

# **CHATHAM HIGH SCHOOL**

**2020-2021**

## **DIRECTORY**

MAIN OFFICE	973-457-2505
SCHOOL COUNSELING	973-457-2533
ATHLETICS	973-457-2534
HEALTH OFFICE	973-457-2535
STUDENT ASSISTANCE COORDINATOR	973-457-2536
FAX MACHINE	973-457-2486

## **ADMINISTRATION**

DARREN GROH .....	PRINCIPAL
LORI GIRONDA.....	ASSISTANT PRINCIPAL
DOUGLAS WALKER.....	ASSISTANT PRINCIPAL
MOHAMMED ABDELAZIZ.....	DIRECTOR OF ATHLETICS

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**CHATHAM HIGH SCHOOL**  
**FACULTY AND STAFF DIRECTORY**  
**2020-2021**

**Administration**

Darren Groh, Principal  
Lori Gironda, Assistant Principal  
Douglas Walker, Assistant Principal  
Mohammed Abdelaziz, Director of Athletics

**Main Office Secretarial Staff**

Principal's Secretary: Leslie Chapman  
Assistant Principals' Secretary: Cindy Eager  
Athletics Secretary: Sharon McAloon  
Main Office Secretary: Rena Leo  
Attendance Secretary: Suzanne Bassolino

**College and Career Counselor**

Kaitlin Sleight

**School Counseling**

Joseph Barbato, Counselor  
Alexis Irene, Counselor  
Lisa Kool-Behr, Counselor  
Mark Maka, Counselor  
Andrea Murphy, Counselor  
Sean Newcombe, Counselor  
Elizabeth Tully-Cano, Counselor  
Christine Franz, Secretary  
Janice Stettler, Secretary

**Social Studies**

Adam Agree  
Julie Camp  
Kirstyn Connors  
Henry Crouse  
Carolyn Kielblock  
Stephen Kmiec  
Molly Kosch  
Marie Kousoulis  
Brian Nagy  
Lauren Parness  
Erin Scheibling  
Rhonda Seyam  
Gayle Shepardson  
Meri Walters  
Shari Wejsa

**Mathematics**

Dagmar Cordano  
Thomas Cummins  
Alex Elgart  
Julie Green  
Meredith Kempson  
Jennifer Kessler  
Kyle Lynott  
Sienna Schmid  
Laura Scerbo  
Catherine Spano  
Amanda Sproviero  
Elizabeth Wang  
Aaron Yamamoto

**Science**

David Bandel  
Kelly Baumle  
Emily Cafaro  
James Cai  
Melanie Crampton  
Daniel Czepiga  
Nicholas DeSantis  
Christina Ervin  
Joseph Gaba  
Benjamin Lee  
Betsy Yates Long  
Nevin Mathew  
James Miller  
Hayley Molinaro  
Yelena Naumova  
Cari Ollo  
Rebecca Ryan

**World Language**

Magdalena Albanese  
Steven Cannon  
Leslie Caulfield  
Joy Dou  
Luciane Horton  
Patricia Kolshorn  
Yanfei Li-McGurrian  
Nelson Montoya  
Amy Pasterczyk  
Maria Pires-Neto  
Anne Sherbatuk  
Torri Van Wie  
Ines Wishart  
Carolyn Woods

**English**

Oona Abrams  
Nicholas Agelis  
Mary Lea Crawley  
Kristen Fallon  
Terrence Ferguson  
Cynthia Gagliardi  
Caroline Guinee  
Christina Lesnewich  
Christina McCabe  
Anthony Ricciardi  
Rachel Ruffner  
Stephanie Shamy  
Jessica Sperlazzo

**Fine, Performing and Practical Arts**

**Theater**

Laura Russo

**Music**

Kenneth Bryson  
Brian Conti  
Liam Keller

**Art**

Eric Hreha  
Candace Hull  
Kiera Spadaro

**Related Subjects and Services**

**Business**

John Ahsler  
Peter Steinmetz

**Computer Science**

John Hajdu

**Technology**

Connor Henderson  
Jason Mariano  
Julianna Ryan

**Family and Consumer Science**

Karen Schmitter

**Physical Education/Health**

Gary Adair  
Anna Amster  
Todd Ervin  
Marianne Gall  
Gianna Parlevocchio  
Evan Picariello  
Gianna Zarra

**Resource Center**

Christine Cavallo  
Brian Erb  
Kristi Froisland  
Michelle Hennelly  
Kaitlin Leyden  
Katherine Manzo  
Me'Lissa Morgan-Convery  
Christine Pensavalle  
Sally Simonfay  
Meghan Simoni  
Elizabeth Yeager  
Bridget Zima

**Library**

Michael Curran  
Maureen Carini  
Linda Gallart

**ESL**

Debra Keeley

**Child Study Team**

Jacqueline Calle-Andrade  
Denise Caamano  
Susan MacDonald  
Aimee Schwartz

**Nurse**

Carol Pace

**School Safety Officer**

Christopher Tomaino

**Athletic Trainers**

Michael Colavita  
Andre Mendoza

**Student Assistance Coordinators**

Christine Mahoney

**Custodial Staff**

Paul Cress, Head Custodian

**CHATHAM HIGH SCHOOL PTO**

Kathryn Himstreet and Beth Kneebone.....Presidents  
Wendy Moynihan.....Vice President  
Anne Molinaro.....Treasurer  
Pam Polemeni.....Assistant Treasurer  
Cathy Dropkin.....Secretary

*Visit [chathampto.com](http://chathampto.com) for CHS PTO contact information*

## STUDENT LEADERSHIP

### **SENIOR CLASS-2021**

Daniel Fischer.....President  
Catherine Gallagher..... Vice President  
Lilly Manning.....Secretary  
Casey Delsandro.....Treasurer  
Advisor: Ms. Scerbo

### **JUNIOR CLASS-2022**

Willy Chan.....President  
Raaid Khan.....Vice President  
Julia Hearne.....Secretary  
Thomas Sennett.....Treasurer  
Advisor: Ms. Camp

### **SOPHOMORE CLASS-2023**

Jane Middleton.....President  
Kelsey Clark.....Vice President  
Ashley Kiernan..... Secretary  
Thomas Nonnenmacher.....Treasurer  
Advisor: Ms. Lesnewich

### **FRESHMAN CLASS-2024**

Jessica Poillucci.....President  
Bobby Gu.....Vice President  
Annabelle Himstreet..... Secretary  
Shann Iqbal.....Treasurer  
Advisor: Ms. Parness

Class officers play an important role in representing the student body and in leading by example. It is important, therefore, that individuals interested in running for office or holding office meet at least the following criteria:

- Have a record free of incidents of cheating during the school year in which the election takes place or while holding office.
- Have a disciplinary record free of suspensions from school during the school year in which the election takes place or while holding office.
- Passing at least 30 credits of school work at time of election and while in office.

Students interested in being considered for class office must submit a signed candidate agreement and have their election speeches approved by the deadline set by the advisor in advance of the election. Students who do not fulfill responsibilities of office may be replaced during the school year.

**VISION STATEMENT**

Learners and educators of the School District of the Chathams collaborate effectively, think critically and independently, express themselves creatively, communicate fluently and precisely in a variety of contexts, reflect continually, and respond ethically to diverse challenges. Through the development of these capacities, students will assume productive roles in our global society.

