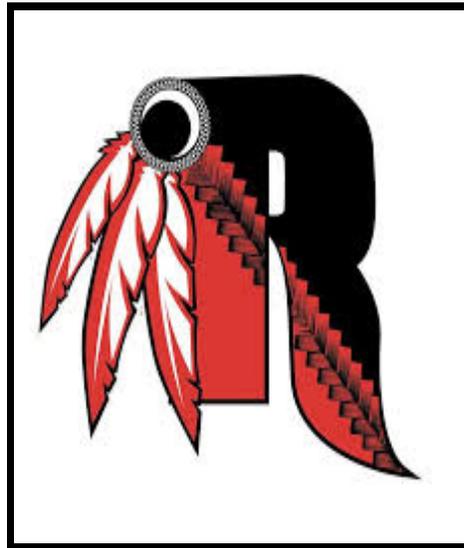


Rahway High School



Student Handbook 2021-2022 School Year

Table of Contents

Academic Eligibility Standards

Academic Honors

Academic Support And Resources For Students

Activities/Clubs Offered

Attendance, Absences, And Excuses (Policy 5113)

- Appeal Process
- Attending Other Classes
- Attendance Records And Notification
- General Attendance Rules And Requirements For All Students
- Maximum Absence Allotment
- Procedure To Report An Absence (Grades 9-12)
- Tardiness To School Or Class And Cutting
- The Age Of Majority
- Truancy
- Withholding Of Credit

Athletes Suspended From School

Attendance Standards (Policy 5113)

Cafeteria/Lunch Periods

Calendar For Progress Reports, Grades, and Testing 2021-2022

Central Detention

Child Abuse And Neglect (Policy 5141.4)

Child Study Team

Classes Offered

Conduct (Policy 5131)

- Philosophy
- Conduct Away From School

Code Of Conduct Charts

Course Failure

Cyber Bullying

Daily Bell Schedule - Traditional Classroom Setting

Dating Violence At School

Department Grading Policies

Disciplinary Standards (Policy 5114 And Policy 5131)

Disclaimer

District Mission Statement

Dress Code (Policy 5132)

NJDOE Graduation State Testing Requirements for the Classes of 2022-2025

Electronic Devices

- **Computers/ acceptable internet use (Policy 6142.10)**
- **Cell Phones And Other Personal Electronic Devices**

Elementary And Secondary Schools (FERPA)

Extra/Co-curricular Activities (Policies 6145 And 6147.1)

Field Trips (Policy 6153)

Frequently Asked Questions

Grade Variables

Graduation Requirements: Information Obtained From The NJDOE Website,

June, 2019.

- **Credits For Graduation**
- **Guidance Counselors**

Guidance Department

- **Evaluation Of Individual Student Performance (Regulation 6147.1-r)**
- **Numerical Grade Ranges**
- **Final Grades**
- **Hall Passes**

Harassment, Intimidation Or Bullying – Refer To Policy 5145.4, Equal Education

Hate Crimes/Bias Incidents

Honor Roll

Honor Society Faculty Council

Interscholastic Athletics

Intervention And Referral Services (I&RS)

Military Recruiter/Institute Of Higher Education (IHE) Notification

National Honor Society Procedures

Non-district Courses Excluded From RIC/GPA Calculations

Notification Of Rights (FERPA)

Nurse's Office

Out-of-school Suspension For All Offenses

- **Out-of-school Suspension Procedures**
- **Sent Home For Parent Conference**
- **Weapons And Dangerous Instruments**

Parent/Teacher Conferences

Plagiarism (Academic Integrity)

Progress Reports

Rahway Board Of Education Policies

Rahway Public Schools 2020-2021 Calendar

Saturday Detention Rules And Regulations

Scholastic Eligibility For Athletics And Other Co-curricular Activities

School Closing/Delayed Openings

School Counseling Services

School Mission Statement

School Beliefs: "D.R.E.A.M."

2nd Floor: New Jersey's Youth Helpline

Sexual Harassment

Smoking/Use Of Tobacco (N.J.S. 2c:33-13b)

Snow Emergency/Inclement Weather

Sports Activities

Standardized Testing Dates 2021-2022

Student Assistance Counselor (SAC)

Student Grievance Procedure (Regulation 5145.6-r)

Student Records

- **Destruction Of Attendance And Discipline Records (Policy 5125)**

Student Transportation - File 5341.1

Substance Abuse

Summer School

Suspected Substance Abuse

Telephone Numbers – Area Code (732)

Use Of Lockers

Use Of Parking Lot/Students Driving To School

Weighted Rank In Class (RIC) And Weighted Grade Point Average (GPA)

Welcome

Withdraw Passing (Wp)/Withdraw Failing (Wf) After Late Drop Period

NOTIFICATION OF RIGHTS

ELEMENTARY AND SECONDARY (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. They should write to the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
(NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

(NOTE: In addition, an institution may want to include its directory information public notice, as required by #99.37 of the regulations, with its annual notification of rights under FERPA.)

**NOTIFICATION REGARDING MILITARY RECRUITER/ INSTITUTE OF
HIGHER EDUCATION (IHE) NOTIFICATION**

Under Section 8528 of the Elementary and Secondary Education Act (ESEA), each local educational agency (LEA) [Rahway High School in this case] that receives funds under the ESEA is required to:

- Comply with a request by a military recruiter or an IHE [Institution of Higher Education] for access to the name, address, and telephone listing of each secondary school student served by the LEA, unless the parent of such student (or the student if he/she has attained 18 years of age) has submitted a written request to opt out of the disclosure of such information, in which case the information may not be released without the parent's (or student's) prior written consent.
- Notify parents of the students served by the LEA, or the student (if he/she has attained the age of 18 years of age) of the opportunity to submit a written request to opt out of the disclosure of the student's name, address, and telephone listing, unless prior written consent has been provided; and
- Provide military recruiters the same access to secondary school students as is provided generally to IHE's or to prospective employers of those students.

*Excerpted from the November 1, 2016 US Department of Education memo regarding FERPA directory notification and the military recruiter/IHE notification.

For more information, please visit:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

WELCOME

Welcome to the 2021-2022 school year!

Many of you have returned to school after spending thirteen months in a fully virtual or hybrid classroom setting. We understand that there will be challenges as we adapt to this upcoming school year. The administration, faculty, and staff of Rahway High School is here to help all students perform at their best academically, socially and emotionally, regardless of the challenges that may come our way.

Our world continues to experience unprecedented events that have impacted our lives and educational experiences, and we hope that this school year will be one in which we can all connect to one another in a positive fashion that spurs a true sense of community.

Information in this handbook expresses the expectations and requirements of all RHS students. The following are important reminders on steps to take to achieve academic success, to establish a positive school climate, and to maintain health and safety for all.

Students are expected to comply with a code of civility, meaning that, as citizens of RHS, they are to follow rules that are established for the welfare of the entire student body. This includes practicing good digital citizenship. Students are expected to exercise good judgment and honorable digital citizenship when using any form of technology before, during, and after school hours. Students who engage in inappropriate behavior will receive consequences. Following the rules will help all students to become better school citizens. Act like a high school student and conduct yourself properly. You will learn necessary and useful skills for the future. Be proud of your school. Take good care of it and feel free to make suggestions for improving it.

Students are encouraged to develop a good rapport with their administrators, school counselors, teachers, and peers. We, along with parents, are here to work together to create a meaningful learning experience for all.

Read and understand the list of protocols to follow while attending school during remote learning, which is located on the following page and throughout this handbook.

Remember that our first and most important priority is to assist you in the further development of your talents in all areas of academics in addition to the core areas—including fine and performing arts, business, technology, culinary, athletics and interpersonal relationships. We are dedicated to providing you with a safe and healthy learning experience academically, behaviorally, socially, and emotionally. We are also prepared to alter our educational plan as necessary, based on local, state, and/or national guidelines.

Frequently Asked Questions:

Q. What are the protocols for wearing face masks to school?

A. New Jersey Governor Murphy has mandated that all school personnel and students must wear face coverings, effective September, 2021. The following outlines the expectations of the student body:

Masks/Face Coverings

- Students are required to wear a mask with them at all times when in the school building.
- Students will be required to wear a mask when social distancing cannot be observed. For example, when walking in crowded hallways and riding a school bus.
- If a student exhibits Covid-19 symptoms while at school, they will be required to wear a mask until they leave the building.
- Masks must be school appropriate. Bandannas may not be worn as a mask/face covering.
- Cotton or polyester-cotton blend masks are recommended by the CDC.
- When wearing a mask, the mouth and nose must be covered.
- Students should wash their mask each night at home prior to returning to school the next day.
- The district will provide a face covering for each student attending school in the buildings.
- Masks worn to school must be appropriate (no inappropriate messages).
- Face coverings are not a substitute for social distancing.
- Students are expected to wash their mask before wearing it to school again. Masks can be hand washed and air dried easily at home.
- If your mask becomes soiled or breaks during the school day, please get a pass to the School Nurse's Office and request a replacement.

Q. How do I get my Student Handbook? Why do I need it?

A. The 2021-2022 Student Handbook is available online at <https://www.rahway.net/Domain/13>. Your handbook contains essential information that pertains to all RHS students, including, but not limited to, the Student Code of Behavior, counseling services, and graduation requirements.

Q. Why do I have a school email account?

A. All students are issued an email account. This allows students to safely and effectively communicate with district staff and classmates. Your RHS email account is to be used for educational purposes only. Email transmissions are

monitored by the district to ensure appropriate use. All email and its contents are property of the district. Email should only be used by the authorized account owner. Students should protect their passwords at all times. Any suspected breach should be reported immediately.

Q. Where can I use a computer in school?

A. Rahway High School has two computer labs that students may access during lunch, study center, or after school. The labs are located in Room 200 (2nd floor) and in the Library/ Academic Success Center (3rd floor). Students must have a pass to enter. Students who use school computers for personal (non-academic) use will receive a consequence. Please refer to the Computer Acceptable Use policy for further details.

Q. What is digital citizenship?

A. Digital citizenship means that you use technology in a safe, responsible, and legal manner. Students who do not practice digital citizenship are in violation of the Code of Conduct and may receive consequences, including suspension of access and/or revocation of privileges on the district's system and/or other disciplinary action.

Q. How can I see my schedule and check my grades?

A. You may access your schedule and grades, see teacher commentary and view the list of class assignments on PowerSchool. Each student and parent has his/her own username and password.

Q. What are some examples of academic dishonesty?

A. Cheating is fabricating written assignments, receiving or giving help to another student without permission from the teacher on tests, quizzes, assignments, or exams and/or accessing unauthorized teacher's editions or answer keys. Cheating also includes the use of technology such as computers, phones, cameras, or any other device that provides access to unauthorized information related to graded course material, tests, quizzes, assignments, or examinations. Double assignments are also a form of cheating. This is using the same assignment for more than one course without prior approval from all teachers.

Colluding is allowing one's work to be copied or submitted by another student. This applies to individual as well as group work where the students are given individual grades. It also applies to work that is transferred electronically and then submitted by another student. Joint student projects where information is combined for a final product submission are acceptable.

Plagiarizing is the act of presenting the ideas or works of another person as your own, such as ideas, phrases, music, diagrams, graphs, music, maps, etc. All borrowed, quoted, or paraphrased works must be properly cited.

Q. How do I contact my teachers for extra help?

A. Each of your teachers will provide you with his/her contact information and teacher help hours via your respective Google Classrooms. Communicate with your teacher on a regular basis, especially if you are struggling with the content.

Q. How do I get my Student Identification Card? What if I lose it? Why do I need it?

A. Student Identification Cards are required to be worn at RHS at all times. These are printed in the Security Office, which is located across from the cafeteria. You need to have your ID with you for your breakfast and/or lunch and for entry to certain school functions. ID's are important to carry for safety reasons. Please be reminded that you are to show your ID to any staff member if requested to do so. There are consequences for students who do not comply with the ID requirement. 1st offense - Conference and call to parent; 2nd offense- Administrative detention; 3rd offense - Out-of-school suspension.

Q. Where are the lavatories located?

A. Student lavatories are located on the first and second floors. Boys' lavatories are located near the cafeteria on the first floor and across from Room 207. Girls' lavatories are located across from the cafeteria on the first floor and across from Room 218. Gender neutral lavatories are located outside Room 328 and inside the Nurse's Office. Please be reminded that, for the health and safety of all, lavatories must be kept clean.

Q. How do I obtain a locker?

A. Students are responsible to secure all school materials and personal possessions in a personal backpack that will be carried throughout your school day. RHS is not responsible for lost or stolen items. Please do not bring valuable possessions to school.

Q. Where is the Lost and Found?

A. The lost and found bin is located in the Attendance Office. RHS is not responsible for lost or stolen items.

Q. Where can I get my working papers?

A. Secretaries in the Attendance Office handle working papers. At time of processing: All sections of the form must be completed. You must have a promise of employment, be physically qualified by a physician, and present proof of birth date prior to requesting working papers. [Click here for the form.](#)

Q. I need help. What are the offices available to me?

A. The Attendance/Vice Principal's Office (across from the cafeteria) and the Nurse's Office (in the gym hallway) are located on the first floor. The Main Office, Principal's Office, Vice Principals' Offices, and the School Counseling Office are all located in the main hallway on the second floor. The Child Study Team Office is located in Room 221 A. The Student Assistance Counselor's Office is Room 214-A. The Athletic Office is located at Veterans Field on Central Avenue. The Alternative Center for Education (ACE) is located at 232-A Central Avenue.

Q. Where are announcements for school activities posted?

A. School Activities are posted throughout the building and on the school website (<https://www.rahway.net/Domain/13>). Key places are on bulletin boards in the cafeteria, outside the Attendance Office, outside the Main Office, and on the sign board at the front of the school. Advisors and coaches also place posters throughout the hallways to announce an activity.

Q. How can I get involved in a club?

A. RHS offers a variety of extracurricular activities. These are listed further on in the handbook. Students have the opportunity to sign up for extra-curricular activities on our annual Club Day. You must meet academic requirements to be eligible to participate in co-curricular activities. Some co-curricular activities also require course enrollment.

