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DISTRICT ADMINISTRATION

Dr. Kimberly A. Gruccio, Superintendent
Mr. Stephen Santilli, Assistant Superintendent
Mr. John Davis, Assistant Superintendent
Ms. Chandra Anaya, Business Administrator/Board Secretary
Dr. Carolyn Gibson, Director of Human Resources

HIGH SCHOOL ADMINISTRATION

Dr. Terrence Charlton, Principal
Ms. Jaclyn Carugno, Assistant Principal (Grade 12)
Ms. Tracey Domena, Assistant Principal (Grade 11)
Ms. Tatiana Cunningham, Assistant Principal (Grade 10)
Mr. Mark Walter, Assistant Principal (Grade 9)

BOARD OF EDUCATION

Mr. Pete Castellano, President
Dr. Michelle CarneyRay-Yoder, Vice President
Mr. Lou Della Barca
Mr. Ray Ellis
Ms. Tamika Gilbert-Floyd
Mr. John "Jack" Haines
Ms. Marita Sullivan
Ms. Amy Summer
Ms. Amber Umphlett

STATEMENT OF NONDISCRIMINATION

The Egg Harbor Township School District is committed to providing equal opportunity in education and in employment regardless of race, sex, marital or parental status, religion, age, national origin or physical/mental handicap. The District's policy of equal educational opportunity, including vocational education, is in compliance with the guidelines and requirements of Title VI of the Civil Rights Act of 1964, Title I of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Individuals with concerns, interests or inquiries into possible complaints are encouraged to contact:

Dr. Carolyn Gibson, Director of Human Resources
Egg Harbor Township Schools
13 Swift Drive
Egg Harbor Township, NJ 08234
(609) 646-7911

NOTICE OF STUDENT HANDBOOK CHANGES

The Student Handbook is printed four (4) months prior to the September opening of school. This is done to facilitate the rules and regulations of the high school. The high school is a dynamic environment, and, therefore, the information in the handbook is subject to change. EHTHS reserves the right to make changes in the handbook. An electronic version of the Student Handbook is available on the school's web site at www.eht.k12.nj.us. Any changes to the handbook, after its printing, will be updated on the web site. The Student Handbook will be issued during the first week of school.

IMPORTANT CONTACT INFORMATION

Egg Harbor Township High School
24 High School Drive
Egg Harbor Township, NJ 08234-9450
(609) 653-0100
www.eht.k12.nj.us

THE BRIDGE PROGRAM

Egg Harbor Township High School
Bridge Program
24 High School Drive
Egg Harbor Township, NJ 08234
(609) 653-0100 ext. 2695

IMPORTANT EXTENSIONS

- 1601 Principal: Dr. Terrence Charlton
- 1602 Main Office
- 1606 Ms. Jaclyn Carugno - Vice Principal (12)
- 1604 Ms. Tracey Domena - Vice Principal (11)
- 1649 Ms. Tatiana Cunningham - Vice Principal (10)
- 2686 Mr. Mark Walter - Vice Principal (9)
- 1612 School Nurses: Ms. Rebecca Camp, Ms. Jan Miller, and Ms. Maura Wren
- 1620 Student Guidance Services
- 1621 Supervisor of District Guidance Services: Ms. Samantha Elko
- 2624 Student Assistance Counselor: Ms. Marissa Russo (Grades 11 & 12)
- 1630 Student Assistance Counselor: Ms. Staci DiMattia (Grades 9 & 10)
- 1641 Attendance Lobby - Sign-in & Sign-out
- 1661 Athletic Director: Mr. Michael Pellegrino
- 1670 Youth Study Team
- 1693 Attendance Secretary: Ms. Christianna Flynn
- 1701 Transportation: Mr. Warren "Skip" Fipp
- 2686 Homebound Instruction

**For additional information regarding district and school policies and procedures,
please refer to the Egg Harbor Township School District website.**

www.eht.k12.nj.us

EGG HARBOR TOWNSHIP HIGH SCHOOL BRIDGE PROGRAM

MISSION STATEMENT

The Bridge Program exists to create successful pathways for young men and women for which the traditional high school setting is not an optimum environment for realizing their potential. We believe that every student possesses a unique blend of talents, abilities, and interests and that the appropriate program can bring these assets to the surface. The global economy our students will enter requires a minimum of a high school diploma to be competitive and, with the proper behavioral and academic supports, Bridge students will succeed in attaining this and other personal goals. The achievement of these goals will not only be rewarding for the students and staff but also to the community of Egg Harbor Township that will welcome its newest generation of productive adult citizens.

PROGRAM OVERVIEW

The Egg Harbor Township School District has designed and implemented a multifaceted program that will provide our students with a blend of traditional classroom instruction and real world applications to ensure they have the opportunity and tools they need to fulfill their graduation requirements and be prepared for life after high school.

PROGRAM DETAILS

1. Criterion for students assigned to the Bridge Program

- An out-placed student that has met his/her behavioral goals and is recommended by the Youth Study Team and approved by the Director of Special Service and HS Principal.
- An EHTHS student who has been identified by the HS administration as compromising the health, safety, and welfare of the school community.
- An EHTHS student identified by one of the high school's two I & RS Teams as being at-risk despite attempts at intervention.