**AFFIRMATIVE ACTION/SEXUAL HARASSMENT POLICY**

The school has a responsibility to ensure all its faculty members and students equal opportunity regardless of ancestry, color, creed, national origin, race, religion, sex, and social or economic status. Anyone who believes he/she has been discriminated against with respect to the District's Affirmative Action Policy may file a written grievance to the building principal. If within five school days the grievance is still not resolved to the individual's satisfaction, the grievance may be presented in writing to the district Affirmative Action Officer, the Assistant Superintendent of Schools. In addition, any individual may petition the Commissioner of Education to resolve the dispute under regulations N.J.S.A. 18:69 pursuant to procedures set forth in N.J.A.C. 6:241.1 et seq. after the aforementioned steps have been taken.

The high school acknowledges the right of students, teachers and other employees to study and work in an environment free from sexual harassment. Sexually offensive speech and conduct are inappropriate to a sound learning and teaching environment, and are prohibited. Sexual harassment includes all types of sexual advances and physical or verbal contacts of a sexual nature that are offensive to the recipient, or which are made for the purpose of influencing the learning or working situation of a student, teacher or other employee.

The high school administration seeks to take swift action in all reported cases of harassment. The administration will penalize offenders in keeping with the nature of the incident, the student discipline record, and the timeliness with which the incident was reported.

Individuals who feel they may have been sexually harassed, should report this to the principal or assistant principal, who will review the situation and, as necessary, take appropriate corrective action.

**EMERGENCY SCHOOL CLOSING/DELAYED OPENINGS**

Emergency school closings and delayed openings may occur occasionally, usually during winter months. These are announced via School Messenger and at [www.chatham-nj.org](http://www.chatham-nj.org). School closing can be confirmed by calling the school after 6:30 AM. Bus pick-up is approximately two hours later than usual on delayed opening days. The school will always adhere to the Delayed Opening Schedule.

**INTERVENTION AND REFERRAL SERVICES (I&RS)**

The Intervention & Referral Services is a support service for general education students. School staff and parents may request assistance for the resolution of diverse educational problems regarding students' learning, behavior, and health issues which may interfere with student achievement. The committee will suggest interventions to help the student overcome the problems related to learning and personal well-being.

### **STUDENT ADVISORY COMMITTEE**

This committee consists of student leaders who meet periodically with administration to discuss the well-being of Chatham High School from the point of view of students. Students are free to bring issues to members of the Student Advisory Committee and ask to join the committee to present an idea, concern or proposal. Students should feel free to advise members of the Student Advisory Committee of issues they think need to be addressed or discussed.

### **STUDENTS OF CONCERN**

Students should be aware of the following:

Teachers have a professional and legal responsibility to act when their observations lead to concern about a student. Since reporting an observation is not making a medical or legal judgment, teachers will not be held liable.

If a student has a friend or knows of a student who is in need of help due to substance abuse, physical abuse, mental abuse, or is at risk for suicide, he/she is strongly urged to report this to a school counselor or the Student Assistance Coordinator or one of the building administrators.

## **ACADEMIC POLICIES**

### **ACADEMIC INTEGRITY**

Chatham High School is committed to helping students to understand the importance of personal honesty, integrity, and academically honorable behavior. The goal of the academic integrity policy is to help students adopt these values and avoid academic dishonesty, defined broadly as any attempt to give, receive or otherwise use any form of unauthorized assistance or any attempt to gain an unfair advantage when completing any type of academic work. Types of conduct that fall within this category include, but are not limited to: giving or receiving answers to homework; giving or receiving answers to questions on tests or quizzes; using unauthorized materials that give a student an unfair advantage on a test, quiz or other assessment; or taking credit for work that was completed by someone else, and this includes failing to represent honestly the extent of participation in a group project, and plagiarism, defined as the unauthorized taking of another person's ideas or written work without giving appropriate credit to the author.

Teachers and departments may establish and share with students expectations for the appropriateness of collaboration on specific assignments or types of assignments.

When a teacher or administrator determines that a student has engaged in academic dishonesty, the following consequences will be imposed:

#### **First Offense**

- The student and teacher will discuss the conduct.
- The teacher may assign a grade penalty, up to and including a zero for the assignment;
- The teacher will notify the parent or guardian as soon as possible;
- The teacher will file an incident report;
- A detention or other disciplinary consequence may be assigned.
- The incident report will remain in the student's file and will be used to determine eligibility for honor societies and class office.



Additional incidents of academic dishonesty will incur consequences in accordance with the Code of Conduct.

#### **APPROPRIATE USE OF TECHNOLOGY**

Internet access and the use of computer equipment and computer networks is a privilege. Downloading non-school related materials such as music files, video files, etc. is prohibited. All files saved to school servers are public networks and subject to administrative action without prior notice. Accessing or altering other students' files without authorization may result in disciplinary action. Please refer to the District Acceptable Use Form and Chromebook rules and regulations for more detailed information.

#### **AUDITING CLASSES**

Students are encouraged to take all classes for credit. Those who wish to audit a class must first obtain approval from the department supervisor, parent, school counseling department, and the administration, prior to enrolling in the class. Students in audit status are required to complete all activities and assignments required of students taking the course for credit. Audit status notation will appear on the student's transcript. All attendance policies apply to students auditing classes as they do for those taking courses for credit. Students may not change from audit to credit status.

#### **EDUCERE-ONLINE COURSES**

Chatham High School is pleased to offer online learning opportunities for students through Educere, a board-approved provider of online educational services. Payment for the courses will be the responsibility of the families and be made directly to Educere, except in certain circumstances, such as homebound instruction, when the board of education will pay the course fee. Students must consult with their counselors prior to registering for courses. Further details regarding Educere can be found in the Program of Studies.

#### **ENTRANCE AND WITHDRAWAL FROM COURSES**

Changing a student's academic program once classes have started disrupts the learning and teaching processes and is strongly discouraged. The following guidelines and procedures are used in dealing with requests for educationally sound changes in a student's schedule after the school year has begun.

##### **Guidelines**

- Schedule changes require approval from all of the following: counselor, teacher, administrator, and parent/guardian. A teacher may defer an initial request for change and ask for a conference with student, parent, and counselor to reach a decision in the best educational interest of the student.
- During the first full rotational cycle (first four days of the course) of any semester, the only changes that will be allowed are those caused by mechanical scheduling errors or initiated by a classroom teacher and approved by parents and counselor.
- During the second rotation of any class, a student who wants to make a change in his/her schedule must complete all steps listed below:
  - a. Speak with a school counselor to ensure that there are available seats in the class and that another class will not be overloaded in the move. If the change is feasible, the counselor will prepare forms for teacher and parent approval. Class size caps are established in the previous spring based on staffing and budgetary considerations.
  - b. Meet again with the counselor to establish whether teacher and parent

- approval has been secured.
- c. Continue to attend all classes previously scheduled until final approval is received from all involved teachers.
- Upon parent request and after the first full rotation of a full-year or semester one course, changes that involve dropping one course for a study hall but leaves the student enrolled in the requisite six courses per semester may be approved without administrative authorization.
- Except as noted below, a student may not enter a full year course after the first two rotations.
  - a. A student may change levels within a subject (e.g., Honors Geometry to Geometry) until the midpoint of the first grading period unless the change is recommended by the teacher/counselor and is approved by the department supervisor. The student earns a full year of credit for the new course upon successful completion.
  - b. A student who waived into a higher level course must remain in that course until the midpoint of the first grading period. The grade earned will transfer into the new course and be calculated into the final grade of the new course.
  - c. Unique situations caused by transfer from another district will be resolved by the student's counselor and the teachers involved.
- Semester courses may not be entered after the completion of the second rotation of the course. (The exceptions indicated above apply.) Second semester courses may not be dropped for a second study hall after the midpoint of the first grading period.

