or she can notify the School's Financial Aid Officer.

A Student-Athlete's aid at a Division III College is based on financial need and may not be associated with athletic ability.

### **MEDIA CENTER SERVICES**

The Sterling High School Media Center is available for the use of students and faculty members. Most books may be borrowed for a period of three weeks. Reference books are to be used in the center but may circulate overnight. Magazines are to be viewed in the center only. A copy machine is available in the center.

The Media Center is open to all students from **7:30 AM to 2:29 PM**. Students must go to their study hall/lunch and receive a pass before coming down to the Media Center. Students are expected to work quietly when in the center and to sign for all materials removed from the center.

Fines will not be charged for overdue books unless they are kept for a prolonged period without renewing or are not returned when requested.

Audio-visual material, computers and video equipment are available for use in the Media Center.

Multi-Media Computers are available for student use. Students may sign up for time on the computers.

## **HEALTH SERVICES**

### **School Accident Insurance**

The Board of Education provides insurance coverage for all students. This insurance is an excess insurance plan and therefore only provides coverage of costs which are in excess of the parent's insurance coverage up to the policy limit.

SOME INJURIES MAY NOT BE COVERED IN FULL. INSURANCE IS FOR SCHOOL TIME ONLY AND FOR SCHOOL RELATED ACTIVITIES.

All bills are to be submitted through the parent's insurance carrier first, before payments can be considered.

If you are in an HMO or similar plan, you must utilize the HMO first or the claim will not be accepted by our insurance.

When an accident occurs in school, an accident form must be immediately filled out by the student in the Nurse's Office and signed by a teacher or coach sponsoring the activity. Forms should be made in triplicate with one copy going to the Principal's Office, one copy to the School Nurse and one copy to the Business Office.

The insurance is placed through the Hardenbergh Insurance Agency, Marlton, N.J.

IF YOU HAVE ANY QUESTION CONCERNING SPECIFIC COVERAGE LIMITS OR ANY OTHER MATTER RELATING TO CLAIM. PLEASE CALL HARDENBERGH INSURANCE AGENCY AT (856)489-9100 FOR CLARIFICATION. PLEASE DO NOT CALL THE SCHOOL.

## **MEDICAL EXAMINATIONS**

In accordance with new requirements set for in the New Jersey Administrative Code Title 6A, Chapter 16 – "Each student medical examination shall be conducted at the medical home of the student and a full report sent to the school". The medical home is defined as "a healthcare provider (physician or advanced practice nurse) and that provider's practice site chosen by the student/guardian for the provision of healthcare". The following is a list of required physical examinations:

- Students who are in 10<sup>th</sup> grade
- Students who enter into the school from outside the district
- Students who apply for working papers
- Students who try out for a school athletic team/band

Student physical examinations must be done by the students' own physician or advanced practice nurse. If your child does not have a medical home you may contact the General Office so they can schedule the required physical examination with the School Physician, Dr. Gigliotti. The official school physician examination form MUST be used to provide the full report to the school. These forms may be obtained from the General Office.

In order to ensure the health and safety of our athletes, all students must have a school approved medical examination before taking part in any practice or game, sports physical forms can be printed from Sterling's website and the medical forms can also be printed from website. The physical examination must occur on or after June 1<sup>st</sup>, to participate in athletics for the following school year.

**Only one medical examination per school year is required, after June 30<sup>th</sup> and before August 1<sup>st</sup> as per NJSA 18 A: 40-4 and NJAC 6:3-8-1. This exam is good for 365 days from time of exam.**

## **ADMINISTERING MEDICINES**

If necessary for a student to take medication (prescription/non-prescription; aspirin, Tylenol, etc.) during the school day the following procedures must be followed:

- The medication should be brought to the Nurse's Office in the original container, appropriately labeled by the pharmacist.
- Written orders are to be provided to the school from the physician.
- Written consent from the child's parent/guardian must accompany the medication.
- Tylenol may be administered with parent permission. Signature must be present on emergency cards filed in the Nurse's Office.

Students with asthma or other potentially life-threatening illnesses deemed sufficiently responsible by their physician and parent shall be permitted to have in their possession prescribed medication for treatment and prevention of life-threatening illnesses or conditions during school hours, athletic events and practices, and field trips. In order to institute this procedure, the following guidelines must be followed:

- Physician's written authorization – The Self Medication Dispensing Form will be provided by the School Nurse.
- Students must report to the School Nurse with medications.