Q. When and where can I purchase/eat food and drink?

A. Food and drink are not to leave the student cafeteria. There will be no selling of food or drink outside the designated lunch period. Students are not allowed to order food for delivery or to leave the school to purchase food elsewhere. Students may purchase a school lunch or bring lunch from home. Food sales (such as bake sales or individual snacks) for the purpose of school fundraising are not permissible.

Q. How can my parents notify the school of my absence?

A. Call the RHS Attendance Office at 732-396-1080 to leave a message or to speak to a secretary.

Q. I was absent from school. Can I make up for the work that I missed?

A. Yes, students are allowed to make-up missed class and homework assignments for excused absences. Students are allotted one day per excused absence to make-up work missed. It is the student's responsibility to request missed assignments. Please note that students who miss class(es) due to co- or extra-curricular events such as athletic competitions or field trips are responsible to ask for assignments prior to the event and must present the work and/or complete tests or quizzes on the day of return to school.

Q. What if I am absent from class?

A. If you are absent from a class, your teacher will investigate why you are absent. If necessary, a cut slip will be submitted by the teacher. Please see the section for Attendance, Absences, and Excuses (Policy 5113) for specific details. Students may lose credit for the school year due to excessive absences and cuts. You may not make up any work, including taking a quiz or exam, if you cut class.

Q. How do I obtain an attendance appeal form?

A. If you receive a letter concerning attendance and need to file an appeal, you must go to the Attendance Office to request one. A committee will review your absences and determine whether or not credit for the year is to be restored. Please note that class cuts *may not* be appealed.

DISTRICT MISSION STATEMENT

With diversity as our strength, the Rahway School Community shall provide inclusive and challenging programs to accommodate the unique needs of all students, allowing them to experience success and reach their highest potential. Our programs will prepare all students to achieve the NJ Core Curriculum Content Standards (NJCCCS) and New Jersey Student Learning Standards (NJSLS), and to become independent and self-sufficient adults who will succeed and contribute responsibly in the global community.

SCHOOL MISSION STATEMENT

With diversity as our strength, the Rahway High School Community shall provide inclusive and challenging programs to accommodate the unique needs of all students, allowing them to experience success and reach their highest potential. Our programs will prepare all students to achieve at established local, state and federal levels. In addition, these programs will prepare them to become independent and self-sufficient adults who will succeed and contribute responsibly in the global community.

SCHOOL BELIEFS: “D.R.E.A.M.”

Diversity is a strength of our school community and, as such, we seek to provide inclusive programs to accommodate the needs of all learners.

Responsible citizenship is an expectation that we believe is required of students in order for them to be independent and self-sufficient adults.

Ethical conduct by all members of the school community is an unwavering tenet that we believe must guide the actions of all stakeholders in our school community.

Academic success is an essential outcome for all learners that we believe must guide all students throughout their high school careers.

Marketable skills are an essential series of components that we believe must be understood and mastered by all graduates in order for them to lead successful and productive lives in the 21st century.

TELEPHONE NUMBERS – Area Code (732)

ADMINISTRATION

Dr. C. Fields, Principal	396-2911
Ms. C. Rivera, Vice Principal	396-1101*
Ms. M. Hennessy, Vice Principal	396-1075*
Mr. C. Darius	396-1085*
Main Number	396-1090
Attendance Office	396-1080*
Main Office	396-1100*

STUDENT ASSISTANCE COUNSELOR/DISTRICT ANTI-BULLYING SPECIALIST

Mr. W. Picone	396-1090 x4095*
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SCHOOL NURSE

Ms. C. Lesinski	396-1088*
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GUIDANCE COUNSELORS

Ms. N. Gleason	396-1090 x2903
Ms. C. Goldman	396-1090 x1083
Ms. J. Miserentino	396-1090 x1077
Ms. D. Sainte	396-1090 x1078
Mr. J. Garay	396-1090 x1079

CHILD STUDY TEAM

Mr. L. Abramowitz, Director of Children Services	396-1035
Mr. G. Provenzano, School Psychologist/HIB Specialist	396-1090 x1066*
Ms. E. LaTorra, Social Worker	396-1090 x1094*
Ms. E. Rieder, Social Worker, Learning Consultant	396-1090 x1028*
Ms. C. Shannon, Social Worker	396-1090 x1095*
Dr. K. DeVito, Social Worker	396-1090 x1209*

ALTERNATIVE CENTER FOR EDUCATION (ACE)

Mr. T. Lewis, Director of ACE/Athletic Director	396-1000 x1197
Ms. J. Mannix, Assistant Director of ACE	396-1000 x2964
Mr. K. O'Callahan, School Social Worker	396-1000 x2907
Mr. S. O'Riordan, Guidance Counselor	396-1000 x2963

The phone system requires callers to dial the Main Number then follow prompts. *Numbers with an asterisk are direct numbers. In the event of severe inclement weather, dial the Main number then Press "1."

PHONE NUMBERS/SPECIAL INFORMATION

Absence	Attendance Office (1 st Floor)	396-1080
Bus Information	Attendance Office (1st Floor)	396-1080
Locker Help	Attendance Office (1st Floor)	396-1080
Lost and Found	Main Office	396-1100
	and Attendance Office	396-1080
RHS Website	www.rahway.net/rhs	
Suicide Hotline	1-800-448-3000	

2ND FLOOR: New Jersey's Youth Helpline

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2nd FLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information and try the message board!

DISCLAIMER

We are not responsible for any lost or stolen items. Students are strongly encouraged to leave valuables at home. Students must secure all belongings in their individual school-issued locker. Physical education students must provide their own lock, which must be removed daily.

SCHOOL CLOSING/DELAYED OPENINGS

During the school year, it may become necessary to close school or delay the opening of school due to inclement weather or other emergency situations. Parents and staff members will receive announcements from the Global Connect automated telephone system with regard to emergency school closings resulting from stormy or inclement weather or any other emergency. Home telephone numbers are obtained from our student management system. It is important to keep your telephone number up to date with your child's school; otherwise, you will not receive a call. In the event of a severe inclement weather, information about school closings or delayed openings can also be obtained as follows:

- High School – Dial 732-396-1090 and press “1”
- District Website - <http://www.rahway.net>
- WNBC TV Channel
- 101.5 FM

SNOW EMERGENCY/INCLEMENT WEATHER

In case of inclement weather, tune into 101.5 FM or WNBC TV Channel 4. You may also call 396-1090 and press “1” to hear the recording or use the district website (<http://www.Rahway.net>).

DELAYED OPENING TRANSPORTATION SCHEDULE

On delayed opening days, the morning pickup schedule will be two (2) hours later than the normal pickup time. All other bus schedules will remain unchanged.

DAILY BELL SCHEDULE

RHS Daily Schedule 7:12 AM – 3:23 PM	RHS Shortened Day Schedule 7:28 AM – 1:02 PM	RHS Delayed Opening Schedule 10:05 AM- 3:07 PM
Period 1 7:12-7:57	Period 1 7:28-7:57	No Period 1 Class Due to Delay
Homeroom 8:00-8:10	Homeroom 8:00-8:10	Homeroom 10:05-10:14
Period 2 8:13-8:58	Period 2 8:13-8:42	Period 2 10:17-10:46
Period 3 9:01-9:46	Period 3 8:45-9:14	Period 3 10:49-11:18
Period 4 9:49-10:34	Period 4 9:17-9:46	Period 4 11:21-11:50
Period 5(Lunch)10:37-11:22	Period 5 9:49-10:19 (Lunch)	Period 5 (Lunch) 11:53-12:24
Period 6 (Lunch)11:25-12:10	Period 6 10:22-10:52 (Lunch)	Period 6 (Lunch) 12:27-12:57
Period 7 (Lunch)12:13-12:58	Period 7 10:55-11:25 (Lunch)	Period 7 (Lunch) 1:00- 1:30
Period 8 (Lunch) 1:01-1:46	Period 8 11:28-11:58 (Lunch)	Period 8 (Lunch) 1:33- 2:03
Period 9 1:49-2:35	Period 9 12:01-12:30	Period 9 2:06- 2:35
Period 10 2:38-3:23	Period 10 12:33-1:02	Period 10 2:38- 3:07

RAHWAY PUBLIC SCHOOLS 2021-2022 CALENDAR

Calendar is subject to change.

Early dismissal is at 12:30 p.m.

September	2	New RHS Student Orientation
September	3	School Closed
September	6	School Closed - Labor Day
September	7	School Closed - Rosh Hashanah
September	9	First Day of School for Students
September	16	School Closed - Yom Kippur
September	29	Back-to-School Night
November	2	School Closed-Staff Development
November	4-5	No School – NJEA Convention
November	17-18	P/T Conferences-Early Dismissal Pre K-8 Only
November	19	P/T Conferences-Early Dismissal Pre K-6 Only
November	24	Early Dismissal – All Grades
November	25-26	School Closed –Thanksgiving Recess
December	23	Early Dismissal-All Grades
December	24-31	School Closed – Winter Recess
January	17	School Closed – Martin Luther King, Jr. Day
February	7	School Closed – Staff Development
February	10	Early Dismissal - Parent Teacher Conferences – RHS Only
February	21	School Closed - Presidents’ Day
March	14	School Closed - Staff Development
April	15	School Closed – Good Friday
April	18-22	School Closed – Spring Recess
May	26	Tentative unused inclement weather day
May	27	Tentative unused inclement weather day
May	30	School Closed – Memorial Day
May	31	Tentative unused inclement weather day
June	20-22	Early Dismissal- All Grades
June	22	Last Day of School

Three (3) days are set aside for closings due to inclement weather. If one day is used, school will be open on May 26; if two days are used, school will be open on May 26 and May 27; if three days are used, school will be open on May 26, May 27 and May 31st. If more than three school days are cancelled, school will be open on the following dates as needed and in this order: April 22, April 21, April 20, April 19, April 18.

CALENDAR FOR PROGRESS REPORTS, GRADES, AND TESTING 2021-2022

Calendar is subject to change.

FIRST MARKING PERIOD: September 8 - November 3, 2021

Marking Period 1 closes: November 3, 2021

Report Cards available: November 16, 2021

SECOND MARKING PERIOD: November 8 - January 28, 2022

Marking Period 2 closes: January 28, 2022

Report Cards available: February 11, 2022

THIRD MARKING PERIOD: January 31 - April 6, 2022

Marking Period 3 closes: April 6, 2022

Report Cards available: April 25, 2022

FOURTH MARKING PERIOD: April 7 - June 22, 2022

Marking Period 4 closes: June 22, 2022

Report Cards available: June 29, 2022 _____

FINAL EXAMS: June 15, 16, 17, 20, 21

Note: June 15, 16, 17 Early Dismissal (HS Only); June 20, 21, 22 Early Dismissal (Entire District)

GRADUATION DATE: June 22, 2022

All student progress reports and report cards are mailed electronically. Teacher's comments are visible as soon as they are entered into the portal. It is important that parents inform the Guidance office of any change to an email address. All parents/guardians are encouraged to create a PowerSchool Parent Portal account. Sign up at www.Rahway.net.

***NOTE:** At their discretion, building principals may require grades to be completed sooner for some grade levels or subject areas for MP4 and Final Exams.

STANDARDIZED TESTING DATES 2021-2022

Calendar is subject to change.

WritePlacer: 10/13

Accuplacer: QAS will be given on a case-by-case basis

ASVAB: 12/10

NJSLA Testing: Spring Date TBD

PSAT/NMSQT: 10/13 (Grades 9-11)

ACT: 12/11/21 and 6/11/22.

ACT administered at RHS. Contact Dana Sainte at x-1078.

AP Testing: 5/2 - 5/13

SAT: 8/28/21, 10/2/21, 11/6/21, 12/4/21, 3/12/22, 5/7/22, and 6/4/22.

SAT administered at RHS. Contact Edith Rieder at x-1028.

Biology – End-of-Course Test: Spring Date TBD

Check the Guidance web page for registration and most current testing information. Additional dates for Accuplacer and ASVAB testing are arranged throughout the school year.

RAHWAY BOARD OF EDUCATION POLICIES

Each policy in its entirety is available in the Main Office and on www.rahway.net.

STUDENT TRANSPORTATION - File 5341.1

The Rahway Board of Education directs the superintendent to supervise development of bus routes to provide safe, economical, and reasonably expeditious transportation for: students who live remote from the schoolhouse as defined by New Jersey law; educationally disabled students in accordance with their IEP; students participating in board-approved extracurricular activities or field trips; students whose route to the school is deemed hazardous by the board; other students as required by law. The criteria to be used in designing routes and assigning students to them shall include: the distance to be traveled to and from school; the age and state of health of the child; the requirements of the instructional program; and the hazards involved on the route to be traveled.

ATTENDANCE, ABSENCES, AND EXCUSES (Policy 5113)

GENERAL ATTENDANCE RULES AND REQUIREMENTS FOR ALL STUDENTS

The attendance of each enrolled student in a school register must be recorded as either present, absent or excused for religious observance by a teacher or other authorized person each day that school is in session. If a central or computerized register is used, each classroom teacher must keep a separate record of attendance.

Each student's attendance shall be monitored so that a student is not absent for 10 consecutive days or more without an investigation of the reason. Schools will make a good faith effort to contact the parent/ guardian to learn the reason for each absence of every student.

Students in grades K-12 must complete four (4) hours of school to be considered present for the full day and eligible for extracurricular activities on a given day.

Students are required to make up all work missed due to their absence.

If a student is absent, the parent/guardian is responsible for notifying and informing the school as to the reason for the absence on the morning of the absence.

Family vacations taken during the school year are not excused absences and are strongly discouraged when school is in session.

THE AGE OF MAJORITY

Although the Board recognizes the student who has reached the age of majority (18 years of age), the school will still contact the custodial parent (where the child is domiciled) to inform the parents of the attendance and discipline record of their child. *Students who are 18 years of age are not permitted to sign out unless a parent is present, a note is presented or a verbal confirmation to the attendance office is granted.* Proof of a medical appointment, court appearance or letter from a parent should be submitted to the attendance office upon return. Absences will apply during the time any student is not in a scheduled class. *Students who are 18 may not sign in and out of school during their designated lunch hour.*

PROCEDURE TO REPORT AN ABSENCE (GRADES 9-12)

Upon return to school, the student shall report to the Attendance Office with a written note from a parent or guardian explaining the nature of the absence.

