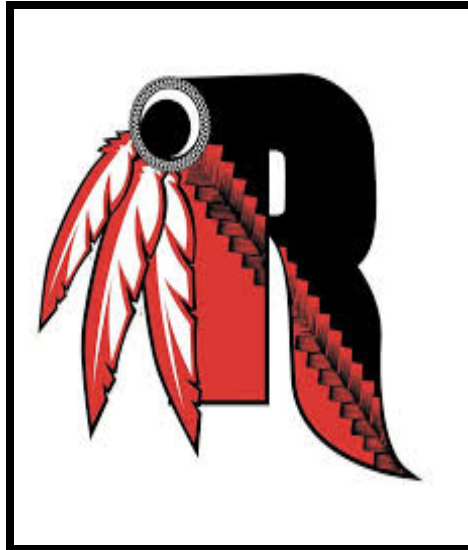


# Rahway High School



## Student Handbook 2023-2024 School Year

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**Welcome**

**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 2023-2024 school year!

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. 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.

## Frequently Asked Questions

### **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 school psychologist's office is located in Room 328. 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.

### **Q. What types of counseling services does RHS offer?**

A. Please go to **School Counseling Services** for detailed information on the types of counseling services offered at RHS. If you are concerned about your personal mental or physical health, or if you are concerned about a peer or friend, please speak to a trusted adult so that we can help with the concern.

### **Q. How can I help keep myself and others safe at school?**

A. The best way to keep safe in school is to follow the "if you see something, say something" rule. Seek the help of a school adult if you have concern about a possible conflict or threat concerning yourself or others. Follow the school rules at all times. Take fire and safety drills seriously. **Never let anyone into the school, even if you know the person.** All students who enter the school after 8:00 a.m. must enter through the door by the security desk. All visitors must sign in at the security desk and be escorted to their appointment by a school safety officer.

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

A. Each of your teachers will provide you with 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. Take advantage of free tutoring sessions as they are offered throughout the school year. See your Guidance Counselor for more information.

### **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 a personalized username and password.

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

A. Your Student Identification (I.D.) card is 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. 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. How do I obtain a locker?**

**A.** Each student is provided a locker, which is available for use as long as the student is enrolled into RHS. Freshmen and new students are provided a locker at orientation prior to the start of each school year. Transfer students are provided this upon enrollment. You will receive a card with the locker combination printed on it. Do not share your combination or locker with others. 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. How can my parents notify the school of my absence?**

**A.** Call the RHS Attendance Office at 732-396-1080 or 732-396-1081 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 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.

**Q. How do I pay for my school meals online?**

A. Click [here](#) to pay for meals online.

**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.

Academic integrity is expected from all students. Students who elect to violate this will lose credit for the assignment for the first offense and will lose credit for the class on the second offense. This policy is outlined in the Student Code of Conduct.

**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 Student 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. Where are announcements for school activities posted?**

A. School Activities are posted throughout the building and on the [school website](#). 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. Furthermore, our Kudos Broadcasting Krew delivers morning and afternoon announcements daily.

**Q. How can I get involved in a club?**

A. RHS offers a variety of **Extra/Co-curricular Activities**. Students have the opportunity to sign up for extra-curricular activities on our annual Club Day. New students may also join once enrolled in the school. 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. 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 during lunch periods.

**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. 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.

**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.

## **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

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

## **CALENDAR FOR PROGRESS REPORTS, GRADES, AND TESTING 2023-2024**

**FIRST MARKING PERIOD: September 5 - November 3, 2023**

**Marking Period 1 closes: November 3, 2023  
Report Cards available: November 15, 2023**

**SECOND MARKING PERIOD: November 6 - January 26, 2024**

**Marking Period 2 closes: January 26, 2024  
Report Cards available: February 8, 2024**

**THIRD MARKING PERIOD: January 29 - April 12, 2024**

**Marking Period 3 closes: April 12, 2024  
Report Cards available: April 26, 2024**

**FOURTH MARKING PERIOD: April 15 - June 18, 2024**

**Marking Period 4 closes: June 17, 2024  
Report Cards available: June 25, 2024**

**FINAL EXAMS: June 12, 13, 14, 17, 18**

**Note: June 12, 13 Early Dismissal (HS Only); June 14, 27, 18 Early Dismissal  
(Entire District)**

**GRADUATION DATE: June 18, 2024**

**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 [here](#).**

**\*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.**

## **RAHWAY BOARD OF EDUCATION POLICIES**

Each policy in its entirety is available in the Main Office and on [www.rahway.net](http://www.rahway.net).