2. Students for which the Bridge Program was designed are those who:

- Are chronically disruptive in class and/or common areas of the high school
- Are chronically disrespectful to high school staff, students and/or administration
- Have received multiple out-of-school suspensions or participated in a singular action that resulted in a threat to the safety of the high school.
- Have a history/pattern of physical violence, HIB aggression and/or sexual predation
- Have met behavioral goals in an outplacement setting and seek to return to the school district.

3. Determination of placement:

- While the mission of The Bridge is to serve EHTHS students with significant behavioral challenges, the need to place such students at Eagle Academy or Atlantic County Alternative School will arise.
- The need for such placement is due to the fact that behaviorally challenged students are often at odds with specific students who share the same at-risk behaviors and placing them in the same small environment would jeopardize the safety of Bridge Program.

4. Length of stay in The Bridge Program:

- Students entering the program will attend, at a minimum, the remainder of that academic year.
- Students entering the program after the beginning of the 3rd marking period will attend, at a minimum, the remainder of that academic year and the entire following academic year.
- End-of-year annual review meetings will be held for both regular and special education students to assess progress toward behavioral and academic goals and determine status for the following year.
- Annual review meetings for regular education students will be facilitated by Bridge Program staff and the HS Principal and/or his designee.
- Annual review meetings for special education students will be facilitated by Bridge Program staff, Youth Study Team Case Manager, and the Director of Special Education and/or her designee.

5. **Academic coursework:**

- Bridge students will receive all necessary coursework to complete graduation requirements under New Jersey 18A: 7C-1.
- Coursework will be a combination of direct instruction, project-based and online learning.
- All coursework, including credit gained from online platforms, will be under the supervision of a New Jersey certified teacher.
- Students will have an individualized learning plan and will be able to gain credit at their own pace.
- Students will also be able to access online coursework from home if they wish to gain/regain credit faster in an attempt to graduate with their four-year cohort.

6. **Community Supports**

- Family Services Association will provide group and individual counseling via the Teen Center staff funded through a State of New Jersey renewable grant.

OBJECTIVES

1. The Bridge Program exists to create successful pathways for young men and women for which the traditional high school setting is not an optimum environment for realizing their potential.
2. The global economy our students will enter requires a minimum of a high school diploma to be competitive and, with the proper behavioral and academic supports, Bridge students will succeed in attaining this and other personal goals.
3. The achievement of these goals will not only be rewarding for the students and staff but also to the community of Egg Harbor Township that will welcome its newest generation of productive adult citizens.

DAILY SCHEDULE

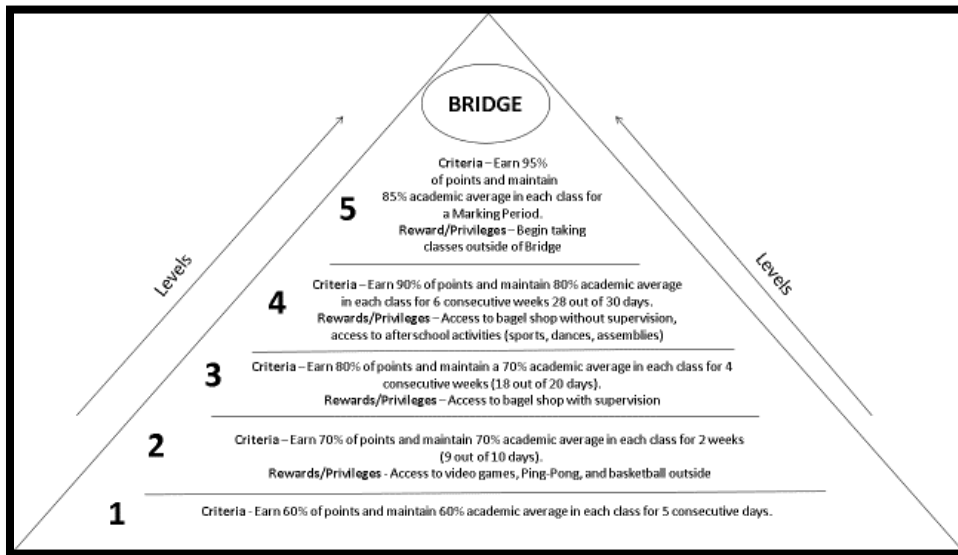
Arrival/Homeroom	9:33 - 9:50
Class 1	9:50 - 10:45
Class 2	10:45 - 11:35
Activity/Lunch	11:40 - 12:10
Class 3	12:12 - 1:07
Class 4	1:07 - 2:06

GRADING

Students will be graded based upon the following scale:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60

BEHAVIOR PROGRAM



ELECTRONICS

Students are **not** permitted to maintain possession of electronic devices while in the Bridge Program; especially in the classroom settings. This includes cell phones, iPods, mp3 players, headphones, etc. Students must hand over any electronic devices to staff upon entering the room. All collected devices will be stored in a locked area for the duration of the school day and returned to students before leaving at the end of the day. Students may earn electronic usage time based on academic and behavioral performance.

*Any student refusing to turn in their electronic devices will be subject to discipline; in addition to, loss of points on their individual point sheet.

*The Egg Harbor Township School District assumes no responsibility for any privately owned technology brought to school by a pupil.