Any student taking medication of any type outside of the Nurse's Office without proper consent or giving medication of any type to another student, will be subject to disciplinary action.

## **NATIONAL HONOR SOCIETY**

### **PROCEDURES FOR SELECTION OF NATIONAL HONOR SOCIETY MEMBERS BASED ON FOUR CRITERIA OF SCHOLARSHIP, LEADERSHIP, CHARACTER, SERVICE**

#### **Scholarship**

Every junior and senior over 93 cum average is eligible.

#### **Service**

Students who are eligible to apply based on scholarship will be mailed a letter and an application during the month of October. Applications will be required to be returned to the National Honor Society Moderator with approximately two weeks (exact dates vary from year to year). No student will be eligible for consideration without turning in a completed application, on time.

#### **Leadership & Character**

The faculty is given a rating sheet for each eligible student. Each student is evaluated according to established criteria for character and leadership.



## **Application Process**

- a. The applications are processed and judged in a system of assigned points for each type of activity. Each number is multiplied by the number of years of participation and divided by the total years the student is here (four years maximum).
- b. The faculty's responses are added and then divided by the number of faculty who rated each student
- c. The four criteria are then weighted as follows:

Grade Point Average	40%
Service	20%
Character	20%
Leadership	20%
- d. Students are then ranked on their combined numerical average, (GPA, Service, Character, and Leadership) and a faculty committee meets to determine the cut off line.

Following the selection process, a check of the current marking period grades is done by the national Honor Society Advisor. Two C's or 1 D or 1 F eliminates a student from membership.

## **CONSTITUTION OF THE STUDENT COUNCIL OF STERLING HIGH SCHOOL Preamble**

We, the students of Sterling high school, in order to establish better relations between the Administration and students, to encourage participation in school activities, to recommend ways and means by which our school may be improved, and to stimulate and develop a healthy school spirit, do ordain and establish this constitution for the Student Council of Sterling High School.

### **Article I – MEMBERSHIP**

Every member of the student body is a member of the student association. The Student Council is the governing body of the student association.

### **Article II – ORGANIZATION**

The Student Council shall consist of these Student and Council Officers: President, Vice-President, Social Vice-Principal, Corresponding Secretary, Recording Secretary and Treasurer. In addition to the Executive committee, the Student Council shall also consist of the President of each class, with the Vice-President acting as his alternate, a maximum of ten (10) free voting representatives, on representative, and one alternate representative from each homeroom and a faculty advisor.

### **Article III – QUALIFICATIONS**

In order to be eligible for election to office, a student must have and maintain up to the time of election, at least a "C" average in all major subjects for the marking period in that year. Homeroom representatives must have a "C" average during previous school year.

#### **Article IV – DUTIES**

**Sec. 1.** It shall be the duty of the President to appoint all committees, preside at all meetings, and perform all other duties as generally evolved upon Presidents. The President shall also have the power to choose a maximum of five free voting representatives that were not elected by their homerooms, pending the approval of the executive committee.

**Sec. 2.** It shall be the duty of the Vice President to be a member of all committees: to take the place of the President whenever the latter is unable to perform the duties of his/her office.

**Sec. 3.** It shall be the duty of the Social Vice President to organize and coordinate all social activities concerned with the school in general.

**Sec. 4.** It shall be the duty of the Corresponding Secretary to keep a record of all student council correspondence, and perform any other duties pertaining to his/her office as deemed necessary.

**Sec. 5.** It shall be the duty of the Recording Secretary to maintain a record of all Student Council meetings, and to read the minutes of the previous meeting at each meeting.

**Sec. 6.** It shall be the duty of the Treasure to manage the annual drive for student association membership cards and to maintain records of all financial activities of the Student Council.

**Sec. 7.** It shall be the duty of the homeroom representative to bring before the Student Council matters affecting the school which have been suggested in the homeroom and to report to his classmates the decision reached by the Student Council.