Arrangements to make up the work must be initiated by the pupil or parent/guardian.

Students must sign into school no later than 8:05 a.m. in order to be marked present for school.

When a student arrives late to school, is sent home, or leaves school early for any reason, absences from class or classes missed will be included in the total number of absences.

Students absent more than the allotted days will not earn credit for the class or classes from which they are absent.

MAXIMUM ABSENCE ALLOTMENT

- a. Students will be allowed a maximum of eighteen (18) days for a full-year course, thirteen (13) for a three-quarter year course, nine (9) for a half-year course, and five (5) for a quarter-year course.
- b. The maximum allotment for students entering school after the first marking period will be appropriately prorated.
- c. Absence from class due to participation in a school-sponsored, approved or mandated activity (such as field trips, athletic, or academic competitions) will not be included in the maximum total of absences.
- d. Suspension does not count toward the maximum total of absences.

- e. Students losing credit will be removed from all extra-curricular activities (sports, band, etc.).
- f. Upon learning a pupil may be absent due to a long-term illness (hospitalization, etc.), the parent/guardian should:
 - i. contact the student's guidance counselor
 - ii. contact the Attendance Office
 - iii. contact the Department of Services for Children to arrange for home instruction

WITHHOLDING OF CREDIT

There remains an expectation that to successfully complete a full year course, a student must be present for more than 90% or 162 days of the school year. Therefore, for those students who attend less than this number at the secondary level, credit will be withheld. The number of days will be prorated (see above). All days (with exception of religious excuses) will be counted toward the total number of absences.

TARDINESS TO SCHOOL OR CLASS AND CUTTING

Students who are late to school must sign in at the attendance office. Students who do not follow the sign-in procedure will receive consequences. More than 18 absences for the school day will result in loss of credit for the school year in all classes, unless an attendance appeal is timely filed and granted by the high school administration.

Failing to report or arriving twenty (20) or more minutes late to a class, unexcused, will result in a cut from that class. These cuts will be included in the total number of allowed absences.

A loss of credit will be imposed on the:

5th cut in a full-year class

4th cut in a $\frac{3}{4}$ year class

3rd cut in a $\frac{1}{2}$ year class

2nd cut in a $\frac{1}{4}$ year class

- A. Students are expected to be in class on time, including homeroom.
- B. Students are to be admitted to class when they are late. For every five (5) unexcused lateness to class, the student will receive an absence from that class.

- C. Twenty (20) minutes late to class, unexcused, will be treated as a cut from that class. Failing to report, or arriving twenty (20) or more minutes late to a class-unexcused, or leaving class and failing to return will result in a cut from that class. Cuts will be charged against the maximum number of allowed absences.
- D. Students will be ineligible for course credit after five (5) cuts for a full-year course, four (4) for a three-quarter year course, three (3) for a half-year course, and two (2) for a quarter-year course.
- E. Consequences for Lateness to school or class:
 - i. After five (5) unexcused lates, an administrative detention will be assigned.
 - ii. After ten (10) unexcused lates, the student will be assigned a Saturday Detention.
 - iii. After fifteen (15) unexcused lates, the student will be assigned administrative detention.
 - iv. On the 20th and subsequent late to school, the student will be assigned one Saturday detention and cycle repeats every five (5) tardies.

ATTENDANCE RECORDS AND NOTIFICATION

Absence from school shall be reported by the homeroom teacher to the student and his/her parents/guardians quarterly on the report card. Such school absence and/or tardiness will also be recorded on the pupil's permanent record. Parents/guardians will receive periodic and timely notification of their child's absences and tardies from the attendance office. The student's guidance counselor will confer with a student in jeopardy of no credit status. The parents/guardians of a pupil who loses credit for a course due to excessive absenteeism will receive a final notice by mail from the Attendance Office.

Students exceeding the allotted days who have evidence of extenuating circumstances may petition the Attendance Appeal Committee for a review of such evidence.

Excess absence from and/or tardiness to individual classes shall be noted by that subject teacher on a warning letter, the progress report and the report card by using the appropriate comment number. The teacher shall notify the counselor whenever attendance is a problem. At that time, the counselor will notify the pupil and parent/guardian and a conference will be completed. If needed, the Vice Principal for Attendance should participate in this conference.

TRUANCY

Truancy occurs when a student is absent from school without good cause or notification to the Attendance Office. All days truant will be charged as absences. It is the parent's responsibility to call in his/her child's absence.

ATTENDING OTHER CLASSES

Students will not be excused to attend any other class in the building in which they are not assigned. Permission to attend another class (i.e. make-up work, independent study under the direction of a teacher) will only be allowed by the principal or vice principal. Cuts will be issued for any class not attended.

APPEAL PROCESS

The Board of Education and the Administration are aware that unforeseen factors may create hardships relating to this attendance policy. Any parent/guardian may appeal a decision affecting his/her son/daughter by appealing to the Attendance Appeal Committee. This committee is established by the principal at the beginning of each school year, and shall consist of the vice principal in charge of attendance, a guidance counselor, the school nurse, and two or three teachers. A member of the Child Study Team will be included for pupils eligible for special education. This committee shall meet as needed to review those requests forwarded by the principal or vice principal.

- a. Parents, guardians or adult students must submit a written request for consideration of the no credit status to be submitted by the parent to the Vice-Principal for Attendance within five days of receipt of the letter from the school or date of report card distribution (whichever occurs earlier). Upon such request, the pupil will continue his/her work in class or classes, pending the outcome of the appeal. *Appeals submitted after May 15 of a school year will be considered at the sole discretion of the principal in consultation with the Superintendent of Schools.*
- b. A response concerning the attendance appeal will be issued within thirty days of receipt of the written appeal and all supporting evidence. Such responses may allow for a period of academic credit probation of sufficient length to evaluate changes in the student's progress, academic standing, and implementation of recommendations prior to issuing a final decision to approve or disapprove the appeal. The principal is assigned the discretion to approve outcomes which establish partial credit or other opportunities for credit acquisition as may be appropriate on a case-by-case basis.
- c. The following represent foreseeable reasons for requesting an appeal. Documentation must be presented at the time of the appeal:
 - i. Medical excuse (accompanied by a doctor's note)
 - ii. Death in the family
 - iii. Court or other judicial proceedings
 - iv. Religious reasons (as noted by N.J.S.A. 18A:36-16)
 - v. Special circumstances on a case-by-case basis

Students who lose credit due to class cutting will not be allowed to appeal the loss of credit.

CHILD ABUSE AND NEGLECT (Policy 5141.4)

Schools are the only places in which children are seen daily during periods of time by professionals trained to observe their appearance and behavior. Not only does the school setting offer a continuum of time for observation, it offers the unique opportunity to compare and contrast behaviors which are unusual with those which are not unusual.

The Rahway Board of Education believes that the physical and mental well-being of all children in its charge must be maintained as a prerequisite to achievement through the formal education process. The school district will cooperate with the New Jersey Division of Child Protection and Permanency (DCP&P) in identifying and reporting all suspected cases of child abuse or neglect. The Board of Education directs the superintendent to develop and implement procedures for compliance with statutory requirement and that all instances of suspected child abuse or neglect be reported. In addition, the board further directs that a procedure of early identification of missing children be developed and implemented.

The superintendent shall cause this policy and the implementing regulations to be discussed at faculty meetings in all schools and see that copies of this policy and regulations are posted on the staff bulletin boards of every building.

CONDUCT (Policy 5131)

PHILOSOPHY

The Rahway Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students. The Board of Education expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities and for the care of school facilities and equipment.

The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. Students are required to conform to reasonable

standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority.

The Board believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff, and community, producing an atmosphere that encourages students to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

In all cases of pupil discipline and management, the rights of the pupil shall be protected without regard to race, sex, religion, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or any other distinguishing characteristics. The policies, rules and regulations included in this code are intended to be used as a guide for pupils, parents/guardians and all school personnel and in accordance with law.

Pupils under suspension shall be given the opportunity to make up work missed. As a general rule, the student will have one day to make up missed assignments per each excused absence.

If a pupil believes he/she has been unjustly treated, he/she may use the grievance procedures, as adopted by the Board of Education.

The administration reserves the right to alter these basic guidelines in accordance with the sensitivity of the individual case, parent/guardian cooperation and availability of special services. The prime concern is to resolve the problem and to benefit all concerned.

CONDUCT AWAY FROM SCHOOL

School authorities have the right to impose a consequence on a student for conduct away from school grounds, including on a bus or at a school sponsored function, on the way to and from school and weekend activities that is consistent with the district Board of Education's Code of Student Conduct pursuant to N.J.A.C. 6A:16-7-1.

SUBSTANCE ABUSE

In accordance with statute and code, penalties shall be assigned for use, possession, and distribution of prescribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense in accordance with policy 5131.6 Drugs, Alcohol, Steroids, Tobacco (Substance Abuse). Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

If a student is suspected of being under the influence:

- He/she must undergo an immediate medical examination.
- A written report of this physician's examination including a diagnostic screening must be provided to the principal within 24 hours. If results are not immediately known, the doctor may furnish a letter stating the student is physically and mentally able to return to school.
- If a negative result is found, the student returns immediately to school.
- If the test is found to be positive, the student is immediately returned to the parent/guardian and suspended from school for a period of five (5) days. In this time period, the student and parent must participate in a conference with the Substance Awareness Coordinator.
- Failure to provide a report from the doctor will automatically be viewed as a positive test result.

Possession of an illegal substance (drug or alcohol) on school property, transport or at a school function will cause the student to be suspended from school for ten (10) days in addition to having a police complaint filed based upon the substance and charges. The Board of Education reserves the right to commence long-term suspension or expulsion proceedings on any student found to sell, possess or distribute illegal substances on or away from school grounds.

SUSPECTED SUBSTANCE ABUSE

New Jersey Statute 18A:40A-12: Reporting, examining and treating pupils. A. Whenever it shall appear to any teaching staff member, school nurse or other educational personnel of any public school in this State that a pupil may be under the influence of substances as defined pursuant to section 2 (18A:40A-9) of this act, other than anabolic steroids, that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be, or to a substance awareness coordinator, and to the principal or, in his absence, to his designee. The principal or his designee, shall immediately notify the parent or guardian and the superintendent of school, if there be one, or the administrative principal and shall arrange for an immediate examination of the pupil by a doctor selected by the parent or guardian, or if that doctor is not immediately available, by the medical inspector, if he is available. If a doctor or medical inspector is not immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination accompanied by a member of the school staff designated by the principal and a parent or guardian of the pupil if available. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil is under such influence. A written report of that examination shall be furnished within 24 hours by the examining physician to the parent or guardian of the pupil and to the superintendent of schools or administrative principal. If it is determined that the pupil was under the influence of a substance, the pupil shall be returned to his or her home as soon as possible and shall not resume

attendance at school until the pupil submits to the principal a written report certifying that he or she is physically and mentally able to return thereto, which report shall be prepared by a personal physician, the medical inspector or the physician who examined the pupil pursuant to the provisions of this act.

SMOKING/USE OF TOBACCO (N.J.S. 2C:33-13B)

Smoking is prohibited on school property. A formal court complaint may be filed against any student who violates this rule. All court fees and fines are the responsibility of the student and the parent/guardian.

HARASSMENT, INTIMIDATION OR BULLYING – *Refer to Policy 5145.4, Equal Educational Opportunity (Harassment) Policy and Regulations and to Policy 5145.6-R, Student Grievance Procedure for additional information.*

Incidents or acts of harassment, intimidation or bullying (as well as bystander activities) are prohibited at Rahway High School. Students seeking assistance involving a matter of harassment, intimidation or bullying should report it to any one of the following professional staff members: principal, vice principal, guidance counselor, nurse or teacher.

The Rahway Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation, or bullying.

The board expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves, in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The board prohibits acts of harassment, intimidation, or bullying against any student. School responses to harassment, intimidation, and bullying shall be aligned with the board-approved code of conduct which establishes standards, policies, and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school-sponsored functions.

In addition, the superintendent shall ensure that this policy is applied to incidents of harassment, intimidation, and bullying that are committed off school grounds in cases where a school employee is made aware of such actions.

“Harassment, intimidation, or bullying” is defined as any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function, on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that:

A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his or her person or damage to his or her property; or

B. Has the effect of insulting or demeaning any student or group of students; or

C. Creates a hostile educational environment for the student by interfering with his or her education or by severely or pervasively causing physical or emotional harm to the student.

“Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

The Board of Education believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians and staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

The board prohibits reprisal or retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation, or bullying by any student, school employee, board member, contracted service provider, visitor, or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the superintendent and/or principal or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and board policies and procedures.

Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation, or bullying shall not be tolerated. Any student, school employee, board member, contracted service provider, volunteer, or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including short- and long-term suspension or expulsion, as permitted by law.

SEXUAL HARASSMENT

Particularly, the Board of Education shall maintain an academic environment that is free from sexual harassment. Sexual harassment shall consist of unwanted and unwelcome sexual advances, requests for sexual favors, and other inappropriate conduct or communication of a sexual nature when made by any staff member to a pupil, by any pupil to another pupil or by any pupil to a staff member when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a pupil's evaluation, promotion, opportunities, privileges, and other benefits of education;
- b. Submission to or rejection of such conduct by a pupil is used as a basis for decisions affecting the pupil;
- c. Such conduct has the purpose or effect of interfering with a pupil's academic performance or creating an intimidating or hostile educational environment.

The administration will inform all pupils that sexual harassment is prohibited in the educational setting. Specifically, no person employed by the district or by a vendor, or acting in a voluntary capacity, shall threaten or insinuate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect the pupil's standing in the school setting. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communications of a sexual nature within the school setting.