COMPUTER/ELECTRONIC DEVICE MISUSE: Computer and internet access is granted to individual pupils for their sole use only. Violation may result in a loss of access as well as other disciplinary or legal action. The following are not permitted: sharing of accounts, ID's, or passwords; adding any unauthorized software; sending or displaying of offensive messages or pictures; using obscene language; harassing, insulting, or attacking others; taking video or pictures without consent; damaging computers, computer systems, or computer networks; violating copyright laws; using another's password; trespassing in another's subdirectories, work, or files; intentionally wasting limited resources; employing the network for commercial purposes; playing games.

- A. Sharing of accounts, passwords, changing desktop, sending messages, trespassing in another's subdirectory or work files, using the computer to convey obscene language or pictures and using the network for commercial purposes; taking video or pictures without consent; intentionally wasting limited resources such as paper; violating copyright laws:
 - Minimum, but not limited to, two Central Detentions
 - Maximum 10 days out-of-school suspension/parent conference
 - Complaint may be filed with the EHTPD
- B. Harassing, insulting or attacking others, will result in an immediate loss of computer privileges (See #21 Harassment, Intimidation, Bullying, and Hate Crimes on pages 19 and 20 of the EHTHS Student Handbook).
- C. Intentionally damaging computers, systems or networks:
 - Out-of-school suspension and restitution for damage.

SEARCH AND SEIZURE

All students are subject to simple search performed by administration if there is a reasonable suspicion that the student may be in possession of any item(s) that jeopardize the safety, security, and wellbeing of the school. Book bags, backpacks, purses, lockers, and vehicles are also subject to administrative inspection in the interests of school safety, discipline, and the enforcement of school regulations. Once the search process begins, the student may not leave the secured area until the entire process is complete. If the student leaves the secured area, they will be issued discipline for not complying with search and seizure procedures (See #14 Failure to Comply with Search and Seizure on page 18 of the EHTHS Student Handbook).

DISCIPLINE

IT IS THE STUDENT'S RESPONSIBILITY TO BECOME FAMILIAR WITH ALL INFORMATION IN THE BRIDGE AND EHTHS STUDENT HANDBOOK.

The Board of Education of the Egg Harbor Township School District will ensure the safety and welfare of students while in the school building. Each student is expected to conduct himself in an orderly fashion and act with due regard for the educational process of the school. Egg Harbor Township High School is a Zero Tolerance High School for Drugs, Alcohol, Weapons, and Violence.

The best discipline is self-discipline and students are encouraged to think and act wisely and realize the consequences of all actions. When students fail to discipline themselves while in school, on school property, or attending/participating in any school-sponsored event or activity, they shall be turned over to the designated administrator, personnel, or civil authority, and are subject to discipline issued by Administration. Administration and staff reserve the right to notify the appropriate authorities and file charges if deemed necessary. If you have a disagreement with discipline or other matters related to the school, please follow the appropriate procedure before contacting the building principal: teacher/coach, supervisor, assistant principal, and then principal.

Teachers are primarily responsible for classroom management and discipline in their assigned classes and duties. All staff members share responsibility for supervising the behavior of students. All students must follow any reasonable request or directive by any staff member during the school day or at any school sponsored activity.

PLEASE NOTE:

- Administrators reserve the right to exercise “Off-Campus Discipline” in accordance to Policy 5600.1 for any misconduct that occurs off school property and is detrimental to the educational environment.
- Administrators reserve the right to exercise “Progressive Discipline” for any pattern of continued disciplinary infractions.
- Students that fail or refuse to serve assigned discipline will immediately lose all privileges including, but not limited to, sports, activities, clubs, and/or other school events until the discipline is served.

TYPES OF DISCIPLINE

The following are types of discipline that may be enacted:

1. **EARLY DETENTION:** Early detentions are conducted before school on Wednesdays and are issued by the Teacher's and/or Assistant Principals. Pupils must report for detention on the day assigned and will be expected to bring work to the early detention. Detention is a disciplinary situation. Lounging, talking, card playing or the like will not be tolerated. Failure to meet a detention obligation is a serious violation of school responsibilities and will be dealt with appropriately. Students who miss an early detention will receive progressive discipline including, but not limited to a Saturday Detention. Students that consistently miss early detentions will be subject to losing certain privileges, including but not limited to the following: attendance at school dances, trips, prom, participation in athletics, etc.

PLEASE NOTE: When a pupil is legally absent from school on the day of a scheduled early detention, they must serve on the next day early detentions are held.

2. **SATURDAY DETENTION:** The purpose of Saturday detention is to provide a positive, worthwhile, educational experience and a meaningful misbehavior deterrent for students who have violated school rules.

Saturday detention may be used as a disciplinary tool in lieu of Alternative Educational Placement/Suspension. This option will keep students from losing instructional time and keep them in school Monday thru Friday. Refusal to attend or tardiness without an acceptable excuse will result in a suspension from school.

Saturday detention has three components: detention, academic assistance, and behavior modification.

Students will receive academic assistance and will have the opportunity to do homework, make-up, or remedial work under the supervision of certified teachers, who will provide academic assistance, as well as, supervision. Each student will receive a Self-Reflection Packet, which will consist of writing an introspective essay to help students understand why they broke school rules and the consequences of their misbehavior. The packet will also include a goal-setting exercise and a list of Character Education words to be defined and used in a reflective sentence.

