

Ewing High School

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Principal

Ms. Shalieka Jarrett
Assistant Principal

Mrs. Lisa Lenihan
Assistant Principal

Mr. Kyle Kaminskas
Athletic Director

Mr. David Waseleski
Dean of Students

Mr. David Sheffel
Dean of Students

Mr. Charles “Matt” Nemes & Mr. Ronald Stinson
Mr. Edward DeBoskey
School Security Coordinators

EHS MISSION STATEMENT

The mission of the Ewing Public Schools District is to develop the academic, intellectual, creative, emotional, social, moral and physical aspects of its diverse student population. This will be achieved with the cooperation of students, faculty, home and community members. Through various opportunities and experiences students will maximize their potential to be responsible, life-long learners in a dynamic global society.

www.ewing.k12.nj.us

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Ewing Township Public Schools

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DISTRICT MISSION STATEMENT

The mission of the Ewing Public School District is to educate each child and provide a high quality educational experience for our students.

Students, family, faculty, and community will create a partnership that promotes the academic, intellectual, creative, emotional, social, moral, and physical growth of each student.

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I. Counseling Services

The Counseling Department assists students in choosing appropriate courses, selecting colleges, considering vocations, and solving personal problems. All students are to honor subject choices made in the spring of the previous year. All schedule changes are made in August after schedules are posted. The only additional schedule changes permitted must take place within the first 5 school days of the year. The only changes permitted are the result of failure in a previous course, an incorrect placement or a major career change for seniors.

All students who request counseling appointments must submit requests in writing to the counseling secretary or Main Office Counseling mailbox. Only students with authorized passes will be accepted in the Counseling Office.

There will be several evening programs offered for parents related to college and career prep, financial aid and college admissions. School Messenger notification will be sent indicating the date of the presentations. Grade level parent meetings will also be scheduled.

COURSE LOAD AND GRADING PROCEDURES

All students will take four courses of 87 minutes each semester, in addition to a 26 minute lunch. There will be levels of courses for ranking purposes:

AP/College Course, Honors, and College and Career Prep (CCP).

1. There is a 5 school day limit to drop classes at the start of each semester.
2. Students are expected to graduate in no less than four years. Seniors who can meet all graduation requirements may apply for early graduation (End of 1st Semester of their senior year).
3. Only seniors will be allowed to repeat, in the spring, courses failed in the fall of the year. Students must take courses in the grade for which they are designated except in the case of failures. Course sequences may be modified for students who fail any component of the New Jersey Student Learning Assessment (NJSLA)
4. All grades, attendance and discipline are available via Genesis. The minimum passing grade shall be 60%.
5. School counselors will verify that every student meets the established prerequisites for each course level prior to scheduling.

NEW STUDENTS

Students, who enroll from out-of-district schools and have no academic records from their previous school district, will be placed in the appropriate level class based on their age. Parents/guardians will have 5 school days to produce proper documentation indicating grades and/or assessment results and students will then be rescheduled if warranted.

MAKE UP EXAMS

If a student has a verifiable administratively approved reason to miss a final exam, the student should notify the teachers and Assistant Principal.

1st Semester make-up exams for students on OSS, absence with a doctor's note, etc. will be scheduled for a specific day and all applicable students will be notified.

GRADE REPORTING (Dist. Reg. 2624)

Each semester will be divided into four quarters with a progress report, requiring parent/guardian signature, being issued at the end of first, second and third quarters. As a means to monitor academic performance progress, prior to the end of each quarter, progress reports are provided to students every two weeks.

A report card will be online at the end of the fourth quarter of each semester and will include the final exam and the final course grade. Year-long courses will show the final grade in the fourth quarter of the second semester. The report card will be online within 10 school days of the end of each semester. All students will take a final exam in every course, except seniors who maintain a 90 or higher grade in any course will be exempt from taking a final exam and their absence will be excused. Their final exam grade will be the average of the semester's four quarters. Grades will be posted to Genesis for monitoring.

SEMESTERS

First Semester

Term 1

1st Quarter (September 6, 2023 - October 6, 2023) Progress Report

2nd Quarter (October 9, 2023 - November 13, 2023) Progress Report

Term 2

3rd Quarter (November 14, 2023-December 15, 2023) Progress Report

4th Quarter (December 18, 2023 – January 29, 2024) Report Card

1st Semester Exams - January 25, 26 and 29, 2024

January 30, 2024 is a Transition day between semesters 1 and 2

Second Semester

Term 1

1st Quarter (January 31, 2024 - March 4, 2024) Progress Report

2nd Quarter (March 5, 2024 - April 15, 2024) Progress Report

Term 2

3rd Quarter (April 16, 2024 - May 15, 2024) Progress Report

4th Quarter (May 16, 2024 - June 21, 2024) Report Card

2nd Semester Exams - June 18, 20 and 21, 2024

GRADUATION REQUIREMENT (Dist. Reg. 5410)

Students must **earn** 140 credits of required and elective courses in order to graduate. They are required to **carry** 160 credits (4 courses per semester). See the Ewing High Course Catalog (on the school web site www.ewing.k12.nj.us, under Counseling Department) for more details.

BELL SCHEDULE

Daily Schedule

Block I	7:45	-	9:12
Homeroom	9:12	-	9:22
Block II	9:27	-	10:54
Block III (A lunch)	10:59	-	11:25
Block III (B lunch)	11:30	-	11:56
Block III (C lunch)	12:01	-	12:27
Block III (D lunch)	12:32	-	12:58
Block IV	1:03	-	2:30

Single Session (Note: no lunches provided)

Block I	7:45	-	8:49
Block II	8:54	-	9:58
Block III	10:03	-	11:07
Block IV	11:12	-	12:15

Delayed Opening

Block I	9:15	-	10:15
Homeroom	10:15	-	10:22
Block II	10:26	-	11:26
Block III (A lunch)	11:30	-	11:56
Block III (B lunch)	12:00	-	12:26
Block III (C lunch)	12:30	-	12:56
Block III (D lunch)	1:00	-	1:26
Block IV	1:30	-	2:30

EMERGENCY CLOSING

Information regarding weather emergencies will be available at www.ewingk12.nj.us. Early closing or delayed opening due to inclement weather will be on our website. The School Messenger call system will be utilized to contact every EHS household.

VALEDICTORIAN & SALUTATORIAN

The students selected as Valedictorian and Salutatorian must have attended Ewing High School for at least two years. In addition, both must carry a total load of 160 credits for four years. Ranking will be based on the end of seven semesters in all classes.

ELIGIBILITY FOR WORK PROGRAMS & MERCER CO. VO-TECH

Students who fail any subject required or who have insufficient credits for graduation will become ineligible for participation in work programs or vocational school. All failure and credit deficiencies must be made up prior to September 1 of the next year in order to be eligible for those programs.

PROMOTION/RETENTION (Dist. Reg. 5410)

A student will be promoted to the next grade when he/she has completed, in the current school year, the number of credits required for that grade as indicated in the current EHS Course Catalog.

Students who fail one or two classes may either: 1) complete 60 hours each of an accredited, approved course over the summer to attain credit for those courses, or 2) complete an approved Virtual School course requested through their school counselor. Seniors may appeal to the EHS administration to take additional courses if they have failed a third course.

Summer/Virtual School, or for additional courses taken during the school year (with approval by the Director of Counseling and Assessment), the grade earned in credit recovery will be added onto the student's transcript under the school year that the course was taken and completed. The original grade or NCA (No Credit Attendance) will remain on the transcript in the school year where the original course was taken.

USE OF "INCOMPLETE" FOR A STUDENT GRADE

The only reason that a teacher will give an "incomplete" (I) on a report card for any term will be for a student with excessive authorized absence from his/her class during the time specific work or a project was due. If reasonable time exists during a term to complete the assigned work or project, then no additional time past the end of the term will be granted to complete it.

SENIOR EXPERIENCE

The Senior Experience Program options include:

- an unpaid internship in the adult world
- a part-time paid position

Prerequisites:

Academic – 100 credits by the end of the student’s junior year with a cumulative GPA of 2.5 for work experience.

Discipline – No OSS or level 3 or 4 incident during the preceding semester

Attendance – No NCA for any class during the preceding semester.

Students may take the Senior Experience for 5 (1 block) or 10 (2 blocks) credits, either one or both semesters as long as all prerequisites are met.