### **STUDENT TRANSPORTATION**

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**

#### **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:

5<sup>th</sup> cut in a full-year class

4<sup>th</sup> cut in a  $\frac{3}{4}$  year class

3<sup>rd</sup> cut in a  $\frac{1}{2}$  year class

2<sup>nd</sup> 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 20<sup>th</sup> 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**

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

### 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**

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**

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 laptop.

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 pupils 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. 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).*

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. Click [here](#) (English) or [here](#) (Spanish) to apply for free or reduced lunch. Applications may also be obtained in the Attendance/Vice Principal's office.

### **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.

## **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.

## **STUDENT DRESS CODE**

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 observance 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.

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.

## STUDENT ID

**WEARING OF THE ID'S:** All students must wear a lanyard and school ID around their neck and on the outside of their clothing at all times during the day while on school property. The ID must be clearly visible on the front of the student. No decorative stickers or defacing of any type are allowed on the ID's.

**TIME TO BE WORN:** Students must wear the ID prior to entering a school bus or, if arriving by automobile, prior to walking on campus property.

**FORGOTTEN OR NO ID:** Any student who has forgotten his/her ID must report to the vice principal. **Failure to confirm that you have your ID will result in a Saturday Detention.**

If the student resolves the ID problem on his/her own before school starts then no disciplinary penalty is recorded. However, the student will receive an unexcused tardy to class if he arrives late due to needing a new ID. If a referral is made (i.e., a student is sent to the attendance office to have an ID made because he/she is not wearing one), the following penalties would apply:

1. The first referral is a warning.
2. The second referral results in a Central Detention.
3. The third referral results in a Saturday Detention.
4. The fourth referral results in two Saturday Detentions.

**REPLACEMENT ID'S:** All replacements will cost the students \$5.00. A lost ID will be counted along with forgotten ones. If the student is late to a class as a result of failing to allow enough time to arrange for securing an ID at the bookstore, the student will be marked tardy. A student may purchase extra ID's and keep them in the bookstore. Any replacement ID that is charged must be paid no later than the first school day of the next week to avoid detention assignment.

**FALSE ID'S:** Any student found wearing an ID which is not his/her own or an ID from a previous school year will be given two Saturday detentions with progressively more serious consequences for repeated offenses.

### 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 late will be treated as absent. Missing a central detention will result in a Saturday detention.

### 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 one 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 10<sup>th</sup> 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.

### **ASSEMBLIES/GUEST SPEAKER PROCEDURES AND ETIQUETTE**

Guest speakers are experts in the material they are presenting to you. They deserve your respect and attention for taking time out of their schedule to share their experiences with you.

1. Students should remove their hats and hoods upon entering the auditorium.

2. Students should fill available space in the auditorium. Move to the front first, and fill rows across before sitting in an empty row.
3. Students should refrain from talking while the speaker is presenting.
4. Students should not use their phones during the presentation.
5. Students should be present during the presentation and mentally prepare for the opportunity to ask questions at the conclusion of the presentation.

Your behavior during presentations is reflective of your school and your community. Taking pride in your school and city will leave the speaker with a positive impression of our community and may lead to greater opportunities for you in the future.

### **DESTRUCTION OF ATTENDANCE AND DISCIPLINE RECORDS**

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**

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**

##### **Electronic Devices**

Cell Phones: Students are not permitted to use cell phones during class unless given permission by the instructor. Use of cell phones in study



hall is limited to nondisruptive use as determined by the study hall teacher. Cell phones may be used during a student's lunch in the designated eating areas. Under no circumstances should a student use a cell phone or other device to take pictures or video of another student or staff member. Cell phones may be collected by the teacher during classroom assessments and will be collected during midterm exams, final exams, and all standardized testing.

iPods and iPads: Students are not permitted to use these devices during class unless given permission by the instructor. Students are permitted to use these electronics devices during their study hall period and lunch period. Students' use of these devices during passing times should not interfere with their ability to hear.