Any member of the student body may file a formal grievance related to sexual harassment. The district's Affirmative Action Officer will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged harasser. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the pupil's status nor affect future grades or class assignments. Findings of discrimination in the form of sexual harassment will result in appropriate disciplinary action.

Procedures shall be made available for pupils and/or parents/guardians who wish to file a grievance protesting alleged discriminatory or sexually (or other)

harassing action. An immediate report of the allegation should be made to the affirmative action officer or chief school administrator. Violations of this policy or its related procedures shall be cause for appropriate disciplinary action.

DATING VIOLENCE AT SCHOOL

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct. All acts or incidents of dating violence at school shall be presented to the Principal or designee in accordance with the provisions outlined in Regulation 5519. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, detention, out-of-school suspension reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

CYBER BULLYING

Any harassment or bullying occurring through electronic mediums, such as the Internet and instant messaging, chat rooms or personal web-pages will not be tolerated and offenders will be subject to appropriate legal and school disciplinary action.

HATE CRIMES/BIAS INCIDENTS

An employee of the board who becomes aware in the course of his/her employment that a student or other staff person has committed a hate crime or is about to commit one shall immediately inform the building principal and chief school administrator. All incidents of hate/bias shall be reported whether they occur during school hours, on school grounds or otherwise.

USE OF PARKING LOT/STUDENTS DRIVING TO SCHOOL

Student parking tags will be issued to *seniors*. All student automobiles must be registered in the office of the Grade 12 Vice Principal. School lots are under the jurisdiction of the Rahway Police Department. The RHS parking tag must be displayed on the rear view mirror of the registered vehicle. A parking tag will be issued for the duration of each semester via a lottery system. A student may enter the parking lottery for only one semester. Up to 25% of the available student parking spaces may be awarded based on merit. Parking spaces are available on a first come, first served basis. Students must park in the area designated for them. Do not drive fast or recklessly. There are times that one may be issued a violation notice to indicate improper parking. Violators will be issued Saturday Detention or out-of-school suspension. Additionally, a violator may have his/her parking privilege suspended or revoked or may have his/her car towed. All costs will be borne by the owner. *A student may not leave the school building to go to his/her car during the school day.*

CAFETERIA/LUNCH PERIODS

Students are expected to arrive at the cafeteria promptly and behave maturely. *All refuse must be placed in the trash containers. Tables must be left neat and clean. No food or drink is to leave the cafeteria unless the student is attending a science lab (that will be identified on the student's ID and/or departmental pass).* In addition, after the first day of school, applications for free and reduced price lunches may be obtained in the Attendance/Vice Principal's office.

A cold lunch (e.g. a sandwich) will be provided in the event that a student is without lunch on a limited basis of five replacement/charges per year.

However, each lunch must be paid back the next day. Unpaid lunches will result in fine cards. Fees must be paid by the close of the current school year.

Please note: You must complete an application every year to be eligible or continue to receive Free/Reduced Price School Meal Benefits. Following is the link: <https://www.rahway.net/Page/493>

ACADEMIC INTEGRITY

Any attempt to obtain credit for work done by another is totally unacceptable at Rahway High School. This includes cheating on tests, copying the work of others, copying word-for-word from published works (plagiarism) and similar activities. If a cell phone or other electronic device is confiscated from a student during a test, quiz, etc., a grade of zero will be given. When a student participates in a form of academic dishonesty:

1. A zero will be assigned as a grade.
2. No extra credit work will be issued to raise the grade.
3. A parent(s)/guardian(s) will be notified by the teacher and the guidance counselor.
4. An assistant principal will be notified.
5. Any subsequent offense will result in removal from class and loss of credit for the year.
6. Membership in any honor society may be terminated.

PLAGIARISM

Plagiarism is a form of cheating. Plagiarism is avoidable by citing the source from where the information presented in a speech or written in a paper is obtained. The material must illustrate the student's independent thinking. Teachers at Rahway High School take measures to instruct students in producing work that avoids plagiarism.

DRESS CODE (Policy 5132)

The board recognizes that each pupil's mode of dress and grooming is a manifestation of personal style and individual preference. It is neither the intention of the board to usurp parent/guardian prerogative for determining appropriate grooming for their children, nor to use style, fashion, or taste as a sole criteria for exclusion from instruction. The way in which an individual dresses and the manner in which he/she behaves has a bearing on how others react to him/her. It is also recognized that students' dress affects their behavior and the general tone of the learning environment. Keeping in mind that styles change with the times, all attire must be safe, neat, and clean. Clothing appropriate to an office work environment serves as a guideline. Namely, students are expected to wear clothing appropriate to a corporate office, such as collared shirts, long dress slacks, and dress shoes, and dress for success. If a new style is disruptive, presents a threat to safety or health, or violates the law, it will not be permitted in school. The board encourages all to behave and dress in a way that is in good taste and in a style conducive to safe participation in learning. Although this list does not attempt to include all items, the following are to be observed:

A. Acceptable tops:

1. All shirts and tops must cover the shoulders, stomach and back completely;
2. No tank style shirts are permitted;
3. Hooded sweatshirts may be worn as long as the hood remains down;
4. No see-through or mesh fabric;
5. Undergarments of any type are not to be visible at any time.

B. Acceptable bottoms/pants:

1. No see-through or mesh fabric;

2. Must be worn with the waistband at the hip or higher with belts preferred (no sagging pants);
3. Leggings must be worn with a skirt, dress, or top that falls mid-thigh;
4. May not wear excessively ripped jeans, skirts, shorts, capris, etc.;
5. Undergarments of any type cannot be visible.

C. Acceptable shorts/skirts:

1. Must be to the mid-thigh or longer;
2. See above – pants;

D. Acceptable footwear:

1. Sneakers or closed-toe shoes free of any graffiti or writing;
2. Sandals may be worn provided they have a secure strap around the heel/ankle, a secure strap around the top of the foot, and a secure supportive sole;
3. No flip flops, beach shoes, or slippers.

E. Headgear:

1. No hats or head covering unless it is part of a religious observation and pre-approval has been granted;
2. All hats must be stored in lockers during the school day.

F. Outerwear:

1. All coats, gloves, hats, scarves, and snow/rain boots worn over shoes are to be stored in student lockers during the school day.

G. Specifically prohibited:

1. Pajamas of all types;
2. Clothing considered a distraction, disruption, indents, or having a negative effect on the image of the school;
3. Sunglasses without a medical exception;
4. Clothing or accessories considered a potential danger to others or that may damage property;
5. Any item that could be considered gang-related such as bandanas, beads, scarves, affiliation flags, or any other marker;
6. Undergarments of any type are not to be visible at any time.

Decisions as to appropriateness:

1. The board acknowledges that styles change rapidly. Accordingly, the board assigns the building administration and superintendent the final decision as to the appropriateness of students' dress may need to be determined from time to time.

2. Students are expected to comply with administrative decisions regarding dress and grooming pending the outcome of any grievance filed under policy 5145.6.

Compliance: If compliance becomes an issue, progressive discipline measures will be instituted as follows:

1. First and second violation: Detention/Student action form mailed home;
2. Third violation: Saturday Detention/Student action form mailed home;
3. Fourth and subsequent violations: Parent/guardian meeting/Saturday detention/Student action form mailed home;
4. Continued violations may be viewed as insubordination resulting in suspension and/or exclusion from extracurricular activities in accordance with district policy, the code of conduct, and the discretion of the administration.

If the situation is rectified before any disciplinary action takes place, discipline will be nullified but will still be recorded as a violation. Students should arrive at school dressed appropriately each day.

Exceptions:

1. Participation in "School Spirit" weeks, JROTC requirements, pep rallies (athletic participants), Peer Leadership programs, and any other board-approved program that requires alternative dress will be acceptable during the scheduled function.
2. Any religious observance that requires alternative dress will be exempted (including head coverings).
3. The day of Senior Prom only: Head coverings will be allowed for other than religious reasons.

CENTRAL DETENTION

Central Detention will be a consequence for infractions such as: minor hall infractions, minor cafeteria infractions, failure to attend teacher detentions, tardiness to school and any infraction deemed appropriate by the administrator. Central detention will be held for a minimum of 45 minutes.

There is no latitude for tardiness. Those more than five minutes tardy will be treated as absent and will have two opportunities for make-up.

SATURDAY DETENTION RULES AND REGULATIONS

Rules and regulations for Saturday Detention includes the following:

- A. Students must report to the high school cafeteria by 8:30 a.m. sharp and remain until 10:30 a.m.
- B. Students must report with all books and appropriate schoolwork materials.

- C. Students must remain quiet and work on all school related subjects during the entire period. There is no group work permitted.
- D. Students must conform to the Rahway High School Dress Code and Code of Behavior.
- E. Students who are disruptive or uncooperative will be sent home immediately. A parent meeting will be scheduled. A potential out-of-school suspension may ensure.
- F. There is no latitude for tardiness. Those tardies will be treated as unexcused absences from the program.
- G. Failure to attend a Saturday Detention will result in a two day suspension from school.

OUT-OF-SCHOOL SUSPENSION FOR ALL OFFENSES

For any offense, out-of-school suspension deemed reasonable by the building principal and the superintendent shall be appropriate. A parent conference shall be required.

Referral to a Child Study Team shall be at the superintendent's discretion. A police complaint shall be made for suspected criminal behavior, or the superintendent shall be informed as to why it should not, and the superintendent shall have the right to take such action nevertheless.

OUT-OF-SCHOOL SUSPENSION PROCEDURES

1. Every effort will be made to contact the parent/guardian by telephone. A letter by mail will follow. If a parent/ guardian can be reached prior to Period 3, a suspension can start on that day.
2. An out-of-school suspension does not end until the student is officially readmitted, provided all requirements for readmission have been met.
3. Readmission will occur only after a conference has been held with the student, his or her parent/guardian, and the necessary school officials.
4. Depending upon the offense and the individual incident, a telephone conference may be accepted.
5. Students under suspension are forbidden to enter Rahway Board of Education property while on suspension. This includes being spectators or participants in athletic events, activities, dances, plays, clubs, or any other school-sponsored activity.
6. Upon the 10th cumulative day a student is subject to the loss of their attendance/participation in all extracurricular activities including the prom and graduation ceremonies.
7. Students who enter will be charged with trespassing according to N.J.S.A. 2C:18-3.

8. Denying a student the right to make up school work because of a suspension is double punishment and not permitted. It is the student's responsibility to contact their counselor/teacher for work.
9. Upon the third out-of-school suspension, the I&RS and referral services team will meet to develop an appropriate educational intervention system.

Note: If a student is a shared-time student, he/she may not return to either school until he/she is readmitted to the school from which the suspension occurred.

SENT HOME FOR PARENT CONFERENCE

If a student is sent home for a parent/guardian conference, the student will not be readmitted to school until the parent/guardian attends a conference which includes the teacher, administrator, student, guidance counselor and/or agent of the board.

WEAPONS AND DANGEROUS INSTRUMENTS

In cases of suspected criminal offenses, legal action will be mandatory.

The board shall expel from school for a period of not less than one year any pupil who is determined to have brought a weapon or any other unsafe or illegal articles, to any school under the jurisdiction of the board, except that the board may modify this expulsion requirement for a pupil on a case-by-case basis. A weapon shall include, but not be limited to, firearms, knives, razors, brass knuckles, clubs or any other unsafe or illegal articles or instruments which are possessed, used, or which may be used in an offensive manner or an attack or defense.

The provisions of this section shall be construed in a manner consistent with State and Federal Law and regulations governing handicapped and/or educationally disabled pupil in violation of this provision, be permitted to remain in that pupil's regular school setting pursuant to any Individual Education Program (IEP) prescribed by a Child Study Team. Nothing contained herein shall be construed to prevent the Board that has expelled a pupil from such a pupil's regular school setting room to provide educational services to such pupil in an alternative setting.

HALL PASSES

It is a privilege to be issued a hall pass and students must not abuse this privilege. All students are required to have a hall pass when classes are in session. At the discretion of the administration, students may be restricted from having passes issued where the situation warrants.

STUDENT RECORDS

DESTRUCTION OF ATTENDANCE AND DISCIPLINE RECORDS (Policy 5125)

Five (5) years after graduation, all non-essential discipline and attendance records will be destroyed unless the attendance office is notified in writing.

Except where records are transferred to another New Jersey School district, the following records will be maintained in perpetuity: The student's name, date of birth, gender, address and telephone number at time of departure from this district, grades, attendance record, standardized test results, classes attended, grade level completed, year completed, name(s) of parent(s) or legal guardian, and citizenship status.

ELECTRONIC DEVICES

COMPUTERS/ ACCEPTABLE INTERNET USE (Policy 6142.10)

A signed parent /guardian and student Acceptable Use Form is required for student's use of the Internet. Students will be required to sign a form indicating they have read and agree to the District's Rules for Acceptable Use. Students who do not make responsible decisions about the use of technology may receive consequences. Acts or incidents may include, but are not limited to: personal (non-academic) use; insensitive, threatening, abusive, or harassing messages; and/or obscene, pornographic, or offensive materials of any kind. Violators may result in loss of Internet access and/or other computer use. Other disciplinary actions may be determined consistent with existing practices concerning student behavior. Where applicable, law enforcement agencies shall be involved.

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

(Incorporated by reference into the Rahway Board of Education Acceptable Use Policy.) These guidelines are subject to change at the discretion of the Rahway High School administration.

1. Upon entering a classroom or other instructional area, such as the school library, students will not be permitted to use their cell phones. They must be in off mode and out of sight. Students' use of all electronic devices during passing times may not interfere with their ability to hear.
2. At no time during the school day are students permitted to use the camera or video recorder device on their phone. At no time during the school day are students permitted to use the camera or video recorder device on their

phone/personal device unless given permission by their teacher for instructional purposes only.