Students earning a Senior Experience grade below 70 in the first semester will be ineligible to take Senior Experience in the second semester.

WORKING PAPERS

Working papers are now available through the following website:

myworkingpapers.nj.gov Students need to complete the forms online. If you need assistance, please contact Mrs. Stewart in the Counseling Office at extension 2111.

CHILD STUDY TEAM

Students may be referred to the Child Study Team (comprised of a psychologist, social worker, learning specialist) by teachers, administrators, school counselors, parents and Intervention & Referral Services (I & RS) committee for consultations and evaluations when the students are experiencing significant personal or emotional problems, learning difficulties, as well as other factors that might be interfering with their successful adjustment.

II. STUDENT ATTENDANCE

Per Dist. Reg. 5200 (Attendance), Students are required to be in attendance as specified in the annual Board of Education approved calendar. “Excused Absence” is a student’s absence from school for a full day or a portion of a day for one of the following reasons:

a. The student’s illness/absences with a doctor’s note (indicating the student **was seen by a doctor** or a hospitalization) within ten school days of the absence. If there is contagion, a doctor’s note is required for re-entry.

b. Family illness or death in the immediate family (length of time to be determined in each individual case by the principal or his/her designee with a parent/guardian note & proof (obituary/mass card/death certificate/etc.).

c. Educational opportunities - activities or situations which are school related and have prior sanction by the administration (field trips, exchange programs, school explorations, college visits) with a maximum of two days per semester.

d. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16 with a parent/guardian note.

e. Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3.

f. The student’s suspension from school.

g. The student’s required attendance at a court appearance; a note from the probation officer or court is required upon return to school.

h. Interviews (maximum of two per semester) with a prospective employer or with an admissions officer of an institution of higher education (prior administrative approval required – Jrs. & Srs. only).

i. Examination for a driver's license (must provide driver's license issued on the date of excused absence), maximum of two times.

j. Take your Child to Work Day

k. Other reasons deemed acceptable by the school administration.

*** ALL ABSENCE NOTES/DOCUMENTATION MUST BE RECEIVED WITHIN 10 SCHOOL DAYS OF THE ABSENCE.**

If a student has a chronic illness that may cause chronic absenteeism and/or lateness to school, it is mandatory to obtain a doctor's note annually stating what the chronic illness is and that chronic absenteeism or tardiness may occur this year due to the described chronic illness. If the student is then absent for this reason, a parental note or phone call is required on each occasion. This will be recorded in the student's tardy or absence information.

- Each student will be permitted a total of 8 unexcused absences per course per semester without penalty.
- Students with no notes are unexcused absences.
- Family vacations/trips **are not** excused.
- There is an appeal process for unusual circumstances only.

DAILY ATTENDANCE

Attendance is taken during every block and students are expected to be in class and seated at the bell. Students arriving after the 7:45 am bell and before 8:00 am will go directly to class and be marked tardy by their Block I teacher. Students who arrive at 8:01 am are to report directly to Attendance where they will be recorded as late and are then to go directly to class. Parents may monitor their child's attendance via Genesis (under the class attendance tab) at any time.

TARDY/LATE TO CLASS

Parents and students should monitor Genesis regularly for student attendance. The teacher will record attendance as follows:

Late: Any student over 15 minutes late to class will be recorded as late. This late shall be counted as an unexcused absence towards the 8 allowed in a class. Therefore, it may affect graduation credit by having the student receive a No Credit Attendance (NCA) for a grade.

Tardy: Each time a student arrives to class 15 minutes or less he/she shall be recorded as tardy (i.e. after 7:45:00 am, etc.).

One tardy=0.3 absence
One late=one full absence

On the 3rd tardy (to each individual class) **and every third tardy thereafter**, the student will:

- **Receive one day unexcused absence (will count towards the 8 unexcused absences allowed)**

- **Be cited as a 2nd Level infraction per the Conduct & Discipline policy and referred to their Dean**

EARLY DISMISSAL

Leaving class more than 15 minutes prior to dismissal of the block will be recorded as an Unexcused Early Dismissal and will count as an unexcused absence towards the maximum 8 allowed in a class. Therefore, it may affect graduation credit by having the student receive a No Credit – Attendance (NCA) for a grade.

ATTENDANCE GENERAL INSTRUCTIONS

Students are not to arrive on school property before 7:15 am and are not to leave before 2:30pm without administrative permission. When students are given permission to leave, they must sign OUT and back IN through the Attendance Office if returning that day. Leaving school without getting administrative approval will result in disciplinary action.

- i. Any person seeking to sign a student out of school early must be listed in this student's Genesis account as an authorized person.
- ii. All individuals seeking to sign a student out of school must present a valid Photo I.D. when doing so.
- iii. Students on home instruction/Out-of-School Suspension (OSS) for discipline reasons are not permitted on school property.

ATTENDANCE MONITORING

It is the responsibility of parents and students to be aware of the student's attendance record during the school year, in each of his or her classes. To assist with this, all parents have access to Genesis services that will allow a parent to monitor their child's grades, attendance and discipline via the internet anytime of the day.

ATTENDANCE APPEALS (Dist. Reg. 5200)

Any pupil who is absent eight days per class for a semester course or sixteen days for a full- year course will be subject to an administrative review and may lose credit. An appeal with the rationale and documentation for the absences may be required for the review.

If a student fails any number of courses due to lack of academic performance and/or absences, he/she will not receive credit for the course. If a subject is failed and available during the summer, successful passing of that subject in a summer school is the only method available to gain credit for any subject failed for academic deficiencies, outside of repeating the course.

Seniors may attend a summer school or Virtual School and if, at the end of the course(s), they meet all graduating requirements they will be granted their diplomas at that time. Prior approval by the Director of Guidance and Counseling Services is required for summer school attendance or Virtual School.

STUDENT ABSENCES & MAKE UP WORK (Dist. Reg. 5200)

A student returning from an absence cannot be kept at a disadvantage because of having missed new and important material. A student is entitled to assistance when rejoining his/her class. However, it is the student's responsibility upon his/her return to check with his/her teacher to acquire the work.

The teacher and student should set a definite date when this is to be accomplished. To allow some flexibility, the time should be judged as reasonable for this purpose. Considerations for determining a reasonable time are:

- The length of the absence

- The difficulty of the subjects in the total schedule.

Students who fail to take advantage of the opportunity or neglect the time limit set may then be failed for that work.

Time to make-up work is in direct proportion to the amount of class time missed.

LONG TERM ASSIGNMENTS

Research or term papers assigned prior to suspension or absence and due during the absence will be accepted by the teacher on the day the student returns. Preferably, students should be notified to have these papers turned in on the date specified even though they are on suspension or absent.

For long-term assignments made during the suspension or absence, an extended time will be given to allow equal preparation period to that of other students.

TESTS & QUIZZES

When a test is missed due to an absence which would result in course failure, the student is entitled to a make-up test. Make-up tests may be a different equivalent version in order to prevent students from using the added time of an absence or suspension to advantage.

RELIGIOUS HOLIDAYS

Any student absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence. Students who miss a test or examination because of absence on a religious holiday will be given the opportunity to take an alternate test or examination.

To be entitled to the privileges set forth above, the student must present a written excuse signed by a parent or guardian and it will be recorded as an excused absence. Such absence will NOT be recorded on any transcript or application employment form or on any similar form.

The Board of Education has the right to add any bona-fide religious holiday to the State-approved list for its own schools.

Approved religious holidays can be found at:

<http://www.nj.gov/education/holidays.shtml>

STUDENT REQUEST FOR EARLY DISMISSAL

Once students arrive at school, they are not to leave the school property without the permission of an administrator. To obtain an early dismissal, a student must present a note from a parent or guardian the morning of the desired dismissal. The note must include the date the note is written, the reason for the request for early dismissal, the date and time of requested dismissal and return, parent/guardian signature, and a phone number where the parent/guardian can be contacted for confirmation before your student leaves. A parent/guardian is able to call from a Genesis verified phone number to authorize the student to sign out. Any person granted this dismissal must sign OUT and back IN on the Turnstile monitor in the Main Office. Students should exit by the main entrance (Door #1) and should be picked up in front of the school. Students dismissed early are to leave the school grounds promptly.