#### **Credit, Grading, and Record of Schedule Changes**

- A student may withdraw from a course until the end of the fourth rotation of a full year course with no notation made on his/her transcript. After that time, one of the following notations will be entered:
  - a. Withdrawn (W) if the student has withdrawn from the course within the first three quarters of the course.
  - b. Withdrawn Passing (WP) if the student has withdrawn from the course after 75% of the course is completed and the student's total average for the course is passing to date.
  - c. Withdrawn Failing (WF) if the student is removed from the course due to class cuts, absenteeism or disruption or if the withdrawal occurs after 75% of the course has been completed and the grade to date is failing. This grade will be calculated as a failure in the student's overall GPA.
- No credit is given for a course from which a student withdraws.
- A student may not withdraw from a course within the ten school days immediately preceding the end of that course.
- When a student changes from one course to a similar higher or lower level course (e.g., English to Honors English or Honors Precalculus to Precalculus), the student's grade to date will transfer to the new course and be included with the grades subsequently earned in that new course.

#### **EXTRA HELP FOR STUDENTS**

Tutoring is available from members of the National Honor Society. Students may find out more information about this and about out-of-school teacher/tutors from their school counselor.

### **MAKE-UP WORK POLICY**

Students are responsible for making up work missed during absences. It is the student's responsibility to contact each of his/her teachers to inquire about work missed and set up any appointments necessary. In an effort to ensure that students stay current with instruction, students will have two school days for each day absent, up to a maximum of 6 days, to make up all class work, homework, tests, quizzes, etc. If a student is late to school or is signed out for only a portion of the school day, he/she should make up all work missed by the next school day regardless of the rotation. Any work not completed within this time may be subject to "no credit" for each assignment.

When a student has been told in advance to expect a test or to submit a project on a specified date, he/she will be responsible for the test or project on that date regardless of intervening absences. Students absent on the due date must take the test or submit the project on the first day of return. Students with extended time accommodation must complete a test in progress during the first free period (lunch, study, etc.) after the test has begun.

### **NATIONAL HONOR SOCIETY**

#### **Eligibility**

Students who meet the academic requirement of a 3.65000 GPA or higher will receive a notification of eligibility via their school e-mail at the start of the Junior year. This e-mail will contain application information and due dates. Requirements for admittance include:

- A completed application
- Appropriate evidence of
  - Leadership
  - Good character and academic honesty
  - 25 hours of qualified service to people who are in physical, emotional or academic need

The above will be reviewed by a faculty selection committee to determine those applicants who will be accepted to the organization. The committee will consist of five faculty members who may not be an NHS co-advisor.

#### **Criteria**

**Character:** Student must demonstrate high standards of honesty and reliability, cooperate with school regulations, demonstrate concern for others, take criticism, and accept recommendations graciously. A student who has a recorded cheating incident on file will not be eligible for membership.

**Leadership:** Student must demonstrate leadership ability in classroom and organization work in promoting school activities and/or successfully held school office.

**Service:** Student must possess a record of having rendered service to the school community, represented the school in various types of activities, and worked supportively with other students, teachers, and members of the community.

**Academic Excellence:** Student must obtain a cumulative GPA of 3.65000 or higher to be accepted into the National Honor Society.

Once admitted, members must pay dues, meet both academic and service requirements and attend the end of the year induction ceremony in order to maintain membership.

### **GRADING SYSTEM**

<b>GRADING SCALE</b>	<b>QUALITY POINTS REGULAR COURSES</b>	<b>QUALITY POINTS HONORS COURSES</b>
97-100 (A+)	4.33	5.41
93-96 (A)	4.00	5.00
90-92 (A-)	3.67	4.59
87-89 (B+)	3.33	4.16
83-86 (B)	3.00	3.75
80-82 (B-)	2.67	3.34
77-79 (C+)	2.33	2.91
73-76 (C)	2.00	2.50
70-72 (C-)	1.67	2.09
67-69 (D+)	1.33	1.66
63-66 (D)	1.00	1.25
60-62 (D-)	.67	.84
0-59 (F)	0.00	0.00

#### **HONOR ROLL**

A student must have taken at least six classes in the quarter to qualify for either honor roll. They may include Cooperative Industrial Education or Morris County School of Technology courses. All courses are graded, and all count in tabulation for honor roll.

**HIGH HONOR ROLL**- at least a 3.67 average and no grade lower than a "B+".

**HONOR ROLL**- at least a 3.00 average and no grade lower than a "B-".

#### **INCOMPLETE GRADE GUIDELINES**

Incomplete grades are given ONLY in cases of extended illness or personal or family crisis. An incomplete grade should not be given to a student simply because he/she failed to complete the necessary work on time. A student who has not completed sufficient work to pass the course should receive a failing grade. The maximum time allowed for completion of incomplete report card grades is ten (10) school days. See the principal in advance if you feel a waiver from this policy is appropriate.

#### **INDEPENDENT STUDY/WORK OPPORTUNITIES**

A student may develop an independent study/work program either as an alternative or an addition to regular course work. Independent programs may be conducted in school, in the community, at local colleges, with business, professional, or research facilities, or with civic or public institutions. Each student engaged in an independent study program must have a faculty sponsor and may be enrolled in only one independent study at any given time.

A written Independent Study/Work Contract, available from School Counseling, is a prerequisite for each independent project. Faculty members wishing to pursue an independent study/work program should see their school counselor for details. Proposals for full year or fall semester independent study opportunities must be finalized by the second Monday in June. Second semester course proposals need to be finalized by the midpoint of the first grading period.

## **GRADING PERIODS AND GRADE CALCULATIONS**

Students will receive a grade for each semester which will be posted to the parent portal. Each semester will count toward 50% of the grade for a full year course and 100% of the grade for a semester course. Final grades for a course are calculated using gradebook averages.

**FALL GRADING PERIOD:** September 8, 2020-January 26, 2021

**MIDPOINT-FALL GRADING PERIOD:** November 9, 2020

**SPRING GRADING PERIOD:** January 27, 2021-June 18, 2021

**MIDPOINT-SPRING GRADING PERIOD:** March 30, 2021

## **ATHLETICS AND CO-CURRICULAR PROGRAMS**

### **ATHLETICS (NJAC-Northwest Jersey Athletic Conference)**

The goal of Chatham High School athletics is to foster good sportsmanship and friendly competition. To that end, we would like to help maximize the potential of the student/athlete as a student, athlete, and person. Information on a specific program can be obtained from the administrator in charge of athletics or from that program's coach.

### **CO-CURRICULAR ACTIVITIES**

There are a variety of ways to become involved at CHS. It is important to pursue your interests outside of class and explore activities that will provide you with a well-rounded high school experience. To inquire about the details of the clubs and organizations offered or to form a new club, see your school counselor or the administrator in charge of student activities. A list of our clubs and activities can be found on our school website.

### **Minimum Athletic/Co-Curricular/Extra Curricular Eligibility Requirements**

A student must have earned at least 30 credits in the previous academic year to be eligible to participate in fall and winter athletics and activities. To be eligible for a spring team or activities, a student must have successfully completed 15 credits in the preceding semester.