Detention Rules

- Assistant Principal assigns students for disciplinary reasons, as per the Student Handbook.
- The parent notification will be the responsibility of the Assistant Principal or designee.
- If an emergency arises and the student cannot attend, the parent must contact the Assistant Principal before the scheduled reporting time (8:00 a.m.). If the reasons are acceptable, the detention will be rescheduled.
- The doors will open at 7:45 a.m. and close at 8:00 a.m.

- Students must have some type of assignment to work on. (Homework, make-up work, or remedial work is allowed). There are no electronic devices, food, beverage, candy, etc. allowed in the Saturday Detention Room.
- There will be no talking.
- Breaks for a drink or restroom use are at the discretion of the detention supervisor.
- Students will complete a Self-Reflection Packet.
- If a student finishes all of his or her work, the detention supervisor will assign additional work.
- If a student refuses to work, he/she will be removed by the site administrator.
- Should a student have an unexcused absence from a Saturday Detention, he/she will be assigned one (1) day of Out of School Suspension the following Monday. Two (2) or more unexcused absences to an assigned Saturday Detention will result in a two (2) day out-of-school suspension beginning on the following Monday. Four (4) unexcused absences from a Saturday Detention will result in a loss of all privileges and removal from the Saturday Detention program until one unscheduled Saturday Detention is served.
- Students will be expected to work the entire time while there. Any student not working may be removed from the room and referred to the building administrator. No student is permitted to sleep during Saturday Detention.
- Any student arriving late to Saturday Detention may be asked to reschedule the detention or issued additional discipline.
- Any student acting disruptively will be removed from the Saturday Detention and be referred to the building administrator for further disciplinary action.

Operational Procedures

The Saturday Detention Program operates within a designated location at the Egg Harbor Township High School, 24 High School Drive.

- The program runs from 8 a.m. to noon.
- The District is not responsible for transportation of student to or from Saturday Detention.
- Assistant Principals may assign students from Monday through Thursday.
- Each Assistant Principal will have 25 available seats, with a limit of 100 total. After the maximum is reached, other students will be referred to the next week's detention.
- The program will be staffed with certified teachers and an on-site administrator.

2018 - 2019 Saturday Detention Schedule: Provisions will be made for 30 sessions. Students and parent/guardian will be notified of the scheduled date by the Assistant Principal or designee.

September 15, 22, 29

October 6, 20, 27

November 3, 16

December 1, 8, 15

January 5, 12, 26

February 2, 9, 23

March 2, 9, 23, 30

April 6, 13

May 4, 11, 18, 25

June 1, 8, 15

3. **OUT-OF-SCHOOL SUSPENSION:** This is a serious disciplinary sanction, which may be imposed against a pupil when it can be proven that the pupil has interfered with the maintenance of the good order of the school. The pupil may not be permitted to return to school until a parent conference, either in person or via the phone is conducted. Out-of-school suspension may be used for a student who is a continual behavior problem. This will be referred to as “progressive discipline”. **Students will additionally be placed back to Level 1, upon their return from their out-of-school suspension.**

PUPILS ARE REMINDED THAT THEY ARE RESPONSIBLE FOR ALL WORK MISSED AS A RESULT OF A DISCIPLINARY ACTION.

Pupils should also note that any disciplinary action takes precedence over previously scheduled activities such as clubs, athletics or school work programs. **Additionally, when a pupil is suspended from school, he / she may not be in the building or on any school district grounds, including other schools, at any time during the length of the suspension. *Students who fail to comply may face trespassing charges with the EHTPD.*** Pupils who are suspended out of school may NOT participate in any school function for the duration of the suspension. This includes athletic contests, class trips, dances, work study programs, and club activities.

Parents will be contacted in most disciplinary cases involving Assistant Principal Intervention.

4. **SHINE 2.0:** Project SHINE (Students Helping in a New Experience) is a community service learning program for students suspended out of school for short term suspensions. Throughout the school year, students may become suspended out of school due to a variety of disciplinary reasons. When a student is out of school they often fall behind in their studies, have lower test scores, and begin to lose pride in their school/community which may result in further discipline. SHINE provides students with a volunteer community service learning program which will lessen a student's suspension length. It is the goal of EHTHS to provide students with an opportunity to return to the classroom earlier from suspension and to build a positive relationship with the community.

**High School Administration has discretion in selecting students for this program.*

5. **PROBATION AND/OR BEHAVIORAL CONTRACTS:** Students may be placed on probation and/or a behavior contract if: (a) they have an accumulation of minor violations and/or (b) commit a serious offense.

Probation /behavior contracts will outline strict standards that the student is expected to follow. During the period of time that a pupil is placed on probation/behavior contract, it is understood that he or she must meet all outlined standards. Failure to meet the standards established by probation / behavior contract will result in further, more severe disciplinary procedures, including but not limited to loss of a privileges (school activities, trips, school dances, prom, and/or graduation) and/or consideration for alternative placement.

All offenses committed in school or on the school grounds that violate local, state or federal laws will be referred to the police for appropriate action. Continued discipline problems and acts that endanger the health, safety and welfare of pupils, parents, and/or faculty may require the school administration to take further action. Such action may include, but not be limited to, referral to the police.

Students who are on **NO CREDIT STATUS** and/or students who consistently require disciplinary intervention by the assistant principal and subsequently amass a lengthy discipline history will be subject to losing certain privileges.