#### **Article V – NOMINATIONS AND VOTING PROCEDURES FOR STUDENT COUNCIL OFFICERS**

**Sec. 1.** Nominations shall be made by petition. Each student wishing to run for an office must obtain the signature of 25 students and 5 teachers. Students are permitted to sign only one petition for each office.

**Sec. 2.** Candidates for office of President must be 11<sup>th</sup> grade students.

**Sec. 3.** Petitions must be passed by a nomination committee. The nomination committee shall consist of the faculty and Administration. The committee shall have the power to pass or refuse a nominee.

**Sec. 4.** Election of officers is by secret ballot.

**Sec. 5.** Election of homeroom representatives shall be conducted during the first month of each school year.

#### **Article VI – MEETING OF COUNCIL**

When deemed advisable or necessary, Student Council shall meet regularly (at least once a week) and as designated by the Council at a time provided in the school schedule. The President and faculty advisor may call additional meetings upon approval of the Administration.

#### **Article VII – COMMITTEES**

There shall be four standing committees.

**Sec. 1** Pep club Committee

The Social Vice-President shall be the head of this committee.

Purpose:

1. To promote school spirit.

2. To increase interest in school athletics and activities.
3. To assist at all pep rallies.

**Sec. 2 Constitution Committee**

The Vice President shall be the head of this committee. Members shall be appointed by the Council Officers.

**Purpose:**

1. To consider and investigate proposals for amending the Constitution.
2. To study the Constitution and propose changes as needed.

**Sec. 3** Special Committees may be appointed by the President whenever they are needed. The President shall be in charge of all special committees. The committee member is responsible for reporting their finding to the Student Council.

**Sec. 4** These committees are appointed by the Student Council President each year.

**Sec. 5 Review Committee**

The Vice President shall head this committee. Members shall be appointed by the Council Officers.

**Purpose:**

1. Aid visitors entering the building
2. Alert faculty as to unauthorized visitors

**Article VIII – ORDER OF BUSINESS**

Business meetings shall be conducted in the following order:

1. Roll Call
2. Reading the Minutes
3. Treasurer’s Report
4. Committee Reports
5. Unfinished Business
6. New Business

**Article IX – POWERS**

**Sec. 1** The Student Council shall have the power to:

1. Appropriate money for such purposes as it may deem necessary.
2. Provide for the participation of students in the management of the school.
3. Impeach its officers in case of flagrant neglect of duty or abuse of office.
4. Consider questions presented by the student body and submit them to the Administrator for consideration and action.

**Sec. 2** A motion may be carried by a vote to two-third (2/3) of the members present.

**Sec. 3** All acts of Student Council are subject to final approval by the Principal

**Article X – AMENDMENT PROCEDURE**

This Constitution may be amended by two-third (2/3) vote of the Student Council.

**Article XI**

This Constitution becomes effective upon approval of the Administration and ratification of the quorum of the student body.

## CLASS ELECTIONS

During the month of May, grades 9, 10, and 11 elect officers for the next school year.

### Offices and responsibilities:

- President: Must exert leadership and give direction toward greater achievement for class and school.
- Vice-President: Must fulfill the duties of the office and the President's in his absence.
- Secretary: Must maintain all minutes, correspondence and records accurately and reports the same as required.
- Treasurer: Must maintain accurate financial records and reports.

### Student requirements for officer positions:

1. Twenty-five student signatures on a petition.
2. Five Teacher signatures.
3. Students must meet Co-Curricular Activities Eligibility Requirements (See Policy 2430)
4. Each candidate should be prepared to attend and participate in all meetings and activities sponsored by the class.
5. Student will be cleared by the Vice Principal confirming that they don't have a discipline record that prevents them from serving on student government.

## CO-CURRICULAR ACTIVITIES INTERSCHOLASTIC ACTIVITES

### Fall

<b>Sport</b>	<b>Var.</b>	<b>JV</b>	<b>Fr</b>
Cross Country (boys and Girls)	X	X	
Cheerleaders	X	X	
Football	X	X	X
Hockey (Girls)	X	X	X
Soccer (Boys)	X	X	X
Soccer (Girls)	X	X	X
Tennis (Girls)	X	X	
Volleyball (Girls)	X	X	X

### Winter

Basketball (Boys)	X	X	X
Basketball (Girls)	X	X	X
Cheerleaders	X	X	
Wrestling	X	X	
Swimming (Boys and Girls)	X	X	
Winter Track (Boys and Girls)	X	X	