3. At the discretion of the teacher, cell phones and other electronic devices, such as iPods, iPads and Chromebooks, can be used for instructional purposes in the classroom and are subject to the guidelines and rules established by the classroom teacher. The classroom teacher shall have the final word on cell phone use in the classroom. Students who fail to comply with any classroom rules established by the classroom teacher will be subject to disciplinary consequences for insubordination and other related code-of-conduct violations.
4. Personal cell phones and other personal electronic devices may be used in the following areas of the building so long as they are not disruptive:
 - a. During lunch time (in the cafeteria)
 - b. While they are passing from class to class
 - c. Upon entering the building at the start of the day
 - d. As they leave the building for dismissal
5. Lateness to class due to phone/electronics use will not be tolerated. Disruptions created by personal cell phones and/or personal electronic devices will subject the violator to disciplinary consequences for insubordination and/or other related code-of-conduct violations. Personal phone calls must be made in designated areas, such as an administrator's office. All students are expected to remain responsive, alert, and cooperative with any staff member who addresses a student who is using an electronic device in any area of the school – common area or classroom area or at any school function (on or off-site). Ignoring a staff member or engaging in insubordinate conduct towards a staff member who addresses a student using a personal electronic device shall subject the violator to disciplinary consequences for insubordination and/or other related code-of-conduct violations.
6. Cell phones and all other personal electronic devices are barred from being brought into any testing session (NJSLA/PARCC, SAT, PSAT, SAT, ACT, AP, etc.). Any student found in violation of this policy will be disciplined accordingly. *Please see the Guidance Office webpage for more information.*
7. Cell phones or any other electronic devices may not be used for any unlawful purposes.
8. Cell phones and electronic devices are not permitted to be used during any assemblies or events of a similar type.
9. These guidelines are subject to change at the discretion of the Rahway High School administration.
10. The Rahway Public Schools are not responsible for any lost, damaged or stolen items. Students are strongly encouraged to leave valuables at home.

RAHWAY PUBLIC SCHOOL DISTRICT FILE CODE: 5131

Exhibit CONDUCT/DISCIPLINE: RAHWAY HIGH SCHOOL

Code of Conduct Charts

Behavior Unacceptable in School	First Offense	Subsequent Offenses	Comments
Tardy to class (defined as under 5 minutes late and unexcused) Late to class (defined as between 5-20 minutes late and unexcused)	5 lates to class =1 Central Detention	Saturday Detention	Late students are to be admitted to class. If 20 or more minutes late to class, the student is charged with a cut. See Class Cutting, first offense.
Class Cutting and/or more than 20 minutes late to class*	1 st cut-warning	2 nd cut-Central Detention 3 rd cut-Saturday Detention *Subsequent cuts start the schedule over, beginning with a Central Detention	Additionally, all cuts will be charged as unexcused absences. Credit will also be withheld when a student cuts the same class: 5 times – full year course 4 times – $\frac{3}{4}$ year course 3 times – $\frac{1}{2}$ year course 2 times – $\frac{1}{4}$ year course 20 minutes late = 1 cut of that class
In Halls Without a Pass	1 day Central Detention	1 day Saturday Detention; repeat offenders 1-3 days of OSS	The student is responsible for obtaining a pass.
Cutting Teacher Detention	Central Detention	Same as first offense	
Cutting Central Detention	2 times courtesy reschedule per year	Saturday Detention	
Late to homeroom*	5 lates - Conference/ Central Detention	10 lates – Saturday Detention 15 lates –Central Detention 20 th late- Saturday Detention *cycle repeats every 5 tardies	Students must arrive at the designated homeroom no later than 8:51 a.m. Failure to sign into school will result in a consequence.
Failure to attend Saturday school	1 day OSS	Same as first offense	2 time courtesy reschedule
Leaving school building	All cuts will be charged; 1 day Saturday Detention	Parent/guardian conference required; 1-3 days OSS	

Leaving school grounds	1 day OSS; all cuts to be charged; Student must return with a parent/guardian.	2-3 days OSS; all cuts to be charged; student must return with a parent/guardian.	
Truancy	1 day Saturday Detention; parent/guardian notification	Same as the first offense.	All days marked truant are unexcused absences. The parent/guardian is responsible for calling in a student's absence.
Unacceptable Behavior	Saturday Detention or OSS, depending on severity; parent/guardian conference required.	3-9 Days OSS	Possible recommendation to the board for removal of the student from regular education program, long-term suspension, or expulsion.
Re-entry following school dismissal	1 day administrative detention	1 Day Saturday Detention; Repeat offenders 1-3 days OSS	Students may not re-enter the building once they exit. This applies to after-school dismissal and any school function.
Violation of Dress Code	Central Detention	2 nd – Central Detention 3 rd -Saturday Detention 4 th -Saturday Detention; Parent/guardian meeting	A student may be sent home to change if necessary adjustments cannot be made in school. Continued violations may be viewed as insubordinate (resulting in suspension and/or expulsion from extracurricular activities).
Bringing any of the following items to school: audio, video devices, games, phones, glasses (without Rx), any style ring joined, electrical paging device, any item deemed unsafe by the administration. During the school day, coats and any head covering will not be allowed to be worn in school.	Central Detention	Saturday Detention	According to NJSA 2C:33-19, it is a disorderly person offence to have a beeper on school property.
Eating in undesignated areas	Central Detention	Saturday Detention	
Unauthorized sale or purchase of candy, food or drink.	Confiscated and Administrative Detention.	Confiscated and Saturday Detention.	
Ordering food and having it delivered.	Confiscation, thrown away.	Confiscation, thrown away, Saturday detention.	
Food Fight/Throwing Objects In cafeteria or hallway/creating an unsafe environment	Saturday Detention or OSS, depending on the severity of the incident.	OSS	
Forging a signature/altering a pass	1 day OSS	3-5 days OSS	Forgery is a criminal offense; possible court complaint.
Disrespect; refusal to recognize/accept authority	Dependent upon nature of offense* Central Detention; Saturday Detention; OSS	3-9 Days OSS	*Administrative Interpretation

Insubordination; willful and open defiance	1-3 Days OSS; Parent/guardian conference required	3-10 Days OSS; Parent/guardian conference required; possible referral to CST; possible legal action	*Administrative Interpretation
Disrespect to the Flag (compliance with NJ 18A:36-3)	3 Days OSS; Parent/guardian conference required		Pupils may have religious or conscientious scruples against such a pledge or salute; however, they must show respect.
Plagiarism/academic dishonesty	Loss of credit on assignment.	Removal from class; loss of credit	A Parent/Guardian meeting with teacher and counselor will be held. Academic Integrity Contract recorded in discipline file.
Gambling	Saturday Detention or OSS; parent/guardian conference	5-10 days OSS	Police complaints may be signed for any offense.
Acting recklessly	Saturday Detention	1-3 days OSS	Administration will determine suitable action.
Smoking	1 day OSS; Court complaint	3 days OSS; parent/guardian conference to include all persons on signed complaint.	Smoking is prohibited for all persons on school property in accordance with NJ Law.
Use of obscenities/ pornography	Saturday Detention or OSS	5-10 Days OSS; Parent/guardian conference.	Nature of obscenities and pornography varies; administration will determine suitable action.
Stealing, destruction of school property, initiating a false fire alarm, fireworks, arson, trespassing, any other disorderly person offense	10 days OSS; Complaint signed; parent/guardian conference required; potential referral to CST; superintendent hearing.	10 days OSS; Court Complaint signed.	For each subsequent offense, a recommendation to the Board of Education for expulsion will take place.
Improper Contact	Punishment may range from a warning to OSS		Because the nature and degree of such contact may vary, the punishment will be determined by administration.
Harassment (sexual and/or verbal)	5 Days OSS; parent/guardian conference required	5-10 days OSS; student not to return to school unless enrolled in a counseling program	Possible recommendation to the board for removal of the student from regular education program, long-term suspension, or expulsion.
Fighting/; physical conflict; Inciting a fight	5-10 Days OSS; parent/guardian conference; possible police complaint	Same as first offense	

Threat of bodily harm to any board employee or student	5-10 days OSS; Criminal charges may be filed; Possible Superintendent. Hearing and/or expulsion.	Same as first offense	
Assault on any board of education employee or students	10 days OSS; criminal charges will be filed; superintendent hearing; possible expulsion	Same as first offense	
Possession of drug paraphernalia not containing any controlled dangerous substance otherwise identified in N.J.A.C. 6A:16-4.1(a)	Parent/guardian notified; 3 days suspension Referral to SAC for assessment (possible urinalysis); and Possible referral to core team	5 day suspension plus all consequences listed for a first offense	Out-of-school suspension plus all consequences listed for a first offense
Possession of alcohol, drugs, steroids, or substances identified in N.J.A.C. 6A:16.1(a)	Parent notified; 10 day suspension; law enforcement contacted	Expulsion hearing plus all consequences for a first offense	
Under the influence of alcohol, drugs, steroids or substances identified in N.J.A.C. 6A:16-4.1(a)	Parents/guardians notified; Immediate medical examination including urinalysis and/or blood test to verify use; and determine extent of use; 5 day suspension Law enforcement contacted;possible court complaint Medical statement substantiating student's state of wellbeing is required before re-entry after positive diagnosis of chemical use; Referral to the SAC for treatment, after-care, and re-entry plan	10 day suspension and possible expulsion hearing plus all consequences for a first offense	
Distributing, transferring, or selling drugs or controlled dangerous substance	Parents/guardians notified; 10 day suspension and expulsion hearing; Law enforcement contacted		
Weapons and Dangerous Instruments; carrying of weapons or objects used as weapons; any unsafe illegal article brought to school.	10 days OSS; Immediate removal from regular education setting; Long-term suspension or expulsion proceedings.	Expulsion proceedings	Police complaints may be signed by the admin. See board policies and regulations: 5114 Suspension and Expulsion 5131.7 Weapons and Dangerous Instruments.

The recommended penalties are meant to provide students with only a guide as to the disciplinary action that may be imposed for a particular infraction of the school's rules and regulations. The Rahway Board of Education reserves the right to impose a higher level of disciplinary action when, in the board's discretion, the facts or circumstances demonstrate that a greater penalty is warranted.

STUDENT GRIEVANCE PROCEDURE (REGULATION 5145.6-R)

Complaints involving harassment, intimidation, and bullying shall be addressed according to Rahway Board of Education policy 5131.1 Harassment, Intimidation, and Bullying. Incidents shall be reported to the principal and investigated by the school anti-bullying specialist.

The following steps may be taken to address other student grievances:

- A. A student should first make the grievance known to the staff member most closely involved, or with a school guidance counselor, and both shall attempt to resolve the matter informally and directly;
- B. A grievance that is not resolved through informal discussion with the staff member or school guidance counselor may be submitted in writing to the principal. The written grievance should include:
 1. The student's name;
 2. The names of other individuals who are the subject of the grievance, as appropriate;
 3. A reason for the grievance and the facts that gave rise to it; and
 4. The remedy sought.
- C. The written grievance may be submitted to the principal, and subsequently to the superintendent, in that order and within a suitable period of time not to exceed 10 days at each level for the hearing of the grievance and the preparation of a response;
- D. At each step beyond the first, the school authority hearing the grievance may request to meet with the parent/guardian of the student grievant. The grievant may include his or her parent/guardian at any step;
- E. If the grievant is not satisfied with the outcome of his or her petition to the principal and, subsequently, to the superintendent, the grievance may be submitted to the board;
- F. The board will review the grievance and the action taken by the administration and may hear the grievance if the board disagrees with the disposition of the grievance, or if the board is required to hear the case by law (i.e., bullying, long-term suspension or expulsion, removal for violence and/or weapons, and other required hearings related to special education);
- G. The parent/guardian and student grievant shall be informed of the board decision to uphold the administration's disposition of the grievance and the reason for the decision;
- H. The parent/guardian and student grievant shall be informed of the board decision to hear the grievance and of the assigned date and time to present the grievance to the board or board committee;
- I. The decision of the board shall be final, and the parent/guardian and student grievant shall be informed of the board decision in writing;

J. The parent/guardian and student grievance will be informed of the right to appeal the board's decision to the New Jersey Commissioner of Education.

K. Retaliation or reprisal against a student who files a grievance is prohibited and will result in disciplinary consequences.

Student petitions to the administration shall be free of obscenities, libelous statements, and personal attacks, and shall be in compliance with the district's behavioral expectations and code of conduct (see BOE Policy 5131 Conduct/Discipline).

The superintendent shall direct all staff members to respect the rights of students to seek redress of grievances by lawful procedures without fear of reprisal.

EXTRA/CO-CURRICULAR ACTIVITIES (Policies 6145 and 6147.1)

To participate in extracurricular activities, students must be in good standing both academically and behaviorally. Please refer to the section on Academic Eligibility Standards (Policy 6147.1).

The purposes of extracurricular activities are:

- to develop useful new capabilities in pupils that can lead to extension career opportunities;
- to develop pupil initiative and provide for the exercise of responsibility;
- to develop leadership capabilities and good organizational skills;
- to aid pupils in social skills; and to enable pupils to explore a wider range of individual interests than might be available in the regular program.

Such activities shall generally be conducted outside the regular school day, available to pupils who voluntarily elect to participate, marked by pupil participation in the processes of initiation, planning, organizing, and execution and shall ordinarily include band, clubs, dramatic or musical presentations, and intramural and interscholastic sports.

The Board shall make school facilities, supplies, and equipment available and assign staff members for the support of a program of extracurricular activities for pupils, but no extracurricular activity shall be considered to be under the sponsorship of this Board unless the Board, upon the recommendation of the superintendent, has approved it.

The program of extracurricular activities shall be at no cost to participating pupils, except that the Board's responsibility for the provision of supplies shall carry the same exemptions as listed in the Board's policy for regular school supplies, and pupils may be required to assume all or part of the costs of travel and attendance at extracurricular events and trips.

The superintendent shall direct development of detailed regulations to ensure equitable implementation of this policy. Participation in academically related coaching or tutoring groups may be exempt at his/her discretion.