THE BRIDGE DISCIPLINARY CODE OF CONSEQUENCES

The EHTHS Bridge Program uses a Three-Strike System for Discipline:

- Verbal Warning about Behavior
- Redirect: Reflection on Behavior and Discussion of Alternate Behavior (Loss of Points)
- Early Detention (Arrive at 8:30 a.m.)
- Saturday Detention and/or Referral to Administrator

*Discipline may be issued at the Discretion of Administration at any time in accordance with the EHTHS Student Handbook.

*Depending on disciplinary infraction may result in removal of behavior level at the discretion of administration.

*Documented referrals to administration will be documented as a “Red Day” on a students’ individual behavior chart, and it is discretionary upon administration for review and any further discipline that needs to be issued in accordance with the EHTHS Student Handbook.

GENERAL ATTENDANCE RULES AND REGULATIONS

Compulsory attendance at school is a longstanding state policy and has been upheld by the court of New Jersey and the U.S. Supreme Court as a matter of public concern and legislative regulations. Consequently, there is an impelling responsibility upon the parents and student for the student to attend school as scheduled. Therefore, the Egg Harbor Township High School cannot condone or permit absences from school for minor reasons and will not issue credit if minimum pupil attendance requirements are not met.

ATTENDANCE

Pupils are required to attend school regularly in accordance with the laws of the state. A pupil will be considered to have attended school if he/she has been present at least four and a half (4.5) hours during the school day.

A pupil not present in school because of his/her participation in an approved school activity will be considered to be in attendance.

An Excused absence is an absence for one or more of the following reasons:

1. The pupil’s illness (One (1) to two (2) days requires a Parent/Guardian Note the following day. Three (3) or more days requires a note from a physician)
2. Family illness or death
3. Educational opportunities
4. Excused religious observances
5. The pupils suspension from school
6. The pupil’s required attendance in court
7. Interviews with a prospective employer or with an admissions officer
8. Examination for a driver’s license
9. Necessary and unavoidable medical or dental appointments

It is our understanding that the reasons listed above do occur during the year. However, these absences must be kept at a minimum.

An **Unexcused** absence is a pupil's absence for any reason other than those listed above. (Family vacations, non-EHTHS athletic/activity travel, and religious retreats are also unexcused absences.)

Truancy is a pupil's absence from all or part of the school day without the knowledge of the pupil's parent/guardian. A pupil who leaves school without permission when school is still in session will also be considered truant. Students found truant will be issued a Saturday Detention and the absence is unexcused.

***Egg Harbor Township High School does not sanction a "cut day" for any grade level.*

STUDENT/PARENT RESPONSIBILITIES

Students shall attend school daily unless the absence is excused. Parents shall insure that their child attends school punctually and daily and be aware of all absences.

NOTICE TO SCHOOL OF A PUPIL'S ABSENCE

Parents shall call the school the morning of the pupil's absence and a pupil shall submit a note to the Attendance Office upon their return.

READMISSION TO SCHOOL AFTER AN ABSENCE

When the student returns to school, he/she shall present a verified note to the Attendance Office, dated and signed by the parent/guardian, with a written statement of the reason(s) for the absence. Parent notes will only be accepted if turned in immediately upon a pupil's return and will excuse up to two consecutive days.

DOCTORS' NOTES

Doctors' notes will only be accepted for specific days of absences. No "blanket coverage" notes will be accepted. In addition, student lateness to school will only be excused with a doctor's note. Parent/Guardian notes will not be accepted for students late to school.

Doctors' notes must be given directly to the Nurse. The school physician may be asked to review any questionable medical situations. Altered notes will not be accepted. When verifying notes with a doctor's office, if it is discovered that the note has been forged or stolen, the day will become an unexcused absence. No subsequent notes will alter that unexcused status. Students will be referred to their Assistant Principal.

DENTAL APPOINTMENTS

Dental/orthodontic appointments should be scheduled during after school hours whenever possible. When unable to do so, the student is expected to come to school, sign out for the appointment and then return to school, or sign in late with an excuse from the dentist. Full days will not be excused for dental reasons unless specified by the dentist's note.

COLLEGE VISITATIONS

Students who intend to visit a college must notify their counselor of their plans in advance. Students must report to a college admissions office and receive certification that they have met with an admissions director or counselor or received a tour sanctioned by the college.

FAMILY VACATIONS

Family vacations are not excused absences. Families are encouraged to schedule their vacations to coincide with school holidays. This will eliminate the need for students to miss valuable class time. Students will not be given additional excused absences for family vacation. Students must be sure that their absences do not jeopardize their credit standing.

NO CREDIT STATUS

A student will be placed on NO CREDIT STATUS if one of the following criteria are met:

- An accumulation of more than ten (10) unexcused absences from school.
- An accumulation of more than ten (10) unexcused absences from one course.
- An accumulation of four (4) or more illegal absences from any class.

Any student placed on NO CREDIT STATUS is in danger of losing credit for the current school year and may need to attend Credit Completion for remediation. Once placed on NO CREDIT STATUS, students lose all school privileges and are prohibited from participating in any athletics, activities, and school-sponsored events.

ABSENCES AND INSTRUCTION

The parent/guardian of pupils who anticipate an excused absence of three (3) or more school days should contact the Main Office to request such home assignments.