III. CONDUCT & DISCIPLINE

ELECTRONIC DEVICES & GAMES

Cameras, Headphones, Earbuds, Playing Cards, Board Games, dice, and similar items are to be kept in the student's locker during school hours. Use of any of these items during the school day is prohibited except for cell phones during the student's lunch in the cafeteria and during passing time in the hallways. ***Each classroom teacher has their own cell phone policy as it relates to the curriculum and the use of handheld technology. Teachers will inform the students of their cell phone policies and students are expected to adhere to them.***

EHS is not responsible for lost/stolen cell phones or electronic devices. Students bring them to school at their own risk.

SUSPENSIONS DURING SEMESTER FINAL EXAMINATIONS

Students who are suspended during examination days may take final examinations after dismissal on examination days. The examinations will be administered by an assistant principal, teacher's assistant or ALP coordinator.

ACADEMIC HONESTY

All Ewing High School students are expected to observe the highest standards of honesty and integrity in meeting the requirements of the programs in which they are enrolled (Dist. Policy 5701). Violations of academic honesty, such as cheating or plagiarism in any assignment, essay, quiz, or examination will result in a zero for the work in question and being cited for a level 3 infraction of the Code of Conduct. **Depending on the gravity and nature of the offense, violations of academic honesty may also result in exclusion from honorary societies and consideration for awards whose requirements include evidence of honesty and good character.**

SMOKING/VAPING BY STUDENTS

Use or possession of tobacco products (including vaping or electronic devices) on school property, or adjacent to school property, is prohibited.

Any student found smoking or vaping in school buildings or at school-sponsored events, on buses, or other forms of school transportation will be subject to the disciplinary actions as outlined in the Conduct and Discipline Handbook and will be referred to the Ewing Township Board of Health for action.

Students found vaping or in possession of electronic vape devices will be subject to drug testing to rule out being under the influence.

DRESS CODE

In keeping with the New Jersey State Board of Education's adoption of expectations for student behavior, the Board recognizes the need for a policy on student dress. It is recognized that current fashion trends dictate students' attire in school. However, anything that is too distracting is prohibited. **The judgment of the administration is final.**

The following types of clothing or attire are specifically prohibited from being worn inside the school. These items do not constitute an all-inclusive list:

1. Tank tops, tube tops, halter tops, spaghetti strap dresses and tops, or any shirt revealing the midriff, or any other shirt or top which is sheer or so brief, low-cut or revealing as to be embarrassing or indecent; tops should cover the shoulder top.

2. Clothing which displays profanities or obscenities or which promotes alcohol, drug use, or hate at any time.
3. Shorts and skirts are permitted, provided they are not revealing, as determined by the administration.
4. No excessively tight fitting clothing as determined by administration.
5. No skirts/dresses with high slits.
6. Sunglasses (unless a valid medical reason exists).
7. Coats (designed for outdoor wear in cold weather), hoods, hats, bonnets, bandannas, head bands, wave caps, athletic sweatbands, ear muffs, blankets, caps (except when entering or leaving school for the day), gloves; (sweaters, sweat shirts and denim jackets are acceptable).
8. The belt area of pants must be worn at the waist. No low sagging pants or revealing underwear are permitted.
9. Any type of clothing, apparel or accessory which indicates that the student has membership in, or affiliation with any gang associated with criminal activities.

Nothing in these regulations shall prohibit the wearing of normal gym or exercise clothes in physical education classes.

In any classroom in which there are chemicals, machinery or equipment of any kind, students may be required to adapt their clothing and grooming appropriately so as to minimize the risk of injury. The individual classroom teacher shall have the responsibility therefore.

All interpretations and decisions on the school dress policy are to be made by the administrators, consistent with the criteria set forth in this policy.

Students who, after warning and/or parent notification, continue to be in violation of this dress code, will be disciplined for defiance.

All discipline consequences are subject to administrative discretion.

CODE OF CONDUCT

1st Level Offenses

Annoying Behavior
 Food violation
 Failure to sign into school
 Out of bounds
 Lack of cooperation
 Loitering
 Dress Code Violation

1st Level Possible Consequences

1st Offense - written warning/teacher detention
 2nd Offense - general detention
 3rd Offense - may include up to 2 general detentions
 4th Offense - may include up to 1 extended detention
 5th Offense - may include up to 2 extended detentions
 6th or more - may include up to block detention

2nd Level Offenses

Cutting extended detention/detention
 Minor inappropriate network behavior/minor E-Mail infraction
 Inappropriate physical conduct/scuffling
 Inciting or running toward a fight
 Inappropriate language/verbal abuse

Inciting disobedience/possessing/disseminating materials that are obscene, defamatory or which may initiate unlawful activity
Disturbance: class, cafeteria, ISD/S, study or bus
Electronic devices (cell phones, smart phones, smart watches, etc.) use during school hours
Parking violation
Inappropriate behavior
Leaving class without permission
Tardy to class – **every 3 tardies** equals an infraction

2nd Level Possible Consequences

1st Offense - may include up to extended detention
2nd Offense - may include up to 2 extended detentions/Sat. Detention
3rd Offense - may include up to block detention/Saturday Detention
4th Offense - may include up to 2 block detentions
5th Offense- may include up to 1-day ISD

A student who does not attend Saturday detention may receive ISD

3rd Level Offenses

Cutting class
Bias incident/sexual harassment
Cheating/forgery/submission of false documentation
Defacing school property/vandalism
Defiance
Disrespect
Threat to another student/Hazing
Major inappropriate technology (Internet) infraction
Theft
Truancy
Unsafe act/causing any emergency situation
Intimidation of staff or student on or off school grounds/Bullying
Gambling
Leaving school without permission
Dating Violence

3rd Level Possible Consequences

1st Offense – may include up to block detention
2nd Offense - may include up to 2 block detentions
3rd Offense – may include up to 1 day of ISD
4th Offense - may include up to 2 days of ISD
5th Offense – may include up to 2 days of OSS
- Parent/guardian must accompany student back to school for re-admission conference with Principal/designee
- Referral to the Intervention & Referral Services Team (I&RS)

4th Level Offenses

Attacking a non-retaliating student
Fighting (may include up to 10-day suspension, 4 OSS & 6 ALP)
Under the influence/positive chemical screen or refusal to test
Leaving, or refusing to report to ISD
Disrespect, abusive language or threat to staff member
Any action which is deemed serious by the administration and not specifically covered elsewhere

4th Level Possible Consequences

1st Offense - may include up to 1 or more days of OSS

- parent/guardian must accompany student back to school for readmission conference with Principal/designee referral to the Intervention & Referral Services Team (I&RS)

2nd or more - may include up to minimum 2 days OSS

- Parent/guardian must accompany student back to school for readmission conference with Principal/designee

Other

Drugs (Board Policy 5530), weapons (Board Policy 5611) and assaults on staff (Board Policy 5612 & NJSA 18A: 37-2.1) are specifically addressed in school policy and state law.

***** Students will lose all athletic and extra-curricular activity privileges for the remainder of the school year (i.e., games/ meets, Prom attendance, field trips, band trip, etc.) if the student acquires more than three (3) instances of In-School Suspension (ISS)/Out-of-School Suspension (OSS) combined. In addition, while on OSS, a student is ineligible to participate in any school-sponsored activity.**

***** At the discretion of EHS administration a student may not attend the Senior Class Trip or any school sponsored trip if the student has any ISD/OSS or excessive absences.**

***** Alternate Learning Program (ALP)** a student may be assigned to ALP as recommended by the student's guidance counselor, Dean of Students, CST and/or administrator.

General Detention: 2:40 to 3:30 pm

Extended Detention: 2:40 to 4:10 pm

Saturday Detention: 8:00–10:00 am

Block Detention: This is assigned when an administrator deems an assignment of detention is necessary during the school day. Administrators or Deans may assign a block detention for one or more full 87 minute blocks, but not to exceed two blocks in one day.

Students may participate in sports or activities the day of any detention as determined by the coach or advisor.

SEXUAL HARASSMENT

- Action Initiated by Students

The following procedure will be observed in situations where students report incidents of sexual harassment:

1. The student should inform the offender that the behavior is unacceptable, if the student feels comfortable doing so.
2. The student should immediately inform a teacher, counselor, grade level disciplinarian or the building principal.
3. A teacher or counselor to whom a report of sexual harassment has been made shall immediately inform the building principal.