ACTIVITIES/CLUBS OFFERED FOR 2021-2022

Rahway High School offers a wide variety of extracurricular activities and clubs to its pupils. Those offered during this school year include:

Art Club
Art National Honor Society*
Band/Tri-M Honor Society*
Blue Tri*
Chorus/Madrigals*
Class of 2022
Class of 2023
Class of 2024
Class of 2025
Dance Club/RRX
English National Honor Society*
E-Sports
French Club/French National Honor Society *
Gay Straight Alliance (GSA)
Italian Club/Italian National Honor Society*
Marine Junior Reserve Officer Training Corps (MJROTC)*
MCJROTC Drill Teams*
MCJROTC Air Rifle Squad*
Math Club/Math National Honor Society*
Multi-Ethnic Cultural Club (MECC)
Musical Theatre*
Newspaper (*Rho Eta Sigma*)
National Honor Society*
Peer Leadership*
Play Production (Drama Club)
Science National Honor Society*
Seekers Club
Select Chorus*
Social Studies National Honor Society* (Rho Kappa)
Spanish Club/Spanish National Honor Society*
Speak Up Club (Debate)
Spirit Club
Steppers (S.W.A.)
Students Against Destructive Decisions (SADD)
Student Government Association (SGA)
Wrestling Club
Yearbook Club (*Allegarooter*)

**Denotes that membership is based on a selection process for which members must qualify or be enrolled in a specific class. It is the policy of the Board to keep the number of times a pupil is given permission to leave class for activities at a minimum. The time that pupils are to be dismissed for extracurricular activities is to be decided by the building principal/assistant principals.*

Upon the 10th (tenth) day cumulatively of out-of-school suspensions, a student will be prohibited from participating in graduation and promotion ceremonies, including related social activities such as the prom. No person aged 21 or older may attend the prom unless that person is a current RHS student.

It is also recognized that a student's dress affects his/her behavior and the general tone of special events. This is especially true of performance activities, such as concerts and public events where students are representing the school. Keeping in mind that styles change with the times, students' attire during and in transit to and from extracurricular activities must be deemed as decent and appropriate. The administrative staff, in consultation with class advisors and student leaders, will determine this interpretation. Students who fail to abide by such guidelines will be prohibited from attending.

HONOR SOCIETY FACULTY COUNCIL

In addition to the RHS-NHS, National Honor Societies at Rahway High School include the following: Art National Honor Society, French National Honor Society, Italian National Honor Society, Math National Honor Society, Science National Honor Society, Social Studies National Honor Society, and Spanish National Honor Society. All students selected to any honor society at Rahway High School will be required to maintain exemplary academic, disciplinary, and attendance records in addition to specific mandates by the respective society chapter.

The Honor Society Faculty Council will be composed of RHS Faculty members that are approved annually by the Principal. Any student unable to maintain the standards by which she/he was selected may be removed from the respective National Honor Society or placed on probation at the recommendation of the chapter advisor with further review by the Honor Society Faculty Council. *Please see the Guidance Department section regarding National Honor Society procedures.*

INTERSCHOLASTIC ATHLETICS

Only students enrolled in the Rahway Public School District shall participate in the district's athletic programs. In no case shall non-enrolled students be permitted to participate in the district's athletic programs. "Enrolled students" are resident children between the ages of 3 and 21 who are included on an official register of a school program operated by the board or other appropriate board-approved educational program. Examples of excluded non-enrolled children include those participating in parochial, private, nonpublic, or homeschooling programs.

The board recognizes participation in the athletic program as a privilege rather than a right; intends that academic achievement always takes precedence over athletic achievement; and conceives this policy in the context of "no pass – no play." Students are expected to maintain an appropriate level of scholastic achievement to participate in athletic programs. (Policy 6145.1 paragraphs 2-3)

Competitive activities can provide students with valuable experiences and opportunities. In this district, the emphasis in any competition shall be on providing inclusion in such experiences and opportunities rather than on producing winning teams or providing entertainment. Practice for or performance in any competitive event shall not interfere with the regular educational program. (Policy 6145; paragraph 4)

The rules of the New Jersey State Interscholastic Athletic Association shall govern eligibility for participation in interscholastic sports for all pupils. For courses below grade 9, the course credit value shall be one credit for each period a week the course meets.

COURSE FAILURE

The coach/school counselor will notify the Athletic Director at progress report or report card time of any student failing two or more subjects. The student will be suspended from play and practice for a one-week period. Reinstatement will occur only after one week with teacher approval who, in turn, will note the progress. There are no exceptions. The Athletic Director will monitor all suspensions. No ineligible player can practice with the team or attend practices. While a student is suspended from the team due to academic problems, he/she will be involved in a mandatory tutorial program either before, during, or after school when funding is available. To be eligible for athletics, you must have earned 30.0 credits during the previous school year. To be eligible for athletics in the spring, you must have received 15.0 credits by the end of the first semester.

ATHLETES SUSPENDED FROM SCHOOL

When a one (1) day or more suspension is administratively invoked, a one-week suspension from the team is imposed. There is no play or practice. When a second suspension occurs during the season, a player is automatically dismissed from the team. There are no appeals. A student who receives six or more days of suspension is automatically dismissed from the team and cannot participate in athletics for the remainder of the school year.

ATTENDANCE STANDARDS (Policy 5113)

Attendance standards shall be those set in Policy 5113, Attendances, Absences and Excuses. In particular, a pupil shall not participate in a performance, exhibition, practice, or athletic event unless he/she has been present in school that day or has been absent for an excused reason as determined by the principal or designee other than for sickness.

DISCIPLINARY STANDARDS (Policy 5114 and Policy 5131)

Disciplinary standards are based on Board policies 5114, Suspension and Expulsion, and 5131, Conduct. Pupils on disciplinary probation or serving a detention or suspension may not practice, perform, or compete. The superintendent and the building principal shall decide at the end of a probationary period or a suspension whether the pupil may return to practice and competition. The activity advisor, with approval from the building principal, shall have the authority to suspend from the activity any pupil who, in his/her judgment, fails to abide by the rules and regulations established for an activity or sport.

SPORTS ACTIVITIES

FALL SPORTS

Cheerleading
Cross-Country
Football
Girls Tennis
Soccer
Volleyball

WINTER SPORTS

Basketball
Cheerleading
Track and Field
Wrestling

SPRING SPORTS

Baseball
Softball
Track and Field

FIELD TRIPS (Policy 6153)

It is the responsibility of the student to have both one's teachers and one's parents sign the permission slip as part of the field trip process. If a student misses class due to a field trip or sport activity, the student is responsible to obtain the assignments missed on the given day and turn in assignments upon the return to class.

USE OF LOCKERS

Each student attending the Rahway Public Schools shall have the privilege of using a locker for personal belongings. The locker is designed for the use of one student only. Combinations and/or the use of keys should be kept private and not shared with other students. It is expected that lockers are to be kept clean and free of debris. The administration reserves the right to inspect all student lockers at any time. Lockers are the property of the Board of Education and, as such, there is no expectation of privacy created when a student is issued a locker at RHS. Lockers and locker combinations are not to be shared. It is the student's responsibility to secure personal and school-issued possessions in one's locker.

NURSE'S OFFICE

The school nurse is a vital member of our school professional staff. Students must have a pass to visit the nurse's office. Emergency forms must be updated yearly. Medication is also distributed by the nurse. A student who takes medication, both prescribed and over-the-counter, must have a doctor's note on file with the school nurse. All types of medication must be kept and taken in the nurse's office, unless the doctor's note states otherwise. *If a student is sent home by the nurse, this does not constitute an excused absence; the time missed is to be taken from the student's allotted time unless this is a medical excuse.* (See the attendance policy.) Additionally, if a pupil is granted an elevator key, he/she must provide a \$20.00 deposit. [Note: Medical documents are vetted by the school nurse to verify authenticity.]

SCHOOL COUNSELING SERVICES

School counseling services assist students in the process of making wise choices and adjustments which include the development of self-understanding and self-acceptance. Counselors work with all school personnel, students, and parents/guardians.

STUDENT ASSISTANCE COUNSELOR (SAC)

The function of the Student Assistance Counselor is to provide information and support services to students who experience difficulties in school due to a variety of problems. These problems may be personal, school, family, or substance abuse problems that may affect the student's ability to perform in school. *Student assistance program participation is confidential.* The program works closely with existing in-school services to make appropriate referrals so students can get the help they need.

CHILD STUDY TEAM

The Child Study Team (CST) is a multidisciplinary team of professionals who work together to help students, parents, and teachers achieve success in an educational setting. A student's Individualized Education Program (IEP) dictates the setting and range of service. The CST office is located in Room 221 A. If you would like more information about special education services, please contact the child study team office at 732 396-1096 or the Department of Services for Children at 732-396-1035.

GUIDANCE COUNSELORS

Each student at Rahway High is assigned to a school counselor. Counselors are available to address the academic, social and emotional needs of RHS students. These areas include but are not limited to personal issues, grades, test results, scheduling issues, or plans after high school.

TRINITAS CLINICIANS

Comprehensive counseling services are provided through our partnership with Trinitas Medical Center. Students may meet with a school-based clinician to help with concerns, which may include depression, anxiety, relationship, or family issues. Parents must sign a consent form for students to meet with our Trinitas clinicians.

GUIDANCE DEPARTMENT

This document in its entirety is available in the Main Office and on www.rahway.net.

EVALUATION OF INDIVIDUAL STUDENT PERFORMANCE (Regulation 6147.1-R)

The grading system discussed in this regulation is applicable to grades 7-12. Grading is an integral part of the teaching and learning process. Grades provide information about student progress. Grades form the basis of eligibility criteria for

certain programs, including athletics, extracurricular activities and selected academic programs. Grades guide and inform individual and group decisions.

NUMERICAL GRADE RANGES

Letter Grade	Numerical Grade Range
A	90 - 100
B	80 - 89
C	70 - 79
D	63 - 69
F	50 - 62

FINAL GRADES

- A. Effective beginning school year 2016-2017, a student's final average will be an average of the marking period grades and final examination. For high school juniors and seniors who maintained an A average, the teacher may elect to excuse the junior or senior from the final examination and use the formula that follows.

Formula for calculating the final grade of a junior or senior with an "A" average exemption:

1. Double each marking period grade;
2. Add the doubled grades;
3. Divide the total by 8.

Example:

1 st Marking Period	2 nd Marking Period	3 rd Marking Period	4 th Marking Period
94	89	95	95
The formula applied to these grades: $(94 \times 2) + (89 \times 2) + (95 \times 2) + (95 \times 2) = 746 / 8 = 93.25$			

- B. Midyear grades are to be calculated for National Honor Society eligibility, college applications, and so on, by averaging the first two marking periods with prorated attempted credit equal to one-half of the course total credit.
- C. Where no final examination is administered, marking period grades will represent 100% of the final average.
- D. Where final examinations are administered, marking period grades will represent 8/9 of the final average.

- E. If a final examination is administered, it will represent 1/9 of the final grade.
- F. Grades of less than 50 are not permitted in the first three marking periods.
- G. Grades of less than 50 may be awarded in the fourth marking period should the principal determine such grades are warranted.

ACADEMIC ELIGIBILITY STANDARDS

- A. All courses, including those courses that at one time were considered "minor" (e.g. physical education, art, music, and industrial arts), shall be included in any determination of academic eligibility.
- B. For students below grade 9, each course meeting five days a week will be considered a five-credit course for purposes of determining eligibility; however, any course not taken within the high school years will not be awarded credit towards graduation unless approved by the Rahway High School principal.
- C. Eligibility for extracurricular activities (including but not limited to clubs, intramural sports, musical or dramatic performances, and artistic or academic competitions):
 - 1. First Semester (July 1 to January 31): To be eligible for participation in any extracurricular activity during the first semester, a student must have passed, at a minimum, 30 credits (or the equivalent as determined by the principal) during the immediately preceding academic year.
 - 2. Second semester (February 1 to June 30) eligibility: To be eligible for participation in any extracurricular activity during the second semester, a student must have passed, at a minimum, 15 credits during the immediately preceding semester (full-year courses shall be equated as one-half of the total credits to be gained for the school year to determine credits passed).
- D. Summer school eligibility: The Rahway Public School District, at its discretion, may provide a remedial summer school for students who have failed courses during the regular school year. To be eligible for a remedial summer school course, a student needs to have achieved a final grade no less than 55. Exceptions to this standard may be granted at the discretion of the building principal.
- E. Interscholastic athletics: The rules of the New Jersey State Interscholastic Athletic Association shall govern eligibility for participation in interscholastic sports for all students.
 - 1. For courses below grade 9, the course credit value shall be one credit for each period a week the course meets.

WEIGHTED RANK IN CLASS (RIC) AND WEIGHTED GRADE POINT AVERAGE

(GPA)

- A. All classes offered at Rahway High School will be assigned to one of three categories:
 - 1. Advanced Placement

2. Honors
3. All other classes

B. Grades earned in each course will be assigned quality points using the following scale:

Grade	AP Quality Points	Honors Quality Points	Quality Points for Others
A (90-100)	6	5	4
B (80-89)	5	4	3
C (70-79)	4	3	2
D (63-69)	3	2	1
F (<63)	0	0	0

C. Weighted GPA will only apply to those courses for which Advanced Placement and/or honors and college preparatory courses exist at the same level: (e.g., English 4CP; Honors English 4; AP English 4); since the 2009-2010 school year, this includes:

1. Mathematics
2. Science
3. English
4. Social studies
5. World languages.

In the event that tiered courses are introduced into the Rahway High School curriculum in other disciplines, then related tiered courses in the curricular area would then become part of the weighted GPA calculation.

D. Using only courses taken that have tiered weights, weighted GPA and RIC will be determined at the end of 11th grade (6th semester) and at the end of the first semester of 12th grade (7th semester).

E. To compute the weighted average using the weighted GPA chart, identify the level at which the course is offered and multiply the quality points by the number of credits the course accrues. The sum of all quality points is then divided by the number of credits attempted. Weighted GPA recognizes the level of difficulty of the courses selected.

1. Each quality point number is multiplied by the number of course credits;
2. The sum of the products from step 1 is then calculated;
3. The sum from step 2 is then divided by the credits attempted;
4. The quotient from step 3 will result in the student's GPA.