Homebound Instruction - A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction. The parent/guardian must request home instruction in writing to the Director of Home Instruction. This request will be accompanied by a signed physician's notice stating the illness/diagnosis and the anticipated length of absence, including a specific beginning and ending date. The request for home instruction must be approved by the school physician. Homebound instruction will be considered an excused absence.

Make-up Work - Pupils absent for any reason are expected to make up the work missed. The pupil is responsible for requesting missed assignments and any necessary assistance required. Pupils choosing to cut classes or be truant will not be permitted to make up work missed during those time periods. Pupils may complete assignments for time missed because of action initiated by the administration, i.e. suspension. Students will be given the same amount of school days absent to complete make-up work upon their return.

ABSENCES AND PARTICIPATION IN SCHOOL EVENTS

If a student is absent from school the day of an athletic event, club meeting, or performance, the student cannot participate in that event unless the absence has been cleared in advance by the Assistant Principal.

A student must be in school in order to attend a practice or activity that day by 9:29 a.m. in order to attend a practice or activity that day.

Students who are on NO CREDIT STATUS will be prohibited from participating in athletics, activities, and school-sponsored events. In addition, these students will be prohibited from attending trips that are not class related. This means that band trips, class trips, and the like, that cause students to be absent from school, will be off-limits to students on NO CREDIT STATUS.

LOSS OF COURSE CREDIT

Pupils who accumulate more than **ten (10)** unexcused absences or **four (4)** or more illegal absences will not have completed the prescribed course of study and, as such, will not qualify to receive the assigned credit for the course. As a result, they will be placed on NO CREDIT STATUS.

Please note: Credit status will not be jeopardized for a pupil who is absent ten (10) days or less.

If a student is in danger of losing credit, parents/guardians will be notified. Parents will receive a warning letter upon absence number seven (7) and a NO CREDIT STATUS letter at the time of the eleventh absence. Students, however, are ultimately responsible for days absent from school. Attendance print outs will only be given to students who believe they are on NO CREDIT STATUS and will only be available during their lunch periods.

A pupil denied course credit may attend a credit completion session to regain the denied credit, provided the pupil has not been absent more than twenty 20 times unexcused, 35 total.

CREDIT: If a student accumulates more than 20 unexcused absences, or is absent a total of 35 days or more and is not on homebound instruction, that student will not receive credit and must repeat the year.

NO CREDIT STATUS AND CREDIT COMPLETION

Any pupil on NO CREDIT STATUS (NCS) may be able regain credit by attending a Credit Completion program. Credit Completion may run as needed during the school year and/or summer for students. The following are general guidelines for credit completion program(s):

- A pupil will attend one, two hour session of Credit Completion for each unexcused day over the ten (10) day limit. For instance, if a student is absent fourteen (14) days and none of those days are excused, he/she must attend Credit Completion for four (4) sessions (a total of 8 hours).
- If a pupil does not attend Credit Completion for the designated length of time, the student will not receive credit and must repeat the entire year.
- The I&RS team will accept appeals during the beginning of the fourth marking period for students who still are on NCS.
- Credit Completion Program during summer (if offered): Summer credit completion may be offered to students. A pupil will attend one, two hour session of Credit Completion for each unexcused day over the ten (10) day limit. For instance, if a student is absent fourteen (14) days and none of those days are excused, he/she must attend Credit Completion for four (4) sessions (a total of 8 hours). An assistant principal will notify students of the date(s) of the program. Credit completion during the summer may allow students the opportunity to recover up to two (2) weeks (10 days) of school.
- Transportation for Saturday Credit Completion sessions are the responsibility of the parent/guardian of the student involved.

4TH MARKING PERIOD CREDIT COMPLETION OPTION

A senior who is on No Credit Status may not participate in the graduation ceremony unless they attend the Senior-Only Credit Completion Option. This option allows seniors to fulfill their attendance obligations prior to graduation. Seniors on No Credit Status who successfully complete the Senior-Only Credit Completion Option would be permitted to participate in graduation.

A senior will attend a two (2) hour session of credit completion for each unexcused day over the ten (10) day limit. An assistant principal will notify seniors of the dates credit completion will be offered during the 4th marking period. Senior credit completion may allow students to recover up to two (2) weeks (10 days) of school.

APPEALS

A pupil who has been denied course credit for excessive absences may appeal that action in accordance with the following procedures:

1. The pupil shall file a written appeal to the Assistant Principal within five (5) school days of receiving notice of the action. If the pupil is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
2. The Attendance Review Committee shall decide the appeal and inform the pupil in writing within seven (7) working days of the meeting.
3. The pupil may appeal an adverse decision of the Attendance Review Committee to the Superintendent within seven (7) calendar days of the Attendance Review Committee's decision.
4. If the Pupil does not agree with the Superintendent, an appeal can be made within ten (10) calendar days to the Board of Education.

ABSENCES - MISCELLANEOUS

Consecutive Absences - Any pupil who misses ten (10) consecutive school days, and who is not on Home Instruction, and/or who is not medically verified as incapacitated, will be issued a written notification to report to school within five (5) school days. Failure to do so will result in the following:

1. Pupils under the compulsory school age (below 16) shall have presented to their parents, a formal written notice to cause the child to attend school. Failure to comply will result in court action.
2. Pupils above 16, who do not comply with the return to school notice, will be given ten (10) days to notify the Principal as to why they have been absent. If the student refuses to do so, the student will be dropped from the rolls of the school and must petition the High School Principal, in writing, for re-admittance.