### Spring

Baseball	X	X	X
Golf (Boys and Girls)	X	X	
Softball	X	X	X
Tennis (Boys)	X	X	
Track (Boys)	X	X	
Track (Girls)	X	X	
Volleyball (Boys)	X	X	
Lacrosse (Girls)	X	X	

## INTRA-SCHOLASTIC ACTIVITIES

Academic Challenge	National Honor Society
Greater arts & Sciences Festival	Jazz Band
Audio Visual / TV	Believe In You
Band	SADD
Color Guard	Silvertones
Musical (Spring)	Stage / Tech Crew
Anime Club	Student Council
Knowledge Club	Yearbook
Dance Team	Orchestra
Interact	World Cultures Club

## EMERGENCY SCHOOL CLOSING

In the event it becomes necessary to close the school because of a serious storm or other emergency, you will receive an automated voice message from the school. The closing will also be announced on the Philadelphia and Camden radio and television stations on or before 6:30 AM. Emergency closing No. 570.

Please watch Channel 19 for updates.

When it is necessary to close school in an emergency, all school functions and activities are cancelled. You may also refer to the Sterling High School Webpage at [www.sterling.k12.nj.us](http://www.sterling.k12.nj.us).

## SCHOOL POLICIES

The following policies will be available on the Sterling High School Website; the website may be accessed via any internet accessible computer, including those in the county library. Hard copies may be obtained from the General Office (856-784-1333).

<u>Policy</u>	<u>Number</u>
Affirmative Action Program	<a href="#"><u>1140</u></a>
Equal Employment Opportunities	<a href="#"><u>1530</u></a>
Affirmative Action Program for Employment and Contract Practices	<a href="#"><u>1550</u></a>
Affirmative Action Program for School and Classroom practices	<a href="#"><u>2260</u></a>
Sexual Harassment Teaching Staff	<a href="#"><u>3362</u></a>
Sexual Harassment Support Staff	<a href="#"><u>4352</u></a>
Effects of Attendance on Credits	<a href="#"><u>5463</u></a>
Sexual Harassment Pupils	<a href="#"><u>5751</u></a>
Equity in Educational Programs and Services	<a href="#"><u>5755</u></a>
School Integrated Pest Management Plan	<a href="#"><u>7422</u></a>
Non-Discrimination	<a href="#"><u>1510</u></a>
Philosophy of Education/District Mission Statement	<a href="#"><u>2110</u></a>
School District Goals and Objectives	<a href="#"><u>2132</u></a>
Equal Educational Opportunity	<a href="#"><u>5750</u></a>
Exceptions for Pupil Conduct	<a href="#"><u>5500</u></a>
Entrance Age	<a href="#"><u>5112</u></a>
Harassment, Intimidation and Bullying	<a href="#"><u>5512</u></a>
Rights of Persons with Handicaps or Disabilities/Policy on Non-Discrimination	<a href="#"><u>1510</u></a>
Pupil Discipline/Code of Conduct	<a href="#"><u>5600</u></a>
Dress and Grooming	<a href="#"><u>5511</u></a>
Locker Searches	<a href="#"><u>5770.1</u></a>
Substance Abuse	<a href="#"><u>5530</u></a>
Pupil Random Drug Testing	<a href="#"><u>5536</u></a>
Pupil Grievance	<a href="#"><u>5710</u></a>
Honoring Pupil Achievement	<a href="#"><u>5440</u></a>
High School Graduation	<a href="#"><u>5460</u></a>
Grading System	<a href="#"><u>2624</u></a>
Homework	<a href="#"><u>2330</u></a>
Field Trips	<a href="#"><u>2340</u></a>
Co-Curricular Activities	<a href="#"><u>2430</u></a>
Home Instruction Due to Health Condition	<a href="#"><u>2412</u></a>
Pupil Assessment	<a href="#"><u>2622</u></a>
Attendance	<a href="#"><u>5200</u></a>
Use of Technology	<a href="#"><u>2360</u></a>
Smoking on School Grounds	<a href="#"><u>7434</u></a>
Late Arrival and Early Dismissal	<a href="#"><u>5230</u></a>