F. RIC will be calculated based on GPA rounded to three decimal places.

NON-DISTRICT COURSES EXCLUDED FROM RIC/GPA CALCULATIONS

Students new to the district will not have courses taken outside of Rahway High School included in their RIC/GPA calculations. Courses from schools other than Rahway High School with grades of D or better will be reviewed for inclusion in credit earned towards graduation from Rahway High School at the discretion of the principal or designee.

SUMMER SCHOOL

Rahway Public Schools, in their discretion, may provide a remedial summer school for students who have failed courses during the regular school year. Students who select to enroll in a summer school program will incur the tuition fees, unless it is one that is offered by the Board of Education. *Students who obtain a final grade of 55-62 must complete a 60 hour review course. Students who obtain a final grade below 55 must complete a 120 hour course program.*

SUMMER SCHOOL REVIEW AND/OR ENRICHMENT COURSES ARE EXCLUDED FROM RIC/GPA CALCULATIONS

Subjects taken in summer schools other than Rahway High School (if applicable) will not be used in RIC/GPA calculations.

HONOR ROLL

- A. In order to recognize student achievement, the board has established two honor rolls as defined below. These criteria are applicable in all schools of the district. A list of students meeting these eligibility criteria shall be published at the close of each marking period.
1. High Honor Roll: Without exception, students whose grades average between 94-100, with no grade below 87, will be placed on the high honor roll.
 2. Honor Roll: Without exception, students whose grades average between 87-93, with no grade below 80, will be placed on the honor roll.
- B. Students completing more than half of any given marking period through home instruction will not be eligible for the high honor roll except as may be approved by the building principal.

NATIONAL HONOR SOCIETY PROCEDURES

- A. Membership in the Rahway High School Chapter of the National Honor Society is clear evidence of a student's achievements in both school and community. Students are selected based on the nationally recognized areas of scholarship, service, leadership, and character upon which the society was created. This is one of the highest honors a high school student can achieve; therefore, we have established these guidelines for selection and continued membership.
- B. Each school year, a list of academically eligible juniors and seniors will be compiled. The list will consist of those students whose weighted GPA is 3.38 or above and whose unweighted GPA is 3.1 or higher. All eligible students meeting the criteria will be invited to a mandatory informational meeting where the Student Information Form, as well as all other materials, will be distributed and discussed.
- C. Junior eligibility will be based on four semesters. Eligible juniors will be contacted during the first marking period. If selected, they will participate in the fall induction. It is mandatory for inductees to participate in the ceremony.
- D. Senior eligibility will be based on six semesters. Current seniors will be contacted during the first marking period. If selected, they will participate in a fall induction. It is mandatory for inductees to participate in the ceremony.
- E. Those students intending to respond to the invitation should be aware of the following criteria upon which they will be assessed:
1. A student activity information form must be completed and/or updated according to the induction date;
 2. Documented community service must be completed prior to the selection date (juniors must document 20 hours of community service; newly inducted seniors must document 30 hours of community service prior to the selection date);
 3. A written faculty recommendation must be obtained in support of the candidate's leadership and character;
 4. A written community member recommendation must be obtained in support of the candidate's leadership and character (this may not be a family member);
 5. A 250-300 word essay on National Honor Society selection criteria must be submitted.
- F. The faculty council will consist of Rahway High School faculty members that are approved annually by the principal.
- G. The faculty council will conduct the final review of all membership materials. Candidates with a weighted GPA of 3.38 or higher and an unweighted GPA of 3.1 or higher, who submit the required membership materials and have good character, as revealed, in part, through discipline and attendance records, will be recommended for induction unless a majority of the faculty council declines to recommend.
- H. Maintaining membership: All students selected to the National Honor Society will be required to complete mandatory service projects, which will be defined annually by

the Rahway High School Chapter of the National Honor Society, as well as to maintain exemplary academic, disciplinary, and attendance records.

1. National Honor Society members are required to maintain a minimum weighted GPA of 3.38, and an unweighted GPA of 3.1 or higher, and to abide by the school's disciplinary and attendance expectations as obtained in the student handbook (see board policies 5131 Conduct Discipline and 5113 Attendance, Absences, and Excuses).
 2. Any student unable to maintain the standards by which she/he was selected may be removed from the National Honor Society or placed on probation at the recommendation of the chapter advisor with further review by the Faculty Council.
 3. Students inducted in the fall may not miss more than two meetings between December and June.
 4. Annually, students may not miss more than four meetings between September and June.
 5. Seniors inducted in the fall may not miss more than two meetings between December and June.
 6. The number of required meetings may be changed at the discretion of the advisor(s).
- I. Non-Selection: In cases of non-selection, the chapter adviser will provide feedback to the student and/or the student's parents/guardians.
1. If a non-selected student or his/her parents/guardians wish to challenge the faculty council's decision, they should follow the school district's complaint procedure, which begins with the building principal (see board policy 5145.6 Student Grievance Procedure).
 2. If the principal believes that some kind of technical or procedural mistake has been made, he or she may ask the faculty council to reconvene to review the situation.
 3. The National Council and the National Association for Supervisors and Principals have no authority to overturn the judgment of the faculty council.

GRADE VARIABLES

A grade represents the total performance of a student in a given course. Performance includes, but is not limited to:

- A. Tests, including unit tests, midterm, and final examinations, and quizzes;

- B. Class participation, as evidenced by asking and responding to questions, offering relevant comments, and respecting the teacher's authority;
- C. Class assignments, including essays, problem solving, projects, and skill applications;
- D. Homework assignments, including essays, papers, research reports, and projects;
- E. Ability-achievement discrepancies, as evidenced by effort, consistency of involvement in the course of study, and performance in other classes.

WITHDRAW PASSING (WP)/WITHDRAW FAILING (WF) AFTER LATE DROP

PERIOD

- A. The grade of WP or WF will be noted on the transcript of any courses dropped after the "late drop" period.
- B. WP/WF grades shall not be used in GPA or RIC calculations; however, the grade will serve to indicate that a course was dropped late in the school year.
- C. The WP or WF will be placed in the grading period when the late drop occurs and will be placed in the final grade column.
- D. No credit towards graduation will accrue for a WP or WF grade.
- E. The "late drop" period will begin after the second marking period progress report period closes.
- F. Any course dropped before the "late drop" period begins will be completely removed from a student's high school transcript.
- G. A WF grade will be used to determine athletic eligibility pursuant to board policy 6145.1, 6145.2 Intramural, Interscholastic Competition.

GRADUATION REQUIREMENTS

In order to earn a New Jersey high school diploma, a student must meet both local and state graduation requirements. The specific terms are outlined under the Guidance section of this handbook. The New Jersey Department of Education (NJDOE) requires students to demonstrate proficiency in both English Language Arts and in mathematics. A student may meet NJDOE testing requirements in the following ways (test type is followed by proficient score):

Students must complete a program of studies which includes no less than 120 credits as prescribed in item 2 below. *Students who do not meet all graduation requirements are ineligible to participate in the graduation ceremony (Policy No. 5127).*

CREDITS FOR GRADUATION

1. A minimum of 120 credits must be earned – required courses total 85 credits and elective courses total 35 credits.
2. Credits will be earned from the following:

Required Courses	Years	Credits
English	4	20
American History	2	10
World History	1	5
Mathematics	3	15
Science	3	15
Physical Education/Health	4	20
Visual/ Performing Arts	1	5
World Languages*	1	5
Career/FCS/Tech	1	5
Financial Literacy	½	2.5
Elective credits required:		17.5

3. Credit will be awarded only for courses which have been successfully completed. *Partial credit is not given for partial study.* Credit is not granted for courses where excessive absenteeism or tardiness occurs. If this occurs, the class must be repeated as a new course.
4. Students in grades nine through twelve should take a minimum of thirty (30) credits per year to ensure the 120 total.

NJDOE GRADUATION STATE TESTING REQUIREMENTS for CLASSES of 2022-2025 (Updated by NJDOE on 9/8/21.)

All students must satisfy local and state graduation testing requirements in mathematics and in English Language Arts. Please refer to the following websites for the most current information: www.rahway.net and [NJDOE Graduation State Testing Requirements](#).

New Jersey High School Graduation Assessment Requirements
Class of 2022

Pathways Available	English Language Arts (ELA)	Mathematics
First Pathway Demonstrate proficiency in the high school end-of-course NJSLA/NJSLA/PARCC assessments in ELA-10 and/or Algebra I	NJSLA/NJSLA/PARCC ELA Grade 10 > 750 (Level 4)	NJSLA/NJSLA/PARCC Algebra I > 750 (Level 4)
Second Pathway Demonstrate proficiency in English language arts and/or mathematics by meeting the designated cut score on one of the alternative assessments	NJSLA/PARCC ELA Grade 9 \geq 750 (Level 4), or NJSLA/PARCC ELA Grade 11 \geq 725 (Level 3), or SAT Critical Reading (taken before 3/1/16) $>$ 400, or SAT Evidence-Based Reading & Writing Section (taken 3/1/16 or later) $>$ 450, or SAT Reading Test (taken 3/1/16 or later) $>$ 22, or ACT Reading or ACT PLAN Reading ** $>$ 16, or Accuplacer WritePlacer $>$ 6, or Accuplacer WritePlacer ESL $>$ 4, or PSAT10 Reading or PSAT/NMSQT Reading (taken before 10/1/15 or before) $>$ 40 PSAT10 Reading or PSAT/NMSQT Reading (taken before 10/1/15 or later) $>$ 22 or ACT Aspire Reading ** $>$ 422, or ASVAB-AFQT Composite $>$ 31	NJSLA/PARCC Geometry \geq 725 (Level 3), or NJSLA/PARCC Algebra II \geq 725 (Level 3), or SAT Math (taken before 3/1/16) \geq 400, or SAT Math Section (taken 3/1/16 or later) \geq 440, or SAT Math Test (taken 3/1/16 or later) \geq 22, or ACT or ACT PLAN Math ** \geq 16, or Accuplacer Elementary Algebra \geq 76, or Next-Generation ACCUPLACER Quantitative Reasoning, Algebra, and Statistics (QAS) *** (beginning January 2019) \geq 255, or PSAT10 Math or PSAT/NMSQT Math (taken before 10/1/15) \geq 40, or PSAT10 Math or PSAT/NMSQT Math (taken 10/1/15 or later) \geq 22, or ACT Aspire Math ** \geq 422 or ASVAB-AFQT Composite \geq 31
Third Pathway Demonstrate proficiency in English language arts and/or mathematics through Portfolio Appeals	Meet the criteria of the NJDOE Portfolio Appeal for ELA	Meet the criteria of the NJDOE Portfolio Appeal for Math

State Board Adoption of Graduation Assessment Requirements for Classes of 2023–2025

(Updated by NJDOE on 9/8/21.)

Students in the classes of 2023, 2024, and 2025 will take the New Jersey Graduation Proficiency Assessment in grade 11. The assessment will be aligned to New Jersey Student Learning Standards (NJSLS) for grade 10 ELA and NJSLS for Algebra I and Geometry. The assessment format will be familiar to students and educators, as it will be delivered on the same platform students use for the current New Jersey Student Learning Assessments (NJSLA).

If, after completing the New Jersey Graduation Proficiency Assessment, a student does not demonstrate proficiency on the ELA or Mathematics section, the student may take the following steps:

- Retake the New Jersey Graduation Proficiency Assessment in the following summer or the following fall.
- Meet a designated cut score from the same menu of alternative assessments as the class of 2022; or
- Complete a portfolio appeal.

The NJDOE is committed to providing fair notice to students and educators and will continue to collaborate with stakeholders to transition to the next generation of statewide assessments. For questions or concerns, please reach out to assessment@doe.nj.gov.

INTERVENTION AND REFERRAL SERVICES (I&RS)

Intervention and Referral Services (I&RS) is an interdisciplinary team of professionals within the school environment who come together throughout the school year to formulate coordinated services and team delivery systems to address the full range of student learning, behavior, social, and health problems in the general education program as well as for students determined in need of special education programs and services. The goal of the committee is to see student improvement in targeted areas. A student is referred when a problem is identified. For example, a school staff member or the parent needs assistance with the child's learning, behavior, social, or health problems that are occurring during the student's school program. Next, an I&RS Referral Packet is completed. The I&RS team only begins once a staff member completes and submits the referral packet to the School Counselor, Mrs. Nicole Gleason. The form should state clearly the reasons for the referral, observations, and all prior interventions tried for the identified area of concern. Upon the third out-of-school suspension, the I&RS and referral services team will meet to develop an appropriate educational intervention system.

CLASSES OFFERED

All classes offered at Rahway High School will be assigned to one of three categories:

- Advanced Placement
- Honors
- College Preparatory

Note: It is recommended that students planning to go to college shall have at least two years of a language.