In addition to minimum N.J.S.I.A.A. and school requirements, the principal may remove a student from a team or activity at any time he/she is unable to keep his/her grades or attendance at satisfactory levels during the athletic season or activity period.

Any student planning to play a sport must have a "sports" physical completed by his/her family physician before the first practice.

- A special form must be used to comply with New Jersey regulations.
- These forms are always available in the Health Office, Athletic Office and via the school website.
- This physical will be valid for 365 days.

### **Attendance Requirement**

Students must be present in school by 9:40 am and remain in school until dismissal

in order to be eligible for athletic/extracurricular participation that day.

**Athletic/Co-Curricular/Extra Curricular Probation/Loss of Privilege**

- A student may be placed on athletic/extracurricular probation for earning an F in any subject at the midpoint or end of any grading period. Probation may carry over into subsequent athletic seasons or grading periods.
- A student who fails to demonstrate improvement after the probationary period will lose eligibility for athletic/co-curricular and extracurricular involvement for that season. Such loss of eligibility may carry over into subsequent seasons or grading periods.

**Consent Forms Required for Athletic Eligibility**

All student athletes and their parent (guardian) must sign a number of forms in order to be eligible to participate in interscholastic athletics. Required forms include health history form, physical exam form, ImPACT concussion consent form, steroid testing consent form, Parent Code of Conduct and the emergency form. Information is also provided to student athletes and parents regarding steroids, concussions and sudden cardiac death. All sports forms can be found under the Athletics tab on the Chatham High School website.

**Hazing**

Hazing is considered to be any individual or group act of harassment of another individual or group by banter, ridicule, criticism, or by exacting unnecessary work, or participation in a disagreeable/unpleasant activity for the purpose of initiation. The practice of hazing is unhealthy and counterproductive to the positive climate promoted by student participation in athletic/activity programs.

Under no circumstances will hazing in any form be tolerated within the scope of programs (including extra-curricular and co-curricular) sponsored by the School District of the Chathams. Students participating in hazing practices will be subject to disciplinary action at the discretion of the principal/or designee, who will determine the level and severity of the disciplinary action to be taken including detention, suspension and/or removal from the team or school activity. Student leaders (captains, club officers, etc.) are expected to discourage and report hazing to their coach, teacher, and/or the administration.

A full review of all team regulations will be given in a special pre-season meeting to members of each interscholastic athletic team.

**ATTENDANCE**

Regular attendance by all students in the public schools of the State of New Jersey is a well-established, long-standing state policy. The objective of our policy is to maximize the day-to-day attendance of our students at Chatham High School so that they may realize the greatest benefits of classroom instruction and activity. The process of education requires regular continuity of instruction through classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each student.

**ABSENCE VERIFICATION**

Student absences or late arrivals should be communicated before 9:00 am through the “Notify Attendance Office” tab in the Genesis Parent Portal. Notification of attendance events by phone must be followed with written verification of the absence or late arrival by parents/guardians upon the student’s return to school.

**Official documentation from medical providers or college admissions offices must be provided upon the student's return to school in order to be considered in determining loss of credit or disciplinary action.**

The CHS attendance office can be reached at (973) 457-2505 ext. 2010

#### **ATTENDANCE RECORDING AND NOTIFICATION-PARENT PORTAL**

Classroom teachers record student attendance in the Genesis Parent Portal. Parents are strongly encouraged to periodically review students' class attendance in the portal. Parents whose children receive attendance letter warnings will receive email notification to the email address on file.

#### **ATTENDANCE RECORDING AND NOTIFICATION-CLASS ABSENCES**

Student attendance is recorded in Genesis by classroom teachers. Attendance letters will be posted and viewable in the parent portal at the following times:

- 4<sup>th</sup> absence (attendance warning-semester course)
- 6<sup>th</sup> absence (provisional credit-semester course)
- 8<sup>th</sup> absence (loss of credit-semester course)
- 8<sup>th</sup> absence (attendance warning-full year course)
- 13<sup>th</sup> absence (provisional credit-full year course)
- 16<sup>th</sup> absence (loss of credit-full year course)

#### **ATTENDANCE RECORDING AND NOTIFICATION-CLASS TARDIES**

Classroom teachers record student tardiness to class in Genesis. Attendance letters will be posted and viewable in the parent portal at the following times:

- 4<sup>th</sup> tardy (attendance warning-semester course)
- 6<sup>th</sup> tardy (provisional credit-semester course)
- 8<sup>th</sup> tardy (loss of credit-semester course)
- 8<sup>th</sup> tardy (attendance warning-full year course)
- 13<sup>th</sup> tardy (provisional credit-full year course)
- 16<sup>th</sup> tardy (loss of credit-full year course)

Failure to improve attendance while on provisional credit may result in loss of credit for the course.

#### **ATTENDANCE DURING SENIOR YEAR**

Senior year represents an important and culminating set of experiences. As there are numerous special events and ceremonies that take place during the final two months of senior year, seniors shall adhere to the attendance policies outlined above. In addition, to minimize disruption to the school and their classes, they may not sign out from school more than four times during the last quarter of the year. Upon the fifth absence from school or a particular class, the student may be placed in provisional credit status. If his or her attendance record does not improve, the student may lose credit for his or her course(s) and/or forfeit participation in senior events.

#### **ATTENDANCE APPEALS**

It is recognized that no policy, no matter how well intended, can anticipate all circumstances. Therefore, an appeals procedure has been established for the possible reinstatement of credit at the end of a course. Any student who has been placed on loss of credit status may appeal. In order to do so, he or she must request a meeting with the principal ***within five school days of receiving loss of credit notification.***

### **EARLY DISMISSAL**

A student who wishes to be dismissed early from school must present a written note to the main office prior to the start of the day the student anticipates leaving early. A pass will be issued to a student who is to leave a class in session. At the time of dismissal, the student should report to the main office to sign out prior to leaving the building. If a student leaves the building without permission from the main office, disciplinary action may be taken.

Students who are of majority must submit their early dismissal request in writing prior to their first scheduled class. Exceptions will only be made upon receipt of a phone call from a parent requesting the dismissal.

If a senior is on open campus and cannot return to school, a parent phone call must be received prior to the beginning of the next scheduled period. A parent note must also be presented to the main office the next school day. Failure to comply may result in disciplinary action and loss of open campus.

### **LATE ARRIVAL TO SCHOOL**

Arriving late to school frequently results in loss of instructional time and may have an adverse effect on the academic achievement of a student. In order to develop a student's respect for education, punctuality, and work ethic, the following guidelines apply:

- If a student arrives to school after 7:40 A.M. but before 7:50 A.M. that student should report directly to his/her current class and the classroom teacher will record a tardy to class.
- Students who arrive after 7:50 with a note should report to the office where they will scan in as verified tardy.
- Students who arrive to school after 7:50 without a note should report to the main office, where they will scan in and be recorded as unverified tardy.
- All tardies, regardless of their verified or unverified status, count toward the cumulative tardy total for school and may result in disciplinary consequences and/or loss of privileges.
- Students who participate in after school activities or athletics must report to school by 9:40 am and remain in school for the day in order to be eligible to participate that afternoon.
- **Physician's documentation for absence or tardiness should be provided upon the student's return to school in order to be considered when determining loss of credit or disciplinary action.**

### **LATE ARRIVAL TO CLASS**

Promptness is an important element of class attendance. Students who are late to class miss essential portions of the instructional program and may create disruptions to the academic process for themselves and others.