Chromebooks: All students are expected to follow the policies and procedures outlined in the Student Chromebook Use Policy. Students are expected to bring the Chromebook to school every day, fully charged. During instructional activities, the device is to be focused solely on the activity at hand. Only school related e-communication is allowed.

# RAHWAY PUBLIC SCHOOL DISTRICT FILE CODE

## Exhibit CONDUCT/DISCIPLINE: RAHWAY HIGH SCHOOL

### Code of Conduct Charts

Behavior Unacceptable in School	First Offense	Subsequent Offenses	Comments
Late to class (defined as under 5 minutes late and unexcused)	5 lates to class =1 Central Detention	Saturday Detention	Late students are to be admitted to class. If 5 or more minutes late to class, the student is charged with a cut. See Class Cutting, first offense.
Class Cutting and/or more than 5 minutes late to class*	1 <sup>st</sup> cut-warning	2 <sup>nd</sup> cut-Central Detention 3 <sup>rd</sup> 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 – ¾ year course 3 times – ½ year course 2 times – ¼ year course 5 minutes late = 1 cut of that class
Cutting Teacher Detention	Central Detention	Same as first offense	
Cutting Central Detention	Saturday Detention	Same as first offense	
Late to homeroom*	5 lates - Conference/ Central Detention	10 lates – Saturday Detention 15 lates –Central Detention 20 <sup>th</sup> 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	
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.	
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;	Students may not re-enter the building once they exit. This

		Repeat offenders 1-3 days OSS	applies to after-school dismissal and any school function.
Violation of Dress Code	Detention	2 <sup>nd</sup> – Central Detention 3 <sup>rd</sup> -Saturday Detention 4 <sup>th</sup> -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 offense to have a beeper on school property.
Unauthorized sale or purchase of candy, food or drink.	Confiscated and Administrative Detention.	Confiscated and Saturday Detention.	Parent Contact
Ordering food and having it delivered.	Confiscation, thrown away.	Confiscation, thrown away, Saturday detention.	Parent Contact
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.
Insubordination; willful and open defiance Disrespect; refusal to recognize/accept authority	Dependent upon nature of offense* Central Detention; Saturday Detention; OSS	1-3 Days OSS; Parent/guardian conference required.	*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.
Cigarette Smoking	1 day OSS; Court complaint  See Policy 5131-R	3 days OSS; parent/guardian conference to include all persons on signed complaint. See Policy 5131-R	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;	Nature of obscenities and pornography varies;

		Parent/guardian conference.	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	3-10 Days OSS; parent/guardian conference	Same as first offense	Possible police complaint
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 vapes, alcohol, drugs, steroids, or substances identified in N.J.A.C. 6A:164.1(a) See Policy 5131-R	Parent notified; 10 day suspension; law enforcement contacted.  Immediate medical examination by physician within 24 hours, including urinalysis and/or blood test to verify use to and determine extent of use.	Possible expulsion hearing plus all consequences for a first offense	A student who uses, possesses, or distributes drugs, alcohol, or steroids on school premises or while attending a school-sponsored activity will be subject to discipline that may include suspension or expulsion, and may be reported to appropriate law personnel.

<p>Under the influence of alcohol, drugs, steroids or substances identified in N.J.A.C. 6A:16-4.1(a) See Policy 5131-R</p>	<p>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</p>	<p>10 day suspension and possible expulsion hearing plus all consequences for a first offense</p>	<p>If it determined that the pupil was under the influence of a substance, the pupil shall be returned to the pupil's home as soon as possible and shall not resume attendance at school until the pupil submits to the principal (or designee) a written report certifying that the pupil is physically and mentally able to return thereto, which report shall be prepared by a personal physician who examined the pupil pursuant to the provisions of this act.  (NJ 18A:40A-12)</p>
<p>Sellers of drugs or controlled dangerous substance</p>	<p>Parents/guardians notified; 10 day OSS; Removal from regular educational programs, Long term suspension and/or expulsion proceedings: referral to Crisis Management Team. Law enforcement contacted</p>	<p>Expulsion proceedings</p>	<p>Sellers of drugs and or controlled dangerous substances off property, are to be suspended immediately for 10 days. Removal from regular education programs or long-term suspension or expulsion proceedings are to be initiated.</p>
<p>Weapons; carrying of weapons or objects used as weapons; any unsafe illegal article brought to school.</p>	<p>10 days OSS; Immediate removal from regular education setting; Long-term suspension or expulsion proceedings.</p>	<p>Expulsion proceedings</p>	<p>Police complaints may be signed by the admin. See board policies and regulations: 5114 Suspension and Expulsion 5131.7 Weapons and Dangerous Instruments.</p>