4. The building principal will discuss the alleged incident with the student and the counselor or teacher who reported the incident. The student will be asked to make a written explanation of exactly what happened, including:
 - a. What, when and where it happened
 - b. Who was involved
 - c. Exactly what was said or what the harasser did
 - d. Witnesses to the harassment
 - e. What the alleged victim did or said at the time of the incident
 - f. How the victim felt
 - g. How the harasser responded.
5. A report of the complaint will be made by the building principal to the superintendent.
6. If the report involves a staff member, the matter will be referred to the affirmative action officer and the following procedure will be followed:
 - a. The affirmative action officer will interview the accused employee. The employee will be advised that he/she is entitled to representation at this stage of the investigation.
 - b. The affirmative action officer will meet with the student allegedly harassed, the student's parents/guardians, the building principal, and any other counselor or teacher the student would like to be present.
 - c. The affirmative action officer will conduct a complete investigation after meeting with the employee accused and the student making the complaint, as set forth above. All relevant parties will be interviewed. The affirmative action officer may delegate portions of the investigation to the building principal or others.
 - d. A written report and recommendation will be furnished to the superintendent after the investigation is completed. The superintendent will accept, reject or modify the recommendation.
 - e. The superintendent will make a report to the Board after the report and recommendation of the affirmative action officer is received.
 - f. The school building principal and the affirmative action officer will meet, in separate conferences, with the alleged harasser and the student that filed the complaint and his/her parents/guardians. The purpose of these meetings will be to inform the parties about the outcome of the investigation and the action that will be recommended.
7. If the alleged harasser is a student, the following procedure will be followed:
 - a. The building principal will advise the superintendent that a sexual harassment complaint has been received.
 - b. The building principal will meet with the students involved, together with their parents/guardians in separate conferences. All parties will be advised concerning the procedure to be followed.
 - c. The building administrator will investigate the incident in order to determine the extent of the offending behavior and to prevent any retaliatory behavior on each student's part. Any relevant witnesses to the incident will be interviewed.
 - d. The building administrator will report the results of the investigation to the affirmative action officer and the superintendent. The building principal will make a recommendation concerning resolution of the incident, including disciplinary action, if applicable.
 - e. After receiving direction from the superintendent regarding resolution of the incident, the building principal will meet with the students involved and their parents/guardians to remedy the offensive conduct and advise the parties concerning the nature of the resolution.

8. Should the complainant be unsatisfied with the resolution produced by this procedure, the complainant may appeal the resolution to the superintendent.
9. If the complainant is unsatisfied with the decision of the superintendent, the complainant may appeal to the Board of Education at the next regularly scheduled Board meeting. The appeal will be heard in executive session. The board will reply to the complainant's petition within ten school days of the meeting where the application was heard by the Board.
10. Should the complainant be unsatisfied with the resolution of the Board of Education, the complainant may file an independent action with the Regional Civil Rights Director of the U.S: Department of Education.
11. If the building principal is the harasser named in the complaint, then all actions will be undertaken by the affirmative action officer.
12. If the affirmative action officer is the harasser named in the complaint, then all actions will be undertaken by the assistant superintendent.
13. If the superintendent is the harasser named in the complaint, the building principal or affirmative action officer will report directly to the Board.
14. A substantiated charge against a staff member in the school district may subject such staff member to disciplinary action including discharge, suspension, loss of pay, transfer, loss of increment and/or reprimand in file.
15. A substantiated charge against a student in the school district may subject such student to disciplinary action, including suspension or expulsion.

CHEMICAL SCREENING PROCESS

1. Staff member identifies a student as “appears a student may be currently under the influence of alcohol or other drugs”.
 - During school hours – students are taken to the nurse's office.
 - During a school function – Student's parents are contacted for transport to the nearest emergency room or family doctor.
2. Nurse initiates preliminary screening, administration contacts parents. Administrator signs Chemical Screening Form.
3. The district has contracted with **Keys2Health Wellness Center, LLC**, 2500 Brunswick Pike, Suite 204, Lawrence Twp., NJ 08648 Phone: 732-290-5480 (Dr. Walton); to complete the physician chemical screening including blood and/or urine testing. Families who choose to use their own physician will assume financial responsibility for any associated costs.
4. **Students must be seen within 24 hours and may not return to school until the screening form is completed by a physician indicating they are safe to return to school and turned into an Administrator or School Nurse.** Once the testing results are received by the school nurse, if the results are negative there is no disciplinary action. If positive, the student may be suspended and will be required to meet with the school Student Assistance Coordinator for a minimum of five counseling sessions. If a student does not have a screening done by a doctor, it will be treated as a “positive” result and will be suspended from school.

IV. NURSE/HEALTH OFFICE

The nurse is available for consultation, health information, and health problems. Any student becoming ill during class must have a pass to see the nurse. If the nurse is not in, the student is to report to the Main Office.

All students are required to take physical education unless they are physically unfit. In such cases a doctor's certificate must be presented to the school nurse stating the exact dates the student may not participate. General excuse notes are not acceptable. Excuses do not carry over from year to year. If a

student has a chronic illness or condition, a note from the student's doctor must be submitted every school year.

Any student who wishes to be excused temporarily from physical education must see the nurse before 7:45 a.m. and receive a written excuse. The written excuse will be e-mailed to the physical education teacher and will be part of the student's medical record.

MEDICATION (SELF-ADMINISTRATION)

Pursuant to an enacted statute, the Ewing Township Board of Education may now permit the self-administration of medication by a student for asthma or other potentially life-threatening illnesses (diabetes, anaphylaxis, etc.). If you wish for your child to self-administer medication, you must first obtain the signature of your child's physician on a "Certification of Physician" form which can be obtained from the school nurse's office. The "Authorization for Self-Administration of Medication" must then also be signed by both parents/guardians, regardless of whether they are separated or divorced.

Please note that, pursuant to the statute, the school district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by your son/daughter. Furthermore, by signing the "Authorization for Self-Administration of Medication" you are agreeing to indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration. If you have any questions regarding these provisions, you are urged to consult with your private attorney.

If you desire permission for your son/daughter to self-administer medication, please return the "Certification of Physician" and "Authorization for Self-Administration of Medication" forms, signed by both parents, to the nurse/health office, as soon as possible.

Please review the following options regarding field trips and school nurse administered medication. The options are necessary because school staff members attending the trip will no longer be able to administer student medication.

1. Parent/Guardian or relative may accompany the student to give the medication.
2. Parent/Guardian can meet the student during the field trip to give the medication.
3. Adjust the time the medication is to be given, i.e., before the trip, after the trip or before and after the trip as the student's doctor requires.
4. An agreement by the student's Parent/Guardian, doctor and teacher that the medication can be omitted that day.
5. If the student has a potentially life-threatening illness, i.e., asthma or an allergic reaction to bee stings, and cannot self-administer his/her own medication, a parent/guardian will need to accompany the student.
6. If one of the above options cannot be agreed upon, the student will not attend the field trip, and an alternative educational program will be provided at the school for the student.

Please call the school nurse to make the necessary arrangements one week in advance. If you have any questions, please contact our school nurse at 609-538-9800 x 2124/2125.

MEDICATION ADMINISTERED BY THE SCHOOL NURSE

Whenever possible, the parents should arrange with the family physician for the medication to be given **outside of school hours**. Since most medications today are of a long-acting type (8-12 hours), there is little reason for students to bring over the counter or prescription medications to school. If, however, the

family doctor advises that the child should attend school and must have medication administered during school hours, a **written notification** must be presented from **the private physician on a form provided by the school**. The completed form with the over-the-counter medication or medication in a **prescription bottle** labeled with the name, date and contents must be presented to the school nurse before the nurse can administer the medication to the child.

Please contact the school nurse and request the form for your doctor. In addition, both the self-administration and nurse administration forms are available online at www.ewing.k12.nj.us. If you have any further questions, please call the nurse at 609- 538-9800 X 2124 or X 2125.

SPORT PHYSICALS

All sports medical forms must be submitted to the Nurse's Office and will be reviewed within 5 school days. The sports physical must include a vision screen and the health examiner must have completed the Cardiac Assessment Professional Development Module and an official stamp as per the NJDOE.