- In addition to the attendance letters which are posted to the parent portal for excessive tardiness, incident reports will be filed by the classroom teacher and detention assigned for students who reach the following tardy totals: 4, 7, 10, 13, 16 for a full year course or 4, 6, 8 for a semester course. Progressive discipline (i.e. Saturday School, loss of privilege) will be issued by the assistant principal.
- An incident report may be filed and discipline assigned for any student who misses more than 10 minutes of class due to unverified tardy. Work submitted or completed during those 10 minutes may be assigned a grade of zero.



- All tardies, regardless of their verified or unverified status, count toward the cumulative tardy total for classes and may result in discipline, provisional credit or loss of credit.

**Students are required to attend study halls. If their study hall falls during the first or last block of the day, then sophomores, juniors, and seniors may be excused. Freshmen may be excused if they have written parental permission. Physical education study halls or study halls for other regularly scheduled classes are not subject to this policy; all students, regardless of class status, must remain in the study. Failure to comply will result in disciplinary action.**

#### **TRUANCY/CLASS CUTTING**

Any student who is truant, or is found to have cut a scheduled class, may receive a "0" for any and all work missed without the opportunity to make up the missed work for credit. Students who are unverified tardy to class more than 10 minutes will receive central detention for the first infraction, followed by progressive disciplinary consequences. Students who miss more than half the class period will be assigned Saturday School for the first infraction, followed by progressive discipline, including possible suspension, for additional infractions. Seniors for whom an unverified tardy or class cut is recorded may also receive a two week Open Campus suspension. Class cuts, absences and tardies may result in provisional and loss of credit for a course.

### **CODE OF CONDUCT**

The code of conduct that governs student behavior at Chatham High School is based on the underlying belief that students have a right to learn and teachers have a right to teach. Everything that we do, in terms of expected student behavior, is designed to enhance this learning environment and to help students become independently responsible for their own behavior. It must be recognized, however, that all acts of misbehavior cannot nearly be catalogued and characterized into specific terms with specific penalties written for every offense which may occur. Each disciplinary matter or incident will therefore be treated individually.

#### **LACK OF KNOWLEDGE OF THE SCHOOL RULES WILL NOT BE ACCEPTED AS AN EXCUSE FOR BREAKING THE SCHOOL RULES.**

The knowledge of the information provided in this regulation will keep acts of misbehavior and violations of school rules to an absolute minimum. When such acts and violations take place, every attempt will be made to discourage and prevent repeated incidents.

The following is an excerpt from New Jersey State Statutes:

**BE IT ENACTED by the Senate and General Assembly of the State of New Jersey Section 18A:37-2 (amended). Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him (or her), or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.**

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

- conduct of such character as to constitute a continuing danger to the physical well being of other pupils;
- physical assault upon another pupil or upon any teacher or other school employee;
- taking, or attempting to take, personal property or money from another pupil or from his presence by means of force or fear;
- participation in an unauthorized occupancy by any group of pupils of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person in charge of such building or facility;

Other suspendable offenses:

- abusive/inappropriate language
- cutting class/truancy
- disruption in class/building
- insubordination/defiance
- harassment/intimidation/bullying
- fighting
- stealing
- taking photo, audio or video on school grounds without approval
- possession of a weapon on school grounds or at any school-related function
- failure to attend assigned discipline programs (detention, Saturday School)
- use, possession or distribution of drugs/alcohol/nicotine delivery systems
- failure to comply with search of belongings following reasonable suspicion
- any unlisted offense as determined by the principal

Detention, Saturday School, Suspension and Expulsion will be instituted for offenses specified in the above excerpt from the law, for offenses listed above and for offenses which are judged by the principal to be seriously detrimental, disruptive or destructive.

An intervention meeting with the Student Assistance Coordinator (SAC) may also be required in combination with any disciplinary action assigned to a student.

#### **DISCIPLINE PROGRAMS**

**Teacher Detention** – Procedure which may be used by teachers for infractions within the classroom. The teacher will notify the student and assign the detention, at the earliest, for the next day.

**Lunch Detention** – Procedure used by the administration which removes a student from the general student population during part or all of the lunch period. Multiple lunch detentions may be substituted for Saturday School or Central Detention at the discretion of the assistant principal.

**Central Detention** – Procedure used by the administration for tardy infractions or infrequent violation of school rules. Multiple central detentions may be substituted for Saturday School at the discretion of the assistant principal.

**Saturday School** – Procedure used for habitual offenders of school rules and regulations and for more serious school infractions.

**Suspension** – Procedure used as the most severe form of disciplinary action that may be taken by the administration to insure the safety and security of all students.

Each of these discipline programs can be used interchangeably by the administration for any infraction of Chatham High School's rules and regulations.

## **PROCEDURES**

### **Central Detention**

1. The assistant principal (or designee) will assign central detention after following due process procedure.
2. Central Detention may be assigned for one or multiple days.
3. Central Detention is held from 2:45–3:30, Tuesday and Thursday.
4. Failure to report will result in further disciplinary action.

### **Saturday School**

1. Saturday School will be assigned by the assistant principal (or designee) after following due process procedure.
2. Saturday School will be held from 8:00 a.m. to 12:00 p.m. in room A106.
3. Students are required to be prompt and to have school-related work with them such as homework, study materials, or reading material.
4. Inappropriate behavior during Saturday School may result in dismissal from the Saturday School session followed by suspension from school.
5. When dismissed, students are to leave the building immediately.
6. Failure to report may result in further disciplinary action, including suspension.

### **Suspension**

A suspension hearing is an informal meeting between the assistant principal and the student involved in the disciplinary action.

1. Suspension will temporarily preclude a student from taking advantage of all school activities as a participant or spectator.
2. During the out-of-school suspension period, the student must remain away from the school grounds. A re-admittance parental conference may be required prior to the student's return to school.

### **Expulsion**

Expulsion, the most severe penalty administered, will preclude a student from taking advantage of whatever the school may have to offer for an extended period.

### **DETENTION RESCHEDULE**

A student may have one reschedule of a central detention per year. The rescheduled detention must be served after school within one week of the original date. A student may have one reschedule of a Saturday School per year; however, the student will be ineligible for participation in any school-related event during the date/time in which the original Saturday detention was to be served. The Saturday School will be rescheduled for the next available Saturday School date.

### **DISRUPTIVE STUDENT POLICY/PROCEDURE**

A student is disruptive when it is necessary for the teacher to stop instruction and discipline him/her beyond the normal range of classroom interaction. A teacher may send a student to the main office at any time he or she deems necessary. If such disruptions are recurrent, the instruction to the rest of the class is negatively affected. Thus, the following procedure will be followed:

#### **First Offense:**

- A verbal warning will be issued to student.

#### **Second Offense:**

- A central detention will be assigned. The teacher will contact the parent.

#### **Third Offense:**

- The school will notify the parent and the student will be suspended from that class

for a period of 1 to 3 days.

**Fourth Offense:**

- A conference may be held with the student, parent, school counselor, teacher, and assistant principal. The student will be suspended from that class for up to 5 days.

**Fifth Offense:**

- A further disruption to the class will result in the student's removal from the course, with no credit, and his/her placement in a closed study hall. A grade of WF may be issued.