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**

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**

*To participate in extracurricular activities, students must be in good standing both academically and behaviorally.*

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 2023-2024**

Art Club / Art National Honor Society\*

Band / Tri-M Honor Society\*

Blue Tri\*

Chef's Club

Chorus/Madrigals\*

Class of 2024

Class of 2025

Class of 2026

Class of 2027

Dance Club/RRX

English National Honor Society\*

E-Sports

French Club / French National Honor Society \*

Gardening Club

Gay Straight Alliance (GSA)

International Thespian Honor Society\*

Italian Club/Italian National Honor Society\*

Let's Talk About It Club

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)  
Steppers (S.W.A.)  
Students Against Destructive Decisions (SADD)  
Student Government Association (SGA)  
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.*

## **EXTRA CURRICULAR ACTIVITIES REGULATIONS**

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**

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.

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. 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.

### **ATTENDANCE STANDARDS**

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**

Disciplinary, Suspension, Expulsion and 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**  
**Volleyball**  
**Soccer**

### WINTER SPORTS

**Basketball**  
**Cheerleading**  
**Track and Field**  
**Wrestling**

### SPRING SPORTS

**Baseball**  
**Softball**  
**Track and Field**

## FIELD TRIPS

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 INJURED STUDENT REQUIRES an elevator key, he/she must

first provide a medical note to the nurse. Mrs. Kallinois (main office) will then issue the elevator key and Mrs. Lord will issue a \$20.00 fine to the students PowerSchool account. When the student returns the key to Mrs. Kallinois, the fine is removed from the student's account. [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.

### **SUICIDE HOTLINE**

**1-800-448-3000**

## **GUIDANCE DEPARTMENT**

### **Rahway High School Website**

#### **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.

#### **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.*

## **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.

## **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 by meeting proficiency through multiple measures, including NJSLA, PSAT10, SAT, ACT, Accuplacer, ASVAB, or an Appeals Portfolio.

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.*

## **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:

<b><u>Required Courses</u></b>	<b><u>Years</u></b>	<b><u>Credits</u></b>
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 THE**  
**CLASSES of 2023-2025**

All students must satisfy local and state graduation testing requirements in mathematics and in English Language Arts. Please refer to the New Jersey Department of Education’s (NJDOE) website for the most current information: [Classes of 2023–2025 High School Graduation Assessment Requirements](#).

**The graduation assessment requirements for the Classes of 2024 and 2025 remain in place.**

**The graduation assessment requirements for the Class of 2026 have not yet been determined by the NJDOE at the publication of this handbook.**