V. STUDENT FOOD SERVICES/CAFETERIA CAFETERIA PROCEDURES

Students are to report to the cafeteria immediately as scheduled. Loitering in the hallways or attempting to leave the building is strictly prohibited. The cafeteria offers hot or cold lunches and a la carte items. Milk and snacks may also be purchased.

After eating, students will deposit all refuse in trash cans. Students are not allowed out of the cafeteria except for emergencies approved by school staff. Cutting of lunch period shall constitute a cutting offense and the appropriate penalty will be imposed.

Food may not be acquired from an outside source or delivered any time during the school day. Food and beverages from outside vendors WILL BE confiscated. Door Dash, Uber Eats or any other food delivery services are not allowed.

Students may not sell outside food/drinks during the school day.

STUDENT MEAL ACCOUNT

Annually, the Board sets Cafeteria prices in order to remain consistent with applicable laws and regulations surrounding school Food Service Programs. In consultation with the Food Service Director, the Business Office, and District Auditor, the following lunch prices are recommended for the 2023-24 school year.

**High School breakfast is \$2.05; lunch is \$3.35; milk is \$.60;
snacks \$.70-\$2.00.**

Reduced prices; breakfast \$.30; lunch \$.40.

Money may be placed on the student's account for meals, snacks or beverages. Obtain a form from the main office or on the district website, complete and return it to the cafeteria manager along with the money. Money may also be placed on account on-line through [http:// www.payschools.central.com](http://www.payschools.central.com). Parents can check student's balances and receive email alerts regarding their child's account. Your student's ID number and a checking account or credit card number are necessary to register for this on-line service.

* If your child is approved for free or reduced price meals, his or her meal status will be recorded in the system. Students will need to enter their PIN number on the cafeteria line. This system is very confidential. The screen does not show the student's status; just how much is owed for the purchases.

**** Please be aware this is not a credit system. Students cannot "charge meals" with their PIN number.**

****Anyone who makes a purchase in the cafeteria will need to use their PIN number.**

FREE & REDUCED PRICE BREAKFAST/LUNCH

Free and reduced price meals are available to students who qualify. Forms are available on-line. An application will be available by September. Parents/Guardians may apply on-line by following the link <http://www.payschoolscentral.com>. Your meal status will be determined immediately. A fill-to-print application is also available on-line. Additionally, applications will be mailed to each household in August. Interested parents/guardians should complete one application for all the children in their household. Completed paper applications should be returned to the Food Service Office.

During the month of September, students will be considered qualified for free/reduced meals based on last year's list. Students must, however, complete a new application each year and only those who qualify will be eligible after September 30th.

VI. TECHNOLOGY

CODE OF CONDUCT - ACCEPTABLE USE POLICY

Internet access is available to students and staff in the Ewing Public Schools. The goal in providing this service to students and staff is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

Students and staff have access to the following:

1. Information and news from educational sites, (NASA, Smithsonian, etc.)
2. Access to Library of Congress catalogs, ERIC (Educational Resources & Information Clearing House), university library systems and other extensive reference sites.
3. Public domain software and shareware of all types.
4. Discussion groups on a variety of subjects including environmental, musical, and multicultural topics.
5. Electronic mail communication with people all over the world.

Every school in the district has a code of conduct that details appropriate school behavior, outlines rights (e.g., freedom of expression), and sets expectations for students and staff. The use of the Internet is part of a school's daily routine and the school's code of conduct applies to all network activities.

VII. MEDIA CENTER

The Media Center is an integral part of the instructional program at Ewing High School and is committed to ensuring that students are effective users of information by providing them with free access to comprehensive databases and a variety of print resources. The Media Center houses 45 computers in two separate labs for staff and student use. In addition to print and online resources,

the Media Center contains all of the AV equipment for the school and also prints replacement ID cards.

HOURS

The Media Center hours are posted on its website, on the front doors, and in the school bulletin. The Media Center opens at 7:30 am daily and stays open after school several days a week until 4:00 pm. Students should check the posted schedule for hours of operation. All students using the Media Center after school should arrive by 3:00 pm.

CIRCULATION POLICIES

The ID card also serves as a library card and is necessary to check out materials. Students may check out books for two weeks. Books may be renewed provided the book(s) is/are brought back for verification at the time of renewal. Books should be returned to the Book Return bin near the front entrance. There are no overdue fines; however, students will be placed on the school fine list if books are not returned on time. Students will be charged the full replacement cost of any books lost or not returned before the end of the school year.

PROCEDURES & RULES

During Block 3, the Media Center gives first priority to classes who are using the space with a teacher. Students may come to the Media Center during their lunch block provided they have a pass from the cafeteria. Students are expected to remain in the Media Center for the entire lunch period. All students must **sign in through Turnstile** at the front desk and sign out with Turnstile upon leaving.

While in the Media Center, students are required to comply with all school rules and regulations. However, in order to maintain the academic atmosphere, certain rules are particularly emphasized – violations may result in immediate disciplinary action including detention and/or barring the student from the Media Center for a specified period.

- Food and/or beverages are not permitted in the Media Center.
- Students may listen to audio with headphones only. The volume should be low enough to be inaudible to others. Listening during a class is only permitted with the teacher's permission.
- Cell phone use is prohibited in the Media Center.
- Loud, boisterous behavior, playing cards, romantic encounters, or any other behavior perceived to be offensive or disruptive is forbidden and may result in disciplinary action if not immediately corrected.

INTERNET DISCOVERY ZONE REMOTE ACCESS UPDATE

The Ewing Public Schools provide students, parents and staff access to many subscription databases for research use. These resources are available for use on a home computer via the District Discovery Page, which is located on the District Homepage. All the databases use **ewing** as the username and **schools** as the password. GaleNet uses **ewing** as the password.

VIII. EXTRACURRICULAR ACTIVITIES & SPORTS

Anime	NHS	Yearbook
Art Club	Musical	Color Guard
Sports Medicine	Newspaper	Consumer Bowl
Dance Team	Glee Club	Orchestra
Student Council	Hand Bell Choir	Culinary Club
Coffee for the Soul	Spanish Club	Drama Club
Jazz Band	Project Unify	SAGA
Key Club	Robotics Team	Film Club
Marching Band	Rotary Interact	
Environmental Club	Mastersingers	
Ewing Voice	Choir	International Thespian Society

Students are encouraged to participate in the Student Activity Programs. For additional information about the above organizations students should contact the Student Activities Coordinator.

* Participation in all extracurricular activities and sports requires the student to have no outstanding fines and no more than 3 ISD/OSS combined.

*** A student must be in school to participate in any after-school sport/activity.**

NATIONAL HONOR SOCIETY

Admission criteria are based upon Scholarship, Service, Leadership, and Character. The selection process is as follows:

1. A list of academically eligible students is secured by the NHS Advisor from Guidance records.
2. Scholarship is the initial factor of four areas for consideration. All students who are eligible for NHS are first considered by the faculty of the high school. Each teacher is given a list of eligible students. (If the teacher is knowledgeable of the student's character, service, and leadership, he/she may judge those students by using a scale from one to four.)
 - "4" Indicates outstanding in the given area and highly worthy of membership.
 - "3" Indicates above average in the area and worthy of consideration.
 - "2" Indicates average in the area but worthy of consideration.
 - "1" Indicates weak in the area and not worthy of consideration. "1" ratings are tallied as "-1".
3. Both juniors and seniors must have at least a 3.5 cumulative GPA in level 1 classes or the equivalent in weighted classes.
4. Eligible students must complete Activity Information Sheets and submit them to the Advisor by the deadline date.
5. When the Faculty Council convenes, each member is given a rank order list of the faculty survey. The Advisor has all pertinent information, including activity sheets and faculty comments, for use during the discussion of each candidate. A majority vote determines membership.
6. Formal induction ceremony is held in May.

MEMBERSHIP IN MUSICAL ORGANIZATIONS

Students accepting membership in a school organization or group who performs for the public on stated occasions must recognize that he/she has a responsibility to the school, to the group, and to the instructor to be present for rehearsals before the performance and for all performances.