Once a student has been removed from one class for disruptive behavior, disruptive incidents in any other class may accelerate the process for removal of the student from that class.

At any point in this procedure, an intervention meeting with the Student Assistance Coordinator (SAC) may be required.

**THREATS AND PHYSICAL VIOLENCE**

The following definitions apply:

- **ASSAULT** - any act placing another in fear by threat of physical violence or physical violence itself.
- **ASSAULT WITH A WEAPON** - any act that puts another in fear of injury by employing a weapon, or any act which inflicts injury upon another by using a weapon.
- **BATTERY** - an unlawful beating or other wrongful physical violence or constraint inflicted upon another without his/her consent.
- **WEAPON** - any instrument used to place another in fear of injury or any instrument to inflict injury upon another.

Threats and physical violence are suspendable for a period of up to 10 days and may be reported to the Chatham Township police.

Fighting in school, depending on severity, will result, at minimum, in a 2 day suspension.

**BULLYING, HARASSMENT, INTIMIDATION DEFINED:**

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

- 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
- By any other distinguishing characteristic; and that
- Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
- A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning any pupil or group of pupils; or

- Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

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

### **Consequences and Proper Remedial Action**

The principal or his designee shall initiate an investigation of a reported incident within one school day. The investigation shall be conducted by the school's anti-bullying specialist and shall be completed within 10 school days or an extended period of time consistent with the provisions of Regulation 5512.

In determining the appropriate response to students who commit one or more acts of harassment, intimidation, or bullying, the building principal or his/her designee will consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. After a close examination of the facts and surrounding circumstances, a determination that the investigated action has or has not constituted a violation of the policy will be concluded. An appropriate consequence or set of consequences will be determined at this time.

The consequence or consequences will be based upon a meaningful consideration of all the facts and will come from the following:

- Counseling: Counseling with Student Assistance Coordinator
- Central Detention
- Saturday School
- Suspension
- Report of incident to the police
- Expulsion

It must be stressed that a given consequence or any combination of consequences will be assigned only after careful consideration of all facts related to the incident in question.

### **TOBACCO, ALCOHOL AND OTHER DRUGS RATIONALE**

In addition to state law which requires that all school districts in New Jersey provide a chemical awareness curriculum in grades K-12 and also provide a school-based substance abuse prevention program, the School District of the Chathams feels a moral obligation to extend a helping hand to students who have encountered difficulty in the use of nicotine, alcohol or other drugs. We also recognize that teenagers are not always responsive to the help that is provided to them and we believe it is important that all students understand that school is a law abiding community and cannot tolerate the use or possession of illegal drugs (which the law calls “controlled dangerous substances”).

The policy outlined below is intended to be both pro-active and rehabilitative, but does contain punitive measures that will be consistently applied to support and reflect the school's position on the use and possession of illegal substances.

### **Tobacco and other smoking/vaping devices**

The use, possession or distribution of any form of tobacco product, lighter, electronic delivery system or any cartridge or component related to such devices in the school building, on school grounds or at a school function will be subject to the following:

#### **First Offense**

- Confiscation of tobacco product, lighter, electronic delivery system and/or any related components. Student will receive a one day out of school suspension and parents will be notified.

#### **Second Offense**

- Confiscation of tobacco product, lighter, electronic delivery system and/or any related components. Student will receive a one day out of school suspension and parents will be notified. Immediate medical exam, including screening for substances, as per Policy 5530.

Additional incidents will result in confiscation of tobacco product, lighter, electronic delivery system and/or any related components, parent notification, immediate medical exam including screening for substances, and increased disciplinary consequences, including multiple day suspension.

In addition to the consequences above, a report will be made to the Chatham Township Police of any student found to have distributed any form of tobacco product, nicotine delivery system or component.

### **Alcohol and Other Drugs**

The following policies and regulations refer to alcohol and other drugs as defined in Board Policy and Regulation File Code #5530. Specifically, this includes all illegal drugs and all mind altering substances including alcohol, steroids, and inhalants.

**NOTE: If a student who has not been identified by the high school staff or administrator as a user or seller of alcohol or other drugs and voluntarily turns over suspected drugs to a student assistance coordinator or school employee, and does not appear to be involved in drug distribution and agrees to attend drug treatment, then school officials will only turn over the drugs to the police but will not identify the student(s) who turned them in. This “amnesty” feature is intended to encourage students to seek help without fear of arrest.**

### **Passive Breath Alcohol Sensor Device (PBASD)**

The Board authorizes PBASD screening of a Chatham High School student before, during and after school activities/events including, but not limited to: dances, athletic events, proms, class trips, drama productions, graduation ceremonies or school assemblies when the principal or his designee has reason to believe the use of alcohol by pupils may be present, in accordance with Policy 5535. The school also reserves the right to search bags and to prohibit outside food and beverage from being brought into such events.

If a student is suspected of being under the influence of alcohol or another drug, he/she shall be required to have an immediate medical exam including a drug screening within two hours of the time at which a report is made to administration. Both of these services will be done at Omni Med in Florham Park, at Board of Education expense. A student who wishes to waive the drug screening may do so; however, this will constitute a positive test.

Any student determined to have possessed a substance on school grounds or at a school-sponsored event will be subject to the following disciplinary action:

- Police notification of possession of a substance
- Immediate medical examination, which includes screening for alcohol and other drugs
- 4-8 day suspension from school and all school activities
- Up to 2 week suspension from participation in all school activities
- A minimum of three meetings with the Student Assistance Coordinator.
- Following a positive test result, referral to and evaluation by a licensed alcohol and other drug assessment and treatment facility

Any student determined to have distributed a substance on school grounds or at a school sponsored event will be subject to the following procedures:

- Police notification of distribution of a substance
- Immediate medical examination, which includes screening for alcohol and other drugs
- 4-8-day suspension from school and all school activities
- Up to 2 week suspension from participation in all school activities
- A minimum of three meetings with the Student Assistance Coordinator.
- Following a positive test result, referral to and evaluation by a licensed alcohol and other drug assessment and treatment facility

Additional infractions of possession or distribution of a substance will result in progressive discipline and consequences as outlined in Board Regulation 5530.

Any student referred by a staff member to school administration for suspicion of being under the influence of a substance will be subject to the following procedures:

- Immediate medical examination, which includes screening for alcohol and other drugs
- Following a positive test result, a 4-8 day suspension from school and all school activities
- Following a positive test result, up to a 2 week suspension from extracurricular activities
- Following a positive test result, a referral to and evaluation by a licensed alcohol and other drug assessment and treatment facility
- Following a positive test result, a minimum of three meetings with the Student Assistance Coordinator.

Additional referrals or incidents of being under the influence on school property will result in additional consequences in accordance with Board Regulation 5530.

## **SCHOOL OPERATIONS**

### **ASSEMBLY PROCEDURES**

Students must be respectful and well behaved, making guests feel comfortable and welcome. Any student who misbehaves during an assembly will be removed and sent to the main office where disciplinary action will be taken. He/she may also be suspended from future assemblies.

### **ACTIVITY FEES**

Fees for lunch, student activities, field trips and more may be paid for through the PayForIt.net website. Access the site at <http://www.payforit.net>. Consult the school

website for instructions on using the PayForIt.net site.