DEPARTMENT GRADING POLICIES

Business- Accounting I & II 35% Homework/Classwork 35% Quizzes/Tests 20% Projects 10% Class Participation	Business-Computer Info Process/MultiMedia Presentations 50% Classwork 10% Homework 10% Tests 30% Class Participation	Business-Hospitality & Tourism 35% Homework/Classwork 35% Quizzes/Tests 20% Projects 10% Class Participation
Intro to Business 35% Homework/Classwork 35% Quizzes/Tests 20% Projects 10% Class Participation	Business-Marketing I 35% Homework/ Classwork 35% Quizzes/Tests 20% Projects 10% Class Participation	Business-Marketing II/Co-Op 50% Co-op Workstations 30% Tests 20% Participation
Business-Personal Financial Mgt. 35% Homework/Classwork 35% Quizzes/Tests 20% Projects 10% Class Participation	Business-Sports & Entertainment Marketing 35% Homework/Classwork 35% Quizzes/Tests 20% Projects 10% Class Participation	AP English 70% Assessment 30% Class Participation
English- I, II, III, & IV (All Levels) 50% Assessment 40% Classwork/Homework 10% Class Participation	English-Genocide/Holocaust Literature 50% Assessment 40% Classwork/Homework 10% Class Participation	English-Honors Humanities II/IV 40% Classwork/Homework 35% Assessments 15% Quizzes 10% Participation
English Journalism I - Creative Writing 50% Assessment 40% Classwork/Homework 10% Class Participation	English - Journalism II / Newspaper 50% Classwork 25% Tests/Quizzes 25% Homework	English-Journalism III & IV/Yearbook 25% Assessment 50% Classwork/Participation 25% Homework

English-Speech & Broadcasting I, II, III, & IV 50% Daily participation 50% Project	English-Tomorrow's Teachers I & II 50% Assessment 40% Classwork/Homework 10% Class Participation	Family & Consumer Science-Cooking Techniques & International Foods 50% Projects 25% Assessments 25% Classwork/Participation
Family & Consumer Science-Intro to Culinary Arts 50% Projects 25% Assessments 25% Classwork/Participation	FAPA-Art I / II 50% Classwork & Projects 20% Classroom Management 10% Sketchbook Management 10% Reading/Homework Assignments 10% Assessments	FAPA-Art III 50% Classwork & Projects 20% Classroom Management 10% Sketchbook Management 10% Reading/Homework Assignments 10% Assessments
FAPA-AP Art Studio 50% Classwork & Projects 20% Classroom Management 10% Sketchbook Management 10% Reading/Homework Assignments 10% Assessments	FAPA- Commercial Art 50% Classwork & Projects 20% Assessments 10% Classroom Management 10% Sketchbook Management 10% Reading/Homework Assignments	FAPA-Concert Band 40% Participation/Preparation 25% Performance Assessments 25% Rehearsal Assessments 10% Homework
FAPA-Jazz Ensemble 40% Participation/Preparation 25% Performance Assessments 25% Rehearsal Assessments 10% Homework	FAPA-Marching Band 40% Participation/Preparation 25% Performance Assessments 25% Rehearsal Assessments 10% Homework	FAPA-Orchestra 40% Participation/Preparation 25% Performance Assessments 25% Rehearsal Assessments 10% Homework
FAPA-Wind Ensemble 40% Participation/Preparation 25% Performance Assessments 25% Rehearsal Assessments 10% Homework	FAPA-Contemporary Issues in the Arts 50% Class participation 30% Assessments/projects 20% Homework	FAPA-Intro to Recording, Production, & Music Technology 40% Projects 20% Homework 40% Participation
FAPA-Music Theory & AP Music Theory 40% Participation/Preparation 30% Written Assessments 30% Homework	FAPA-Mixed Chorus 50% Rehearsal Assessments/Class Participation 25% Performance/Tests 25% Projects/Assignments	FAPA-Select Chorus/Madrigals 50% RehearsalAssessments/Class Participation 25% Performance/Tests 25% Projects/Assignments
FAPA-Dance-Intro, I, & II 50% Class Participation 25% Performance Projects 25% Written Assignments	FAPA-Piano (Intro) 50% Rehearsal Assessments/Class Participation 25% Performance/Tests 25% Assignments	FAPA-Piano II / Advanced 50% Rehearsal Assessments/ClassParticipation 25% Performance/Tests 25% Assignments
FAPA-Intro to Theatre, Theatre I 50% Participation 20% Projects 20% Performances 10% Assignments	FAPA-Theatre II/Advanced Theatre 50% Participation 20% Projects 20% Performances 10% Assignments	FAPA-Musical Theatre 50% Rehearsal Assessment/Class Participation 20% Performance/Tests 20% Projects 10% Assignments

Math-Algebra I 40% Tests 30% Quizzes 20% Homework 10% Classwork	Math-Algebra II/Honors Algebra II 40% Tests 30% Quizzes 20% Homework 10% Classwork	Math-Pre-Calculus & Honors Pre-Calculus 40% Tests 30% Quizzes 20% Homework 10% Classwork
Math-Applied Calculus 40% Tests 30% Quizzes 20% Homework 10% Classwork	Math-AP Calculus w/Lab 40% Tests 30% Quizzes 20% Homework 10% Classwork	Math - ESL Financial Literacy 40% Tests 30% Quizzes 20% Homework 10% Classwork
Math-Exploring Computer Science & AP Computer Science Principles (Intro and AP) 60% Code HS Exercises 30% Classwork/ Homework 10% Tests	Math-Geometry (All levels) 40% Tests 30% Quizzes 20% Homework 10% Classwork	Math-AP Statistics 40% Tests 30% Quizzes 20% Homework 10% Classwork
Math-Probability & Stats 40% Tests 30% Quizzes 20% Homework 10% Classwork	Trigonometry 40% Tests 30% Quizzes 20% Homework 10% Classwork	Health (all grades) 40% Homework 30% Tests 20% Quizzes/Projects 10% Class Participation

Physical Education (all grades) 50% Preparation 40% Class Participation 10% Fitness Testing	JROTC (All Levels) 50% Quizzes 40% Uniform Inspection 10% Participation	JROTC P.E. (All Levels) 70% Participation 30% Physical Fitness Exam
PEER Leadership 10% Homework 30% Journals 20% Quotes 20% Role Model 20% Class Participation	Science-AP Biology 50% Tests/Quizzes 30% Laboratories 20% Classwork/Homework	Science-Biology 30% Tests/Quizzes 25% Laboratories/Projects 25% Classwork/Participation 20% Homework
Science-Biology Honors 30% Tests/Quizzes 25% Laboratories/Projects 25% Classwork/Participation 20% Homework	Marine Biology 30% Tests and Quizzes 25% Projects/Labs 25% Class Participation 20% Homework	Science-AP Chemistry 50% Tests/Quizzes 20% Classwork/Homework 30% Labs
Science-Chemistry (All Levels) 30% Tests/Quizzes 25% Laboratories 25% Classwork/Participation 20% Homework	Science-AP Environmental Science 50% Tests/Quizzes 20% Classwork / Homework 30% Labs	Science-Environmental Science 30% Tests and Quizzes 25% Projects/Labs 25% Class Participation 20% Homework

Science-Forensics 30% Tests and Quizzes 25% Projects/Labs 25% Class Participation 20% Homework	Science-Human Body Systems 30% Tests and Quizzes 25% Projects/Labs 25% Class Participation 20% Homework	Science - AP Physics 50% Tests/Quizzes 20% Classwork / Homework 30% Labs
Science-Conceptual Physics 30% Tests 25% Classwork 25% Labs 20% Homework	Science - Physics 30% Tests and Quizzes 25% Projects/Labs 25% Class Participation 20% Homework	Social Studies-African American Studies 40% Tests/Quizzes 30% Homework 30% Class Participation
Social Studies-Constitutional Law 40% Tests/Quizzes 30% Homework 30% Class Participation	Social Studies-AP Government & Politics 70% Tests/Quizzes 30% Class Participation/Homework	Social Studies-AP Microeconomics 70% Tests/Quizzes 30% Classwork/Homework
Social Studies-Sociology 40% Tests/Quizzes 30% Homework/Classwork 30% Class Participation	Social Studies-AP US History 70% Tests/Quizzes 30% Classwork/Homework	Social Studies- US History I & II (All levels) 40% Tests/Quizzes 30% Homework 30% Class Participation
Social Studies-SS/US History I/ Honors Humanities 40% Classwork/Homework 35% Assessments 15% Quizzes 10% Participation	Social Studies-AP World History 70% Tests/Quizzes 30% Class Participation/Homework	Social Studies-World History (All levels) 40% Tests/Quizzes 30% Homework 30% Class Participation
Special Education-English 50% Assessment 25% Classwork 15% Homework 10% Participation	Special Education-Math 30% Homework 30% Tests 20% Classwork 20% Quizzes	Special Education-Science 30% Classwork 25% Assessment 25% Homework 20% Labs/Projects
Special Education-Social Studies 30% Quizzes/Tests 25% Classwork 25% Class Participation 20% Homework	Tech Ed. - Architecture 10% Homework 20% Participation 50% Projects 20% Final	Tech Ed. - Intro to Computer-Aided Drafting 30% Projects 20% Assessments 20% Participation 20% Classwork 10% Homework
Tech Ed. - Advanced Computer-Aided Drafting 30% Projects 20% Assessments 20% Participation 20% Classwork 10% Homework	Tech Ed. - Advanced Robotics Systems 30% Projects 20% Assessments 20% Participation 20% Classwork 10% Homework	Tech Ed. - Integrated STEM Robotics 30% Projects 20% Assessments 20% Participation 20% Classwork 10% Homework

World Language ESL I, II, III 60% Assessments 30% Class Participation 10% Homework	World Language-French (All Levels) 40% Test/Projects 35% Classwork/Participation 15% Quizzes 10% Homework	World Language-Italian (All Levels) 40% Test/Projects 35% Classwork/Participation 15% Quizzes 10% Homework
World Language-Spanish (All Levels) 40% Test/Projects 35% Classwork/Participation 15% Quizzes 10% Homework	World Language-Conversational Spanish 35% Tests/Projects 40% Classwork/Participation 20% Quizzes 5% Homework	

SCHOLASTIC ELIGIBILITY FOR ATHLETICS AND OTHER CO-CURRICULAR ACTIVITIES

The New Jersey State Board of Education and the New Jersey State Interscholastic Athletic Association require that pupils in grades 9 through 12 meet prescribed credit – earned regulations in order to participate in interscholastic athletics and other co-curricular activities. *Refer to Policy 6145.*

PROGRESS REPORTS

Progress reports are available electronically four (4) times a year at the midpoint of each marking period. Students receiving unsatisfactory progress reports should discuss their work with their teacher and school counselor. Refer to our school calendar for information on student progress reports and grade postings.

PARENT/TEACHER CONFERENCES

Parents wishing to meet with a teacher may call their child’s school counselor for an appointment. Also, teachers may be contacted by email. E-mail addresses are found at www.rahway.net/rhs.

POWERSCHOOL

Students’ grades are available through PowerSchool. Students and parents can access PowerSchool via the following link: <https://www.rahway.net/Domain/13>

ACADEMIC HONORS

Academic excellence at RHS is recognized in a variety of ways. These include:

- National Honor Society
- Art National Honor Society
- Italian National Honor Society
- Science National Honor Society
- Spanish National Honor Society

- Scholarships
- Local Awards
- State Awards
- National Awards

ACADEMIC SUPPORT AND RESOURCES FOR STUDENTS

Rahway High School offers a variety of resources to students that will help them to improve academic skills, prepare for college, and create a solid plan for their future. Students can access all online resources from a mobile device or computer with the Internet. All programs require students to create a user ID and password. In some cases, the user name and password will be provided by the teacher. Students must sign and submit the Acceptable Use Policy (6142.10) before being given access to school resources found on the Internet.

Reminder: Students who do not meet academic eligibility standards may not participate in extracurricular activities offered at Rahway High School, including, but not limited to, sports, fine and performing arts activities, and school clubs.

Academic Intervention Program (AIP): The AIP program is an academic intervention program open to all Rahway High School students. AIP is mandatory for athletes who are at-risk for losing sports eligibility during their playing season. Rahway High School teachers tutor students in the content area(s) in which they need help. Please see your guidance counselor for information regarding specific dates, times, and locations of the AIP program.

Collegeboard.com: Interactive study tools for the SAT developed in partnership with Khan Academy are available at www.collegereadiness.collegeboard.org or <https://www.khanacademy.org/SAT>. Students can answer sample questions and take practice tests to become familiar with the redesigned assessments.

Computer Access: Rahway High School has two computer labs that students may access during lunch, study center, or after school. The labs are located in *Room 200 (2nd floor)* and in the *Academic Success Center/Library (3rd floor)*. Students must have a pass to enter. Our media specialist in the ASC provides students access to valuable resources such as Ebooks, EBSCOhost, the Purdue Online Writing Lab (OWL), NJSLA/PARCC practice tests, and college and career resources.

Edmentum: Edmentum is an online program aligned to New Jersey educational standards that helps to meet the individual needs of students. *Courseware* is a program used in our guidance office that encompasses a variety of elements across the curriculum, such as obtaining credit recovery, original credit, and college and career readiness.

Google Classroom: Students have access to an email provided through the school. Some teachers will assign a class to Google Classroom, by which the student can access assignments and educational links used in class.

Google Drive: Google Drive is a file storage and synchronization service that is provided with students' school email. Google Drive is used to create documents that are utilized for essays, assignments, and presentations. RHS email example: kjones21@rahway.net.

Khan Academy: Khan Academy offers practice exercises, instructional videos, and a personalized learning dashboard that empower learners to study at their own pace in and outside the classroom. Khan Academy assists with math, science, computer programming, history, art history, economics, and more. By following the prompts, the student can give Khan Academy access to previously taken PSATs and SATs. The program is designed to assist the student with skills to increase scores. Students can log on to create their own username and password:
<https://www.khanacademy.org/SAT>.

Mathspace: Mathspace is an adaptive math program that is used throughout RHS mathematics classes. Mathspace allows students to receive feedback at every step of a math problem, with handwriting recognition for mobile devices. Mathspace focuses on the process of solving a math problem.

Naviance: Naviance is a college and career readiness platform that helps connect academic achievement to post-secondary goals. Naviance also features a college search engine. Students receive training on the use of Naviance through their respective guidance counselor.

PowerSchool: Students and parents can access grades at any time. The guidance counselor will provide access information. The link to PowerSchool is on the district website (www.Rahway.net).

Teacher's Homework Page: The homework page can be found on (www.Rahway.net) and is updated weekly with daily lesson outlines. Students who are absent from school are encouraged to log-in and complete the day's lessons independently, if possible, so that students do not fall behind in any activity.

Teacher Tutoring Hours: Teachers are available before and/or after school hours. Each teacher will provide his/her student help times to the class. It is the student's responsibility to make appointments with teachers for academic assistance.

Standardized Testing Websites and Apps: Whether it is the ASVAB, ACT, SAT, or Accuplacer, each test has a webpage and app that students can download on their mobile device. Students can sign up for practice questions to be delivered via email and/or text.

ALMA MATER

Our glorious colors red and black

Float proudly to the sky,

We'll honor thee where'er we go,

And hold thy banner high.

We'll sing to thee, dear Alma Mater

Of love that shall never die,

We'll strive for thy glory eternal,

Keep thy stainless banner high,

Inspiring each son and each daughter,

The noblest aims to try,

All thy fame and thy spirit,

Thy might are ours,

As the swift years hurry by.