- The instructor in charge of the organization will announce the dates for the public appearances at least one month in advance and indicate the dates and hours for additional rehearsals. It then becomes the responsibility of the student to inform parents or guardians.
- At that time (or within a few days thereafter) a student may present to the instructor a written request signed by a parent/guardian asking that their child be excused from the public performance or from one or more rehearsals.
- Under certain circumstances, last-minute valid excuses for a necessary absence may be offered in advance to the instructor.
- In cases of unpredictable emergencies, after the scheduled event the student will be required to present a written excuse to the instructor explaining the reason for the absence.
- If a student is absent from a special rehearsal or public performance without advanced permission and his/her excuse is not accepted by the instructor and building administrator, it may result in grade reduction for the marking period.
- Students excused from classes for athletic or other activities are responsible for all work missed/tests assigned or given on the day of the absence.

SENIOR PROM

A student must attend school the day of the senior prom to be eligible to go to the prom. The date, site, and rules for the senior prom will be developed in concert with the senior class, the advisor(s) and the school administration. Any student suspended out of school over the period, which includes the senior prom, may not attend the senior prom. All school rules and regulations apply.

DANCES/ACTIVITIES SPONSORED BY SCHOOL ORGANIZATIONS

All dance/activity dates/arrangements must be made by the activity advisor of the club/activity with the Student Activities Coordinator.

Dance/Activity rules:

- Only students with a valid EHS ID may purchase tickets for either themselves or for their pre-registered guest.
- Tickets must be purchased in advance. No tickets will be available at the door. Dances will begin at 7 p.m. and end at 10 p.m. unless otherwise noted.
- No one will be admitted to the dance/activity 1 hour after the start.
- The students who wish to bring a guest must sign both their name and their guest's name on a special guest roster when purchasing tickets by 1:30 p.m. the day before the dance.
- The EHS student signing for a guest will be held responsible for all the actions of the guest. The administration reserves the right to deny attendance to any student or guest either prior to the dance or at the door. Prior permission must be obtained from administration if a guest is 21 years or older.
- All school rules and regulations apply.
- A student must attend school the day of the dance.
- Any student on the EHS fine list may not attend.
- Any student who has acquired any In-School Detention (ISD) or Out-of-School Suspension (OSS) is not eligible to attend specific dances/activities when specific rules are in effect.

SEASONS/SPORTS

Fall

Football (B)
Cross Country (B & G)
Field Hockey (G)
Tennis (G)
Soccer (B & G)
Cheerleading (C)

Winter

Basketball (B & G)
Wrestling (B & G)
Bowling (C)
Winter Track (C)
Swimming (B & G)
Cheerleading (C)

Spring

Baseball (B)
Track (B & G)
Tennis (B)
Golf (C)
Softball (G)
Lacrosse (B & G)

** B=Boys G=Girls C=Co. Ed.

For additional information about any sport contact the Athletic Director (x2127).

ACTIVITY & INTERSCHOLASTIC ELIGIBILITY (DIST. REG. 2431)

In order to participate in interscholastic sports, students must meet the following requirements:

1. A student/athlete cannot become 19 prior to September 1st.
2. A student/athlete may compete in no more than eight (8) semesters following his/her entrance into ninth grade.
3. Academic Eligibility:
 - a. Fall eligibility – students must pass 30 credits in the previous school year and earn an average of 70% in their best 25 credits of the previous two semesters. (This includes Summer School courses.)
 - b. Winter/Spring eligibility – students must pass 15 credits in the fall semester and earn an average of 70% in their best 25 credits of the previous two semesters. (This includes Summer School courses.)

The Ewing Township Board of Education's primary focus is the academic development of its students. Extracurricular activities are important tools to develop the total student and all participants in extracurricular activities are expected to follow these guidelines.

1. Students wishing to participate in extracurricular activities in grades 9-12 shall have a 70% grade point average (GPA) based on 25 credits.
2. Students currently enrolled in grades 9-12 possessing a 70% GPA in the prior academic year shall be eligible for first semester extracurricular activities. Eligibility for second semester extracurricular activities shall be based on a 70% GPA and 25 credits from the previous two semesters including summer school courses.
3. Approved summer school courses may be used in order to improve grades for the purpose of eligibility. Grades may be improved by one grade level only. Upon completion of summer school, a 70% GPA based on 25 credits is required for first semester eligibility.
4. All students in grades 9-12 shall be given a copy of the eligibility policy on or before the first day of school each year by the building administration. All new students entering grades 9-12 shall be given a copy of the eligibility policy.
5. The Athletic Director shall be responsible for monitoring student eligibility in all interscholastic athletics. The Activities Director shall be responsible for monitoring student eligibility in all other extracurricular activities.
6. It shall be the responsibility of coaches and advisors to encourage students to perform academically in their classes.

Be a member in good standing at EHS:

- A student suspended may not participate while suspended.
- A student borrowing athletic equipment must return or pay for such equipment.
- Students participating in athletic activities must accompany his team in transportation vehicles provided by the school.
- A student must attend school the day of an athletic event if played on a weekday and the day before it is played on Saturday.
- Be physically fit according to a doctor's physical examination.
- Have parents' permission in writing.
- Be less than 19 years of age before the season begins.

All team practices are closed to the public unless specific permission is obtained from the administration.

ATTENDANCE RULES FOR ALL EWING HOME GAMES

- * Students must have a student ID even if accompanied by a parent.
- * FMS students must have their student ID and be accompanied by an adult family member.
- * Elementary school aged students do not need ID but must be accompanied by their parent/guardian.
- * An adult may not be "accompanied" by several students who are not his/her children.
- * All other persons under 18 must have a student ID.
- * Any student who exits may not come back into the building.
- * Ticket sales end at the start of the football 4th quarter

IX. GENERAL INFORMATION

HALL & GYMNASIUM LOCKERS

Hall Lockers have been provided for each student's convenience and safekeeping of the student's possessions. Hallway locker combinations should be known only by their owners in order to insure confidentiality and to prevent theft.

Although these lockers are sturdy, the lock mechanism can be damaged through careless usage. Difficulties with lockers should be reported to the Office.

Gymnasium lockers are to be totally emptied periodically for custodial cleaning. Any items left in the locker at that time may be discarded. The Physical Education Department will announce dates for locker cleaning.

Students are responsible for providing their own locks and for keeping their lockers clean and orderly. **The lockers are school property and may be inspected at any time.**

EHS IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS

ADULT STATUS IN SCHOOL

Although the law recognizes 18 year olds as adults, the school will still work responsibly with parents or guardians unless the 18 year old student can show legal emancipation.

Students eighteen (18) years of age will be treated as adults, and therefore:

- They may sign their own absence notes. Early dismissal requests must be signed by a parent or guardian. They may NOT sign out of school without a note from a parent or guardian.

- They may sign their own permission slips to participate in field trips, and other school events.
- They may review their official school records.

Of course, as students 18 years of age or older, they must obey all school rules and regulations. Any rule or practice which is appropriate to the orderly and productive administration of a school community may be applied to all students within the community. Adult students will be accountable — in terms of grades, disciplinary sanctions, or otherwise — for their attendance and conduct in school. If living with parents/guardians, they too will be notified.

RULES COVERING GYM AREA

1. Students are not to come into the gym area unless they are scheduled to be there for gym classes or an athletic event. No passes will be accepted unless written by a member of the PE staff, guidance, or the administration.
2. Gym offices are off limits for all students. Students should not enter the gym offices unless they have been given permission by an instructor.
3. Students should not loiter in the locker room at any time.
4. No food is permitted in the gym or locker room.
5. Students are required to change in order to participate and receive full credit in Physical Education classes.
6. Students are required to abide by all rules established by the PE Staff.
7. Attendance in PE Class:
 - A student must be in the assigned location at roll call.
 - If not at the assigned location on time, he/she will be marked tardy/late/absent from that class.
 - If the student was not in his/her location at roll call, it is the student's responsibility to see the instructor immediately and be marked appropriately (tardy/late).

HALL PASSES

Students may not be in the halls during class time without a pass (or Nurse, Guidance, Main Office, Media Center, Dean). Lavatory passes are color coded by area of the building. Students must go to the appropriate and corresponding lavatory. Only **ONE** student may leave a class at a time for lavatory purposes, exclusive of severe emergencies.

FIRE DRILLS/SECURITY DRILLS

State law requires that fire drills be held regularly in all New Jersey schools. Directions for leaving the building are placed near the doors in every room. When the fire alarm rings, or an announcement is made, all students must follow directions given by the teacher. Students out of the classroom on a pass or away from the classroom should immediately exit the building and report to the nearest staff member. Students are to remain outside the building until the bell is rung, or an announcement is made, after which they will return to class. Security drills (lockdown, evacuation) will be held periodically.