**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**

<b>Business- Accounting I &amp; II</b> <b>35% Homework/Classwork</b> <b>35% Quizzes/Tests</b> <b>20% Projects</b> <b>10% Class Participation</b>	<b>Business-Computer Info</b> <b>Process/MultiMedia Presentations</b> <b>50% Classwork</b> <b>10% Homework</b> <b>10% Tests</b> <b>30% Class Participation</b>	<b>Intro to Business</b> <b>35% Homework/Classwork</b> <b>35% Quizzes/Tests</b> <b>20% Projects</b> <b>10% Class Participation</b>
<b>Business-Marketing I</b> <b>35% Homework/ Classwork</b> <b>35% Quizzes/Tests</b> <b>20% Projects</b> <b>10% Class Participation</b>	<b>Business-Marketing II/Co-Op</b> <b>50% Co-op Workstations</b> <b>30% Tests</b> <b>20% Participation</b>	<b>Business-Personal Financial Mgt.</b> <b>35% Homework/Classwork</b> <b>35% Quizzes/Tests</b> <b>20% Projects</b> <b>10% Class Participation</b>
<b>Business-Sports &amp; Entertainment</b> <b>Marketing</b> <b>35% Homework/Classwork</b> <b>35% Quizzes/Tests</b> <b>20% Projects</b> <b>10% Class Participation</b>	<b>AP English</b> <b>70% Assessment</b> <b>30% Class Participation</b>	<b>English- I, II, III, &amp; IV (All Levels)</b> <b>40% Classwork/Homework</b> <b>35% Assessments</b> <b>15% Quizzes</b> <b>10% Participation</b>
<b>English-Genocide/Holocaust Literature</b> <b>50% Assessment</b> <b>40% Classwork/Homework</b> <b>10% Class Participation</b>	<b>English-Honors Humanities II/IV</b> <b>30% Classwork/Homework</b> <b>50% Assessments</b> <b>20% Participation</b>	<b>English Journalism I - Creative Writing</b> <b>50% Assessment</b> <b>40% Classwork/Homework</b> <b>10% Class Participation</b>
<b>English - Journalism II, III, IV, Yearbook</b> <b>&amp; Newspaper</b> <b>50% Classwork</b> <b>25% Tests/Quizzes</b> <b>25% Homework</b>	<b>English-Speech &amp; Broadcasting I, II, III, &amp; IV</b> <b>50% Daily participation</b> <b>50% Project</b>	<b>English-Tomorrow's Teachers I &amp; II</b> <b>50% Assessment</b> <b>40% Classwork/Homework</b> <b>10% Class Participation</b>
<b>Family &amp; Consumer Science- Intro to</b> <b>Culinary Arts / Cooking Techniques &amp;</b> <b>International Foods</b> <b>50% Projects</b> <b>25% Assessments</b> <b>25% Classwork/Participation</b>	<b>FAPA-Art I, II, III, AP Art Studio</b> <b>50% Classwork &amp; Projects</b> <b>20% Classroom Management</b> <b>10% Sketchbook Management</b> <b>10% Reading/Homework Assignments</b> <b>10% Assessments</b>	<b>FAPA- Commercial Art</b> <b>50% Classwork &amp; Projects</b> <b>20% Assessments</b> <b>10% Classroom Management</b> <b>10% Sketchbook Management</b> <b>10% Reading/Homework</b> <b>Assignments</b>
<b>FAPA-Concert Band, Jazz Ensemble,</b> <b>Marching Band, Orchestra &amp; Wind</b> <b>Ensemble</b> <b>40% Participation/Preparation</b> <b>25% Performance Assessments</b> <b>25% Rehearsal Assessments</b> <b>10% Homework</b>	<b>FAPA-Contemporary Issues in the Arts</b> <b>50% Class participation</b> <b>30% Assessments/projects</b> <b>20% Homework</b>	<b>FAPA-Intro to Recording, Production,</b> <b>&amp; Music Technology</b> <b>40% Projects</b> <b>20% Homework</b> <b>40% Participation</b>



<b>FAPA-Music Theory &amp; AP Music Theory</b> 40% Participation/Preparation 30% Written Assessments 30% Homework	<b>FAPA-Mixed Chorus, Select Chorus &amp; Madrigals</b> 50% Rehearsal Assessments/Class Participation 25% Performance/Tests 25% Projects/Assignments	<b>FAPA-Dance Intro I &amp; II</b> 50% Class Participation 25% Performance Projects 25% Written Assignments
<b>FAPA-Piano(Intro),Piano II &amp; Advanced</b> 50% Rehearsal Assessments/Class Participation 25% Performance/Tests 25% Assignments	<b>FAPA-Intro to Theatre, Theatre I, Theatre II &amp; Advanced Theatre</b> 50% Participation 20% Projects 20% Performances 10% Assignments	<b>FAPA-Musical Theatre</b> 50% Rehearsal Assessment/Class Participation 20% Performance/Tests 20% Projects 10% Assignments
<b>Math-Algebra I, Pre-Calculus, Honors Pre-Calculus, Applied Calculus &amp; Calculus w/Lab</b> 40% Tests 30% Quizzes 20% Homework 10% Classwork	<b>Math - ESL Financial Literacy</b> 40% Tests 30% Quizzes 20% Homework 10% Classwork	<b>Math-Exploring Computer Science &amp; AP Computer Science Principles (Intro and AP)</b> 60% Code HS Exercises 30% Classwork/ Homework 10% Tests
<b>Math-Geometry (All levels) &amp; Trigonometry</b> 40% Tests 30% Quizzes 20% Homework 10% Classwork	<b>Math-AP Statistics &amp; Probability &amp; Statistics</b> 40% Tests 30% Quizzes 20% Homework 10% Classwork	<b>Health (all grades)</b> 40% Homework 30% Tests 20% Quizzes/Projects 10% Class Participation
<b>Physical Education (all grades)</b> 50% Preparation 40% Class Participation 10% Fitness Testing	<b>JROTC (All Levels)</b> 50% Quizzes 40% Uniform Inspection 10% Participation	<b>JROTC P.E. (All Levels)</b> 70% Class Participation 20% Physical Fitness Exam 10% Conduct/Attitude (updated 10/15/21)
<b>PEER Leadership</b> 5% Homework 30% Journals 5% Quotes 20% Role Model 20% Class Participation 20% Outreach	<b>Science-AP Biology</b> 50% Tests/Quizzes 30% Laboratories 20% Classwork/Homework	<b>Science-Biology, Biology Honors &amp; Marine Biology</b> 30% Tests/Quizzes 25% Laboratories/Projects 25% Classwork/Participation 20% Homework