GUIDANCE SERVICES

Guidance Services exists for young people and plays a vital part in the overall functioning of the school program. Each counselor has a cross-section of students in grades 9 - 12 to handle academic, career and personal concerns. The academic program (course selection and scheduling) is the responsibility of the student, parent and counselor. Together, they plan the courses and credits necessary for graduation. All questions concerning a student's academic program and schedule must go through the Guidance Services Department. Special requests for unusual academic programs will ultimately be decided by the Director of Guidance Services and/or the Principal.

The Guidance Services Department is involved in numerous areas including: individual and group counseling, college information and visitations, career counseling, and standardized testing. Parents/guardians who do not wish their child to receive guidance services should submit a written request to the Supervisor of Guidance Services, 24 High School Drive, Egg Harbor Township, NJ 08234.

Students are encouraged to assume personal responsibility and take initiative in utilizing the Guidance Department. It is important that students register for the most rigorous coursework they can handle to realize their full academic potential. Students should anticipate course failures and register for online summer school as necessary. Information regarding online summer school registration will be included with the distribution of final report cards.

GRADUATION REQUIREMENTS

Credits and Promotion:

1. All students are required to earn 120 credits for graduation. The New Jersey Department of Education also requires different coursework for various graduating classes. These requirements are detailed on the following pages.
2. Students are encouraged to carry 35 credits. No student will be permitted to drop below 30 credits without permission from the Supervisor of Guidance and/or Principal. Parents/students should be aware that attempting less than 30 credits will adversely affect athletic eligibility and progress toward graduation. Please see the "Eligibility for Participation in Sports and Activities" section on pages 69 for more information.
3. Students entering high school will continue on to the next grade level along with their entry-level class, until the end of the 11th grade. Prior to entering the senior class, each student must have earned 80 or more credits.
4. The EHTHS Program of Studies lists pre-requisite course for all academic sequences and can be found at www.eht.k12.nj.us.
5. No credits will be awarded through testing. All credits must be earned through coursework.

6. A passing score on the state graduation exam, as set forth by the NJ State Department of Education, is required. No student may participate in graduation unless all requirements have been met.
7. Course Level Adjustments/Course Withdraw:
 - a. Changes in course selection after the school year begins are not permitted. Only course level adjustments can be made up until the October 31st deadline.
 - b. Students may drop down the level of a course until October 31st. After this time, students will remain in their selected course level for the remainder of the year. When a student drops down a level, the teacher receiving the student shall average in the previous class unweighted grade(s).
 - c. Students may withdraw from a course until October 31st. A student choosing to withdraw will be placed in study hall. Withdraw from a course should occur only after all academic interventions have been exhausted. After October 31st, students must remain in their selected coursework for the remainder of the year. Students will not be permitted to enter study hall after October 31st.
 - d. Study hall capacity will be capped for each period of the day. Once study hall capacity is reached in any given period, students must remain in their selected course for the remainder of the year even if the request was made prior to the October 31st deadline.
 - e. Students who feel that they are not being appropriately challenged in their current academic level should see their counselor as early in the year as possible, but no later than September 30th. A request to move to a higher level during the school year requires an appeal to the content area supervisor.

GRADUATION REQUIREMENTS - CLASSES OF 2019, 2020, 2021 and 2022

ENGLISH I, II, III, IV	20 CREDITS
HEALTH/PHYSICAL EDUCATION	20 CREDITS
SCIENCE	15 CREDITS
ALGEBRA I, GEOMETRY, ALGEBRA II	15 CREDITS
U.S. HISTORY I & II	10 CREDITS
WORLD CULTURES	05 CREDITS
WORLD LANGUAGE	05 CREDITS
FINE, VISUAL OR PERFORMING ART	05 CREDITS
CAREER & TECHNICAL EDUCATION	05 CREDITS
FINANCIAL LITERACY*	2.5 CREDITS
<u>ELECTIVES</u>	<u>17.5 CREDITS</u>
TOTAL	120 CREDITS

- For the class the 2016 & beyond, students must pass Algebra I, Geometry, and a third year of math that builds on those concepts.
- The financial literacy requirement may be fulfilled through previous, successful completion of High School 101, CP Economics, AP Macroeconomics, AP Microeconomics, CP Real World Finance, CP Financial Literacy or CP Financial Applications. Individual courses cannot “double count” for both the practical art and financial literacy requirement. Each of these requirements must be satisfied through separate coursework.

PUPIL RECORDS POLICY/FERPA NOTIFICATION

A central file is maintained on each student in the Guidance Office. Additional information might be maintained in several other areas of the school. Records containing information relevant to your education are available to your parents or to yourself if you are 18 years old.

A member of the school staff responsible for the maintenance of the records will be present to provide interpretation of the records should you or your parents choose to review them. Therefore, an appointment must be made in advance to ensure adequate staffing. For security purposes, photo identification is required at the time of records examination. A parent, or pupil at least eighteen years of age, may question records, in writing, on grounds of inaccuracy, irrelevance, impermissible disclosure, inclusion of improper information, or denial of access.