BICYCLES/SKATEBOARDS/OTHER MOBILITY DEVICES

A student bicycle rack has been provided just outside of the ENDEAVOR building and near the cafeteria. When students bring bicycles to school, they should securely lock them to the bicycle rack. The school can take no responsibility for the loss of parts of or the whole bicycle. No non-medically approved mobility device may be utilized during school hours.

TEXTBOOKS

Textbooks are issued by classroom teachers. All students are to cover their textbooks and handle them with care. The person to whom the book is assigned is held responsible for the condition and return of the book. Students will be charged fines for damaged books and replacement costs for lost books. Students should be certain to record the exact number of their textbooks on the textbook record sheet they complete when they receive a textbook and carefully note any damage (specify type of damage and page number) to the textbook at time of issuance. Students will be held accountable for any damage not noted on the textbook record sheet.

SCHOOL FINES

Any loss or damage to equipment, books, or school property will result in a fine for the student responsible for its care.

Students who fail to meet their obligation will not participate in school activities such as sports, clubs, etc. Also seniors will not be permitted to attend prom and caps, gowns will not be distributed until their fines are satisfied. Records of any fines or outstanding debts owed by seniors after graduation will be sent to the Board of Education attorney for collection and the student's diploma will be withheld. All fines must be paid in cash or money order only.

STUDENT AUTOMOBILE REGISTRATION

All student-used automobiles or other means of motorized transportation that occupy a parking space in any of the school's parking lots must be registered in the main office. **Students parking in Staff spots or illegally will be considered a Level One Offense and will be subject to tow.**

Vital information for registration includes:

- vehicle owner's name
- vehicle operator's name
- license plate number (including state)
- make and model of the vehicle
- color of the vehicle
- copy of driver's license
- copy of vehicle registration
- copy of vehicle insurance card

* **Caution:** Students are encouraged to use the crosswalk at the traffic light at Farrell and Parkway Avenues. **DO NOT cross Parkway Avenue in front of the high school.**

DRIVING RESPONSIBILITIES & REGULATIONS

- An identification decal, which must be displayed in the rear window, will be issued to each registered driver each year.
- Faculty parking spaces have been marked in white, are numbered and are reserved for faculty only. Any student who parks in a faculty parking space is subject to having their vehicle towed at owner's expense. There will be no warnings.
- Use proper entrance and exit only!
- Speed limit on school grounds — **10 mph.**
- Do not park your vehicle on school grounds unless it is registered.
- Students violating any of these rules are subject to loss of driving privileges on school grounds.
- Vehicles found illegally parked are subject to tow at the owner's expense.

- Students who drive to school are permitted to return to their vehicles during the school day with administrative approval.

LOST & FOUND

All articles, including those that are recovered by students, should be turned into the Main Office. Recovered objects may be claimed from the Main Office with proper identification before or after school.

ANNOUNCEMENTS

Each day timely and important school announcements and the flag salute will be conducted over the public address system.

In addition, a bulletin containing pertinent school information will be posted on the web page. Teachers are instructed to post it in the classroom and read it in homeroom.

SCHOOL ISSUED IDENTIFICATION CARDS

- Students are expected to wear their school IDs during the school day.
- Each student must have a valid school photo identification card. ID cards will be replaced at a cost of \$1.00 to the student for the first replacement and \$2.00 for all subsequent replacements.
- Each student's photo identification card must be carried with them or worn at all times.
- Student ID cards are required for admittance to all extra-curricular events and athletic competitions.

SCHOOL VISITORS

Due to school security and safety concerns, all visitors are encouraged to make an appointment prior to arriving at EHS.

During classroom instruction hours, visitors to classrooms are limited to parents/guardians of children in that class or speakers/guests.

A "visitor" is anyone other than a student enrolled in, or a staff member employed in, the particular school. Visitors may not consult with the teaching staff or students during class time without the Principal's permission.

Student visitors are not permitted. Adult, non-student visitors must report directly to the Main Office for registration and are to use the main entrance only. Recent graduates may only visit after school hours with permission.

Visits with a child's teacher should take place so that the children's learning will not be interrupted. According to state law, all visitors during regular school hours must receive permission from the Principal to visit any classroom.

No person shall be allowed to deliver any address or lecture to students on any subject unless authorized by the Superintendent or designee. Smoking in school buildings and on school grounds is prohibited by State law.

Parents/guardians are asked to adhere to the following procedures:

1. Make arrangements for an appointment with the child's teacher, giving at least one day's notice.
2. Before going to the classroom, parents/guardians must stop at the main office to:
 - a. Indicate the appointment
 - b. Receive a visitor's pass.
3. Visits during classroom instruction hours should be no longer than 30 minutes.

When a court of appropriate jurisdiction has terminated the parental rights of either or both parents, it is the obligation of the person or agency having legal

custody of the child to notify the school so that appropriate measures can be taken.

We encourage ongoing communications as a key to our success.

STUDENT RECORDS

Students over 18 years of age or parents of students under 18 have the right to inspect and review their permanent records by making the request to guidance or administration.

School records to which students or parents have access consist of identification and family information, attendance, courses taken, grades and credits earned, health data, standardized test scores, achievement awards, and activities.

School records are released only upon proper authorization by the adult student or the parent or guardian.

ELECTRONIC MONITORING

The Ewing Township Board of Education has authorized the use of video cameras on school district buses and within the school. The video cameras will be used to maintain a safe environment.

Students and parents/guardians are hereby notified that the content of the videotapes may be used in student disciplinary proceedings. The contents of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in student disciplinary proceeding or other matters as determined necessary by the administration. Videotapes are the property of the district and are considered confidential. Therefore, they are not available for viewing by anyone other than school staff in the performance of their duties.

STUDENT ACCIDENT INSURANCE

The Board of Education has a student accident policy for students who get injured in school, on a school bus, or at a school sponsored event. This is a secondary policy. Applications must be made in writing within ten (10) school days of the injury to the high school nurse.

CHANGE OF ADDRESS

Students who move to a new address must immediately give their new address and telephone number to Central Registration.

HOMELESSNESS

Families that experience homelessness can contact the homeless liaison, Mr. Harry Louth, located Gusz Building 220 Ewingville Rd. Ewing, NJ 08638 (609) 538-9800 x7176.

TELEPHONE USAGE

Cell phones may be used during passing, in the hallways and at lunch. Students are to follow their teacher's cell phone policy. Each teacher has their own policy as it relates to the curriculum. Violating the teacher's cell policy will lead to discipline.

X. STUDENT GRIEVANCE PROCEDURE

The Board of Education believes that students should have the right to present suggestions and grievances about the school district. In addition, such a procedure would provide ways for students to become involved in the decision making process involving high school policy or procedure.

The primary purpose of these procedures is to clarify channels of communication available to students when they have grievances about certain actions, policies or procedures of the school district, and to provide ways for students to present suggestions for the improvement of the system.

1. Suggestions

Student suggestions should be of a constructive nature and contribute toward the realization of the educational goals of the district. All suggestions should be submitted in writing to the principal.

2. Grievances

It shall be the intent of the procedure to encourage students to discuss their grievance(s) informally with the staff member against whom it is directed prior to utilizing the formal grievance procedure outlined below. It is expected that the majority of grievances will be settled in this manner. If not, the following procedures shall apply:

a. Academic and Disciplinary Appeal

If a student (or group of students) feels that fair treatment has not been given with respect to academic or disciplinary matters and the question cannot be resolved with faculty members or the administrator involved, the parents may make an appointment to come to school to attempt to resolve the matter.

If a teacher is involved, the parent(s) shall arrange a conference with the teacher through the guidance office or through the assistant principal. If the decision is still unsatisfactory to the parent, the parent, together with the student, may appeal within five (5) school days in writing to the principal. Any penalty will be enforced (excluding detention/ISD/OSS) as originally placed in effect throughout the entire appeal process. Should an appeal be ruled in favor of the student, the infraction and penalty shall be expunged from his/her record. In case of disciplinary action by an administrator, the parent should confer first with that administrator directly.