### **DRESS CODE/STUDENTS**

Students' dress is acceptable if it does not disrupt or distract from the educational process. Clothing or markings with messages or pictures that advertise or glamorize drugs, alcohol, or violence is not permitted. In certain classes, such as science, technology, art, and physical education, additional dress code requirements will be required to ensure student safety.

### **ELECTRONIC DEVICES**

#### **Cell Phones, iPods, Smartwatches and Other Electronic Devices**

Cell phones, iPods, Smartwatches and other electronic devices have the potential of distracting or disrupting the educational process. Therefore, the use of such devices is prohibited during class unless otherwise specified by the teacher. If necessary, a teacher may confiscate a device in accordance with his or her classroom policy. If at any time a student does not adhere to the above procedure, disciplinary action may be taken.

#### **Photo/Video/Audio Recording Devices**

Taking photos, audio or any video recordings of any students, faculty or staff without the permission of the administration is prohibited and may be subject to disciplinary action. If necessary, a teacher may confiscate a device in accordance with his or her classroom policy.

#### **Chromebooks and other Personal Computing Devices**

Students may use laptops or other personal electronic devices in designated areas and in classrooms. Teachers have the authority to permit or prohibit the use of personal electronic devices in individual classrooms as they deem necessary and appropriate. Personal electronic devices are subject to the same user agreements and acceptable use policies as school-owned computers. It is also the responsibility of a student to secure his/her device in a locked locker. As with other personal property, the school will not be held responsible for the loss or theft of a personal electronic device. Any student who fails to comply with acceptable use policies may be prohibited from bringing his/her device to school.

### **FIELD TRIPS**

Field trips are an extension of the school program:

- All rules and regulations that apply to students in school apply to students on a field trip.
- Use or possession of tobacco or other nicotine delivery systems, alcohol or controlled substances is specifically prohibited, regardless of the type or destination of the field trip.
- Students who fail to follow school policies while on a field trip are subject to the same disciplinary actions as those they would face in the school setting.
- Students who participate in a field trip must utilize the transportation provided by the school. No student may drive himself to a field trip destination; no student shall be dismissed from the trip until returning to school grounds unless advance permission is obtained from administration.

A student may be denied the opportunity to participate in a class field trip for reasons noted below. It is important to note that students are not automatically eligible to participate in field trips. Specifically:

- Excessive absence from school or other classes will make students ineligible to participate in field trips.



- Not keeping up with class work or failing in any classes will make students ineligible for field trips.
  - Not having demonstrated the behavioral maturity necessary for participation in a school event outside the building will make students ineligible for field trips.
  - Having demonstrated inappropriate behavior on a previous field trip.
- Students are encouraged to confirm field trip eligibility before making a financial commitment.

### **FINES**

Fines will be assigned to students who have outstanding or damaged books or other school equipment and can be viewed on the Parent Portal under the Fines and Fees tab. Those students who have fines on their accounts will not be able to access grades through the Parent Portal. Questions about fines that are owed by a student should be directed to the main office.

### **GRADEBOOK**

Parents and students will have an opportunity to view student contact information as well as grades, schedule and attendance information. All progress, including report cards, will be accessible online. Access the Genesis Parent Portal at <http://parents.chatham-nj.org>. For assistance in establishing a Parent Portal account, contact Sally Moreno at 973-457-2560.

### **HEALTH OFFICE**

The Health Office is the center for emergency needs, management of chronic disorders and acute illnesses. However, it is primarily a Wellness Center. The Health Office is opened during the entire school day and is staffed with a registered nurse with school nurse certification.

The objective of the Health Office is to promote physical and emotional health among the students and staff. It is the ultimate goal of the Health Office to help the student gain knowledge that will enable them to lead independent, healthy and productive lives.

### **New Students Entering Chatham High School**

The following medical information must be completed and on file prior to admission.

1. Physical Examination--Please use the CHS physical form.
2. Immunizations-- A record of updated immunizations is needed. Please include month/day/year.
3. Mantoux Test -- This skin test is for tuberculosis. It is required if you are moving to Chatham from a country identified by the NJ Department of Health and Senior Services as having a high incidence of tuberculosis.

### **Medications**

All medications (including “over the counter” drugs) need to be administered by the school nurse during school hours. Students are not to carry medications in school, except asthma inhalers, diabetic supplies or Epi-pens for documented allergies.

#### **For prescription medication:**

- A Medical Authorization Form needs to be filled out and signed by a physician and parent. This form is available in the Health Office.
- The medication must be in the original prescription container labeled with pharmacy instructions and student’s name.
- Medications must be delivered to the school nurse by the parent/guardian.

#### **For “over the counter” medications:**

- Tylenol and Advil –the school physician covers these medications and the

- parent's signature on the OTC permission form meets NJ State requirements.
- Any other "over the counter" medications will need the Medical Authorization Form.
- Medication must be in a labeled container.

### **Asthma**

With parental and physician support, the School District of the Chathams will permit and expects students to carry their own inhaler for episodic treatment of asthma under the following conditions:

- The Health Office Medical Authorization Form (as explained in the Medication Policy) needs to be completed.
- The student must demonstrate the proper use of the inhaler to the school nurse.
- The school nurse will inform the teachers and coaches.
- An extra inhaler will need to be kept in the health office for use in case of an emergency.

At the high school we encourage a pro-active approach to asthma. The students are asked to communicate their needs to the teachers, especially in the physical education department. This will enable us to provide better care for the safety and well being of students with asthma. The additional inhaler (provided by the parent) will be kept stored in the Health Office, as will a nebulizer if needed for treatment.

### **Injuries**

- Students who have any injuries in school need to report to the school nurse.
- Students who enter school with injuries and have no medical documentation will need to see the school nurse.
- Students with crutches, wheelchairs, canes, casts, and immobilizers will not be admitted to school without a physician's authorization.
- These students will also need to be assessed by the school nurse as to the safety and proper use of this equipment.

### **LIBRARY MEDIA CENTER**

The Media Center is open from 7:00 am to 4:00 pm, Monday through Friday. Students may also utilize the resources in the media center during lunch.

Students who visit the media center are expected to help maintain a collaborative yet studious atmosphere. A variety of resources as well as printers are available for student use.

The disruptive student policy does apply to students who visit the LMC. Food and drink are prohibited.

### **Use During Study Hall**

Students in need of resources provided by the LMC should sign in to and out of the media center through the LMC Chromebook and scanner. Login may be attained by keying in the student ID number or scanning the student ID card. If teachers are visiting the LMC for research, study hall access will be limited and students will be required to remain in the cafeteria.

Students are welcome to visit the media center with a pass from a classroom teacher. Disruptive behavior will be addressed in accordance with the student code of conduct.

### **Resources**

Library policies and procedures are available in the CHS Library Group under “Resources” in Schoology. Additionally, LMC policies and resources are available the Chatham High School website. LMC updates will be posted in Schoology.

### **LOCKERS**

Chatham High School students are issued a hallway locker and a gym locker each year. For safety and security of belongings, students should make regular use of these lockers. Lockers must be kept locked at all times with a school issued lock which must be purchased from the main office for a fee of \$5.00. Any lock which has not been claimed and locked with a school lock will be zip tied and inaccessible to the student for the remainder of the year. Lockers must be unlocked and emptied at the end of the school year.