Federal law protects the privacy of student educational records for parents and students who have reached the age of 18 years. Egg Harbor Township Schools comply with the Family Educational Rights and Privacy Act (FERPA), which addresses rights to privacy and access to student educational records. For further details, please refer to the most up to date version of the Program of Studies, which can be found on the high school’s website.

PROTECTION OF PUPILS RIGHTS (PPRA)

The **Protection of Pupil Rights Amendment (PPRA)** requires written consent from parents/legal guardians and pupils who are 18 years old or emancipated minor pupils before minor students are required to participate in a survey, analysis, or evaluation funded in whole or in part by a program of the United States Department of Education that concerns one or more “protected information surveys”. This consent requirement also applies to the collection, disclosure or use of pupil information for marketing purposes, referred to as “marketing surveys”, and for certain physical examinations and screenings. Parents and eligible pupils will be provided an opportunity to opt a pupil out of participating in such surveys and screenings. Parents and eligible pupils, upon request and before administration or use, also have the right to inspect such surveys, instruments, and instructional material used as part of the educational curriculum. Parents or students who believe their rights under PPRA may have been violated may file a complaint with United States Department of Education.

****FOR ADDITIONAL INFORMATION REGARDING DISTRICT AND SCHOOL POLICIES AND PROCEDURES, PLEASE REFER TO THE EGG HARBOR TOWNSHIP SCHOOL DISTRICT WEBSITE AT WWW.EHT.K12.NJ.US.**

BOE Approval 03/20/18						EGG HARBOR TOWNSHIP SCHOOL DISTRICT SCHOOL CALENDAR 2018-2019					
September		October		November							
M T W T F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28	3 Labor Day 4 & 5 Staff Prof. Learning Days 6 First Day of School for Students 6 Abbreviated Day 7 Abbreviated Day 10 Rosh Hashanah 19 Yom Kippur	M T W T F 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31	8 Columbus Day 12 Abbreviated Day	M T W T F 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30	6 Staff Prof. Learning Day 8 & 9 NJEA Convention 21 Abbreviated Day 22-23 Thanksgiving Recess						
Teachers 17 - Students 15		Teachers 22 - Students 22		Teachers 18 - Students 17							
December		January		February							
M T W T F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31	21 Abbreviated Day 22-31 Winter Recess	M T W T F 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31	1 New Year's Day 2 School Reopens 21 Dr. Martin Luther King Day 24 Abbreviated Day	M T W T F 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28	14 Abbreviated Day 18 President's Day						
Teachers 15 - Students 15		Teachers 21 - Students 21		Teachers 19 - Students 19							
March		April		May							
M T W T F 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	15 Staff Prof. Learning Day	M T W T F 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30	18 Abbreviated Day 19-26 Spring Recess 29 School Reopens	M T W T F 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31	27 Memorial Day 31 Abbreviated Day						
Teachers 21 - Students 20		Teachers 16 - Students 16		Teachers 22 - Students 22							
June		Total Student Days = 180 Total Teacher Days = 184									
M T W T F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28	19 Last Day Students 19 Last Day Teachers Last three days of academic year- 1/2 days for students	<ul style="list-style-type: none"> — = No School ○ = Abbreviated Day Students ○ = Staff Only ☆ = Emergency Closing <p><u>The FIRST FIVE SCHOOL CLOSINGS due to weather related conditions or other emergencies will be made-up at the end of the school year. In the event we have MORE THAN FIVE SCHOOL CLOSINGS, the calendar would be under review and days could be taken from Spring Break or added at the end of the school year. Trip insurance is recommended for vacation plans.</u></p> <p>Typically you will receive a Blackboard Connect phone call however for additional closing information you can turn to TV and/or local radio broadcast. Abbreviated days will be announced for staff professional learning days, parent conferences and any additional days that might be needed.</p>									
Teachers 13 - Students 13											

DELAYED OPENING SCHEDULE 2018-2019

<u>School</u>	<u>Bus/Student Arrival</u>	<u>Staff Arrival</u>	<u>Bus/Student Dismissal</u>
EHT High School	9:30 A.M.	9:20 A.M.	2:06 P.M.
Fernwood 7 th & 8th	9:30 A.M.	9:20 A.M.	2:06 P.M.
Alder 7 th & 8th	9:30 A.M.	9:20 A.M.	2:06 P.M.
Fernwood 6 th	10:30 A.M.	10:00 A.M.	2:45 P.M.
Alder 6 th	10:30 A.M.	10:00 A.M.	2:45 P.M.
Miller School	10:30 A.M.	10:00 A.M.	2:45 P.M.
Eagle Academy	10:45 A.M.	9:20 A.M.	3:15 P.M.
Davenport	11:15 A.M.	10:45 A.M.	3:30 P.M.
Slaybaugh	11:15 A.M.	10:45 A.M.	3:30 P.M.
Swift	11:15 A.M.	10:45 A.M.	3:30 P.M.
Bridge Program	9:36 A.M.	9:20 A.M.	2:06 P.M.
AM Kindergarten	1:00 P.M.	10:45 A.M.	3:30 P.M.
PM Kindergarten	1:00 P.M.	10:45 A.M.	3:30 P.M.
AM Pre-School	N/A	N.A.	N/A
PM Pre-School	N/A	N.A.	N/A

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