- If the principal's decision is still unsatisfactory to the parent, the parent together with the student may appeal step-by-step to the:
 1. Superintendent
 2. Board of Education
 3. State Board of Education
- Whenever an appeal is made at or beyond the principal's level, it shall be made in writing within five (5) school days of notification of a decision unsatisfactory to parent.
- An attorney may represent the student and parents at any point beyond the appeal to the principal provided prior notification is made to the school authorities.

b. Social, Physical and Operational Appeal

If a student (or group of students) feels that a particular social, physical or operational condition in the school should be modified or provided, the Student Council may be contacted through the student's representative to the Student Council or through the principal.

- The suggestion or complaint shall be put in writing. The student may request or be requested to attend a Student Council meeting to present the problem in person. The matter shall be discussed and appropriate action taken by the Student Council.
- If the action taken so requires, the Student Council may refer the matter in writing to the principal for his consideration/decision.

- If the matter is felt by the Student Council not to have been satisfactorily resolved, the Student Council may refer the item in writing to the Superintendent for a decision/recommendation. At this step, the principal may be asked to present his summary of the question in writing. The Superintendent's reply shall be in writing.
- If the student (or group of students) does not feel that appropriate action has been taken by the Student Council, the student may follow appeal steps listed above.

A time interval shall be applied to each step in the grievance procedure. At the school, a time limit of five (5) school days will be applied to each step in the grievance procedure. At higher levels, appropriate time intervals shall be applied to each step in this grievance procedure.

XI. NON-DISCRIMINATION PROCEDURE

The purpose of federal and/or state anti-discrimination legislation (including, but not limited to Title VII of the Civil Rights Act as amended, Section 502 and 504 the Rehabilitation Act, Education for all Handicapped Children Act, the Equal Pay Act as amended and Title IX of the Education Amendments) the New Jersey Administrative Code 6:2 and 6:4 and the Ewing Public Schools District's Policy 5751 (Sexual Harassment of Students) is to prohibit discrimination against students and employees on the basis of race, creed, color, sex, religion, ancestry, national origin, social/economic status, age, marital status, sexual orientation, and/or handicap/disability.

These and other federal and state laws and regulations provide that all persons must be afforded equal opportunity with regard to:

- Access to and treatment in curricular and extracurricular programs and activities
- Treatment under regulations and policies governing student benefits, services, conduct and dress
- Equal access to facilities, programs, and services for qualified handicapped/disabled persons
- Access to employment in educational agencies
- Terms, conditions, and benefits of such employment

Nondiscrimination Grievance Procedure

In keeping with the federal/state anti-discrimination legislation, the Ewing Township Board of Education has adopted and hereby publishes this grievance procedure providing for the resolution of employee, student, and parent complaints.

- Purpose:

To provide employees, students, and parents/guardians a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, social/economic status, age, marital status or handicap/disability. Although this procedure is available to all persons for the reasons described herein above, it neither precludes nor excludes the exercise of their legal rights under other federal and/or state statutes or administration.

- Procedure:

- Step 1 – The grievant must present the complaint in writing via the Nondiscrimination Grievance Form to the appropriate Grievance Office.
- Step 2 – The Grievance Officer has ten (10) working days from receipt of the written grievance in which to investigate and after consulting with

administrative/supervisory staff who are directly involved, respond in writing on the appropriate form to the grievant.

- Step 3 – If the grievant is not satisfied with the disposition, he/she may appeal to the Superintendent within ten (10) working days of the grievant officer's response.
- Step 4 – The Superintendent's response shall be entered in writing within fifteen (15) working days of receiving the written appeal.
- Step 5 – If the grievant is not satisfied with the disposition, an appeal may be made within ten (10) working days of the Superintendent's decision to the Ewing Township Board of Education. The Board will hear the complaint at its next regular meeting or, at its option, within thirty (30) calendar days. The Board hearing shall be conducted so as to afford all parties involved in the complaint the following: written notice of hearing dates, right to counsel, right to present and cross examine witnesses, and to present written statements. The decision of the Board shall be by action at an advertised public meeting.
- Step 6 – The Ewing Township Board of Education shall respond in writing to the grievant within thirty (30) calendar days after the hearing.
- Step 7 – If the grievant is not satisfied with the Board's decision, the grievant may file the complaint with the Director of the Office for Civil Rights, Washington, D.C. The grievant maintains the right to bypass the grievance procedure and submit the complaint directly to the Office for Civil Rights.

Grievance forms are available from the Principal of each school building in the district, and the following:

Affirmative Action Officer

The Director of Special Services, Operations & Grant Management has been designated to coordinate compliance efforts and to investigate (1) any complaints of discrimination on the basis of race, creed, color, sex religion, ancestry, national origin, social/economic status, age or marital status as it pertains to the above and (2) any complaints involving employment practice discrimination on the basis of handicap. As required by federal regulations, all employees and parents/students must be notified of the name, office address and phone number of this person, also known as the Affirmative Action Officer.

Director of Special Services, Operations & Grant Management
Gusz Building
220 Ewingville Road
Ewing, New Jersey 08638
Phone Number: (609) 538-9800 Ext. 7176

The Director of Counseling Services and Assessment

The Director of Counseling Services and Assessment, also known as the 504 Officer, has been designated to coordinate compliance efforts and to investigate any complaints of discrimination by qualified handicapped/disabled person as it pertains to educational facilities, programs and/or service.

Director of Counseling Services and Assessment
Ewing High School
900 Parkway Avenue
Ewing, New Jersey 08618
Phone Number: (609) 538-9800 Ext. 2121

XII. STUDENT ASSISTANCE COORDINATOR (SAC), AVAILABLE SCHOOL YOUTH SERVICES SUPPORT TEAM (ASYSST) & INTERVENTION & REFERRAL SERVICES (I&RS)

Ewing High School has a Student Assistance Coordinator (SAC) available to help students and their families with problems that may be getting out of hand and interfering with the learning process. The SAC also helps teachers deal with students who may be having problems outside the classroom.

An appointment can be arranged with the Student Assistance Coordinator by calling the high school at (609) 538-9800 x 2114.

An Intervention and Referral Services (I & RS) Committee has been trained to facilitate the early identification of students with academic behavior, attendance and/or chemical dependency problems and to provide the school with reliable intervention strategies and a treatment referral process.

The Available School Youth Services Support Team (ASYSST) is a school-based youth services program that addresses multiple teenage issues that call for different services. The staff of ASYSST provides various core services to help young people navigate the adolescent years, finish their education, obtain skills leading to employment or continuing education, and graduate healthy and drug free. Those services are mental health & family services; access to primary & preventive health services; pregnancy prevention programs; learning support services; family involvement; referrals to community based programs; employment services & recreation. There are no fees or eligibility requirements and all services are confidential. To make an appointment to meet with an ASYSST Counselor contact (609) 538-9800 x2175.

XIII. HARASSMENT, INTIMIDATION, BULLYING

To address all forms of harassment, intimidation and bullying (HIB), a member of the school staff will be identified as the Anti-Bullying Specialist. This Specialist will lead all investigations of incidents of HIB in the school and will act as the primary school official responsible for preventing, identifying and addressing incidents of HIB in the school. The specialist will chair a school safety team consisting of an Assistant Principal, at least one teacher, a parent and any other persons as determined by the Principal. This team is to foster and maintain a positive school climate within the school by: identifying and addressing patterns of HBI in the school; reviewing and strengthening school climate and the policies of the school in order to prevent and address HIB; and educating the community, including students, teachers, staff and parents on HIB.

Under New Jersey law, "harassment, intimidation or bullying" (HIB) means any gesture, any written, verbal or physical act or any electronic communication, whether it is a single incident or a series of incidents, that is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or any other distinguishing characteristics. HIB may occur on school property, at school-sponsored functions, on a school bus or off school grounds (including cyberspace).

HIB must meet one of the following conditions in addition to causing substantial disruption or interference; has the effect of insulting or demeaning a student or group of students, creates a hostile educational environment for student by interfering with student's education, or severely or pervasively causing physical or emotional harm to student.

Please check our school district website www.ewing.k12.nj.us for a complete listing of our Anti-bullying staff and to review Board of Education policies on Harassment, Intimidation and Bullying (HIB) prevention.

NOTE: The information, rules and regulations contained in the handbook are valid and applicable as of September 1, 2023 and are intended to apply for the 2023-2024 school year. The administration reserves the right, however, to make changes at any time in the handbook in the best interests of the school. No change shall be retroactive, and no change will be effective until communicated to all students in writing.