Lockers located in the halls and locker rooms are the property of Chatham High School. The school reserves the right to open and inspect its lockers at any time in order to protect the health and safety of its students. A locker will be inspected only when the principal or his designee has determined that there is reasonable cause to do so. A student’s decision to use one of the school’s lockers does not limit or preclude the right of the school to enter that locker in order to protect the general welfare of the student population. The school will not be held responsible for any theft or damage to personal property not securely stored in a student’s assigned locker.

### **LOST AND FOUND**

Misplaced books, clothing, articles of jewelry, etc. should be brought to the main office where they can be claimed by the owner. A lost and found bin can also be found in the cafeteria.

### **LUNCH**

Students must have their lunch during the lunch period in approved areas of the building. Students may not leave school for lunch, eat in the parking lot, or on outside grounds without permission. Lunches may be purchased in the cafeteria or brought from home, and students are expected to clean their area and dispose of all trash prior to the end of the period. Students who do not abide by these expectations are subject to disciplinary action. **Food delivery from outside establishments is not permitted during the school day.**

### **LUNCH PAYMENTS**

Students may purchase lunch from the cafeteria through available methods of payment including student ID barcode scanning and cash.

### **PARKING LOT USE (SENIORS)**

Only authorized senior students may park their cars in the school parking lot in the designated spaces. A parking fee must be paid to the main office in order for a student to be eligible to park. **Any unauthorized students who park on campus will be subject to disciplinary action.** Parking spaces are assigned to students who apply for the privilege and are non-transferrable. Any student who is found to have sold or transferred his space will forfeit parking and all associated fees and will incur a suspension of open campus and other school discipline. Any student who has taken possession of a parking space to which he was not assigned will be subject to the same consequences. Students with permits who park in areas to which they have not been assigned are also subject to disciplinary action.

Seniors who drive carelessly and/or dangerously in the parking lot will be reported to the local police and will lose their privilege to use school grounds for parking. A senior student found using his/her car to leave school grounds without advance permission will be prohibited from using the parking lot or driving to school for the remainder of the academic year.

#### **PARKING LOT USE (JUNIORS)**

Any junior student with a valid driver's license may park in approved areas at the Colony parking lot on School Ave. Junior students are not permitted to park on campus at any time during the school day.

#### **PHYSICAL EDUCATION ALTERNATE PROGRAMS**

Forms and guidelines for individualized student learning (ISL) can be found on the school website. Students who are exempt from the CHS PE course for medical reasons will complete the alternative Health/PE course via Schoology.

#### **POSTING ANNOUNCEMENTS**

Interscholastic athletic notices are primarily posted on the dedicated "Athletics" board located outside of the Athletics Office.

Club and Organization notices should be posted on the "FYI" board, the club's assigned bulletin board, or approved areas in the main lobby. Such notices must be approved by the main office.

#### **SCANNER**

Any student who enters or leaves an area of the building with a scanner (open campus, health office, media center, School Counseling or study hall) must scan upon arrival and departure from that location to ensure an accurate attendance record for the student. Failure to scan into a location may result in a class cut being issued as well as in disciplinary action.

#### **SENIOR OPEN CAMPUS**

Under Senior Open Campus, some senior students are allowed the opportunity to leave the school building and campus without adult supervision during periods of the day in which they do not have a regularly scheduled class. The open campus program is intended only for senior students in good standing.

Open campus may be suspended for a student who:

- misses/is tardy to an assigned class or scheduled school program because of open campus,
- has cut a class.
- is reported by police or citizens as being a public nuisance, speeding, driving carelessly or engaging in illegal activity while on open campus,
- is found to have used or been in possession of tobacco or nicotine delivery systems or related components, alcohol or other illegal drugs or substances while on open campus,
- is failing one or more courses at the midpoint or end of any grading period.
- is placed on provisional credit status for any course (1 week suspension)
- is placed on loss of credit status for any course (30 day suspension),
- has parked illegally on campus,
- has enabled another student without open campus privileges to leave the building or campus while school is in session, or
- commits any other infraction as determined by the principal or his designee.

### **VALUABLES**

It is the responsibility of each student to secure his/her valuables all times while in the school building. The school will not be held responsible for any personal property not properly secured within a student's assigned locker.

### **VISITORS TO THE HIGH SCHOOL**

Students from other schools are strongly discouraged from visiting in order to minimize disruptions to the instructional program. A CHS student who wishes to bring a guest (no more than one time) to school must:

1. bring to school a signed request from his/her parent(s),
2. obtain permission from the main office at least 2 days in advance, and
3. have each of his/her teachers indicate approval by signing the Student Visitor Permission Form.

**Student visits will be permitted for a maximum of one day per school year.** A visitor whose school is in session on the day of the visit must produce an official letter from his or her school indicating that the student's absence is approved. A student visitor will be given a Visitor Pass that must be shown to teachers when requested. Visitors who disrupt the normal flow of instruction will be required to leave the building, and the host student's parents will be notified. Visiting students may not participate in physical education classes. Student visitors brought to school without prior permission will not be allowed to stay.

### **CHATHAM HIGH SCHOOL ALMA MATER**

*Join hands and voices, sing as one in friendship unified.  
With loyalty that forms a bond made strong by Chatham pride.  
May her torch of learning light our ways.  
May we never forget our Cougar days.  
And ever more we'll loudly praise our noble Chatham High.*

## RESOURCES

Student Assistance Coordinator (CHS)	973-457-2536
Alcoholics Anonymous <a href="http://www.nnjaa.org">www.nnjaa.org</a>	800-245-1377
Al-Anon/Alateen	973-744-8686
Narcotics Anonymous Helpline <a href="http://www.nanj.org">www.nanj.org</a>	800-992-0401
Trevor Project (LGBTQ Resource) thetrevorproject.org	866-488-7386
Rainbow Café (Meets 3 <sup>rd</sup> Saturday each month) On Facebook under Rainbow Café Morris	973-344-6500
Parents Support Group of NJ, Inc.	973-399-9070
Gambler's Anonymous	973-756-1171
Suicide Hotline (English and Spanish)	800-273-8255
Morristown Memorial Hospital Adolescent services	973-971-5199
2 <sup>nd</sup> Floor Youth Helpline	888-222-2228
Family Crisis Intervention Unit (FCIU)	973-586-5243
First Call For Help	973-886-2772
Jersey Battered Women's Services (JBWS) 24 hr. hotline	973-539-7801 973-267-4763
Morris County Sexual Assault Ctr. Hotline	973-829-0587
Planned Parenthood	973-539-1364
PFLAG (Parents/Friends of Lesbians/Gays) <a href="http://www.pflagnorthjersey.org">www.pflagnorthjersey.org</a>	973-534-7229
Morris County Resources Morrissussexresourcenet.org	877-652-7624
Mental Health Association of Morris Cty.	973-334-3496
Division of Child Protection and Permanency Child Abuse Hotline	1-877-NJ-ABUSE
Police Departments Chatham Borough Chatham Township	973-635-8000 973-377-0100

**CHATHAM HIGH SCHOOL**  
**DAILY PERIOD ROTATION**

<b><u>DAY 1</u></b>	<b><u>DAY 2</u></b>	<b><u>DAY 3</u></b>	<b><u>DAY 4</u></b>
1_____	2_____	3_____	4_____
2_____	3_____	4_____	1_____
3_____	4_____	1_____	2_____
LUNCH/LABS	LUNCH/LABS	LUNCH/LABS	LUNCH/LABS
5_____	6_____	7_____	8_____
6_____	7_____	8_____	5_____
7_____	8_____	5_____	6_____