<b>Science-AP Chemistry</b> 50% Tests/Quizzes 20% Classwork / Homework 30% Labs	<b>Science-Chemistry (All Levels)</b> 30% Tests/Quizzes 25% Laboratories 25% Classwork/Participation 20 % Homework	<b>Science-AP Environmental Science</b> 50% Tests/Quizzes 20% Classwork / Homework 30% Labs
<b>Science-Environmental Science, Forensics &amp; Human Body Systems</b> 30% Tests and Quizzes 25% Projects/Labs 25% Class Participation	<b>Science - AP Physics</b> 50% Tests/Quizzes 20% Classwork / Homework 30% Labs	<b>Science-Conceptual Physics &amp; Physics</b> 30% Tests and Quizzes 25% Classwork/Participation 25% Labs/Projects 20% Homework

<b>20% Homework</b>		
<b>Social Studies-African American Studies</b> 40% Tests/Quizzes 30% Homework 30% Class Participation	<b>Social Studies-Constitutional Law</b> 50% Tests/Quizzes 25% Homework 25% Class Participation	<b>Social Studies-AP Government &amp; Politics</b> 70% Tests/Quizzes 30% Class Participation/Homework
<b>Social Studies-AP Microeconomics</b> 70% Tests/Quizzes 30% Classwork/Homework	<b>Social Studies-Sociology</b> 50% Tests/Quizzes 25% Homework 25% Class Participation	<b>Social Studies-AP US History &amp; AP World History</b> 70% Tests/Quizzes 30% Classwork/Participation & Homework
<b>Social Studies-US History I &amp; II (All Levels) &amp; World History (All Levels)</b> 50% Tests/Quizzes 25% Homework 25% Class Participation	<b>Social Studies-SS/US History I/ Honors Humanities</b> 30% Classwork/Homework 50% Assessments 20% Participation	<b>Special Education-English</b> 50% Assessment 25% Classwork 15% Homework 10% Participation
<b>Special Education-Math</b> 30% Homework 30% Tests 20% Classwork 20% Quizzes	<b>Special Education-Science</b> 30% Classwork 25% Assessment 25% Homework 20% Labs/Projects	<b>Special Education-Social Studies</b> 30% Quizzes/Tests 25% Classwork 25% Class Participation 20% Homework
<b>Tech Ed.</b> 30% Projects 20% Assessments 20% Participation 20% Classwork 10% Homework	<b>World Language ESL I, II, III</b> 60% Assessments 30% Class Participation 10% Homework	<b>World Language-French, Italian &amp; Spanish</b> 40% Test/Projects 35% Classwork/Participation 15% Quizzes 10% Homework
<b>World Language-Conversational Spanish</b> 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.

### **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](http://www.rahway.net/rhs).

## **POWERSCHOOL**

Students' grades are available through PowerSchool. Students and parents can access PowerSchool via the following link:

<https://rahway.powerschool.com/public/home.html>

## **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](http://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](mailto: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](http://www.Rahway.net)).

**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.*