



PLAINFIELD HIGH SCHOOL

950 Park Avenue

Plainfield, New Jersey 07060

Student/Parent/Teacher Agenda

2014-2015

www.plainfieldnj12.org

School Telephone Number (908) 731-4390

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Attendance Office (908) 731-4200 ext. 5218

Mr. Willie Worley

Principal

Vice Principals

Mr. Johan Rojas- 9th Grade

Ms. Miguelina Gil-Landisi-10th, 11th Grade

Mrs. Gina Ogburn-Thompson- Guidance Dept.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Printed on recyclable paper



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ALMA MATER

**Plainfield, we revere thee
We honor thy name,
Years, passing, endear thee,
And add to thy fame.**

**Wherever thou leadest
We'll follow thee true,
Our banner victorious,
Noble Red and Blue;
What e'er be the conflict,
We'll carry it through!**

**So, onward advancing
E'er striving for thee,
Thy sons, never failing,
Still loyal will be.**

**Thine honor defending,
Firm, faithful, and true,
Thy banner unfurling,
Glorious Red and Blue;
Whate'er be the conflict,
We'll carry it through.**

Clarence Mowen '22

School Colors: CARDINAL (RED & NAVY BLUE)

School Mascot: CARDINAL

DISTRICT ADMINISTRATION

**Ms. Anna Belin-Pyles
Superintendent of Schools**

**Ms. Shirley Johnson-Tucker
Assistant Superintendent**

**Mr. Gary L. Ottmann
Business Administrator**

**Mr. Eugene Campbell, Jr.
Director of Safety and Security**

**Ms. BJ BrownJohnson
Director of Human Resources & Support Services**

**Ms. Denise Shipman
Coordinator of Pupil Progression Services**

**Ms. Gloria Montealegre
Community Engagement and Outreach**

BOARD OF EDUCATION

**Mrs. Wilma G. Campbell, President,
Mrs. Keisha Edwards, Vice President**

**Mr. Terrence S. Bellamy, Sr.
Mr. John C. Campbell
Mrs. Deborah Clarke
Mrs. Jackie Coley
Ms. Carletta D. Jeffers
Mr. Frederick Moore Sr.
Mr. David M. Rutherford**

**PLAINFIELD PUBLIC SCHOOL DISTRICT MISSION
STATEMENT**

The Plainfield Public Schools In Partnership With Its Community,
Shall Do Whatever It Takes For Every Student
To Achieve High Academic Standards-
No Alibis! No Excuses! No Exceptions!

Las Escuelas Públicas de Plainfield En Asociación Con La Comunidad, Hará
Lo Posible Para Que Todos Los Estudiantes
Alcancen Altos Estándares Académicos
¡Sin Pretextos! ¡Sin Excusas! ¡Sin Excepciones!

Plainfield High School Mission Statement

The Mission Of Plainfield High School Is To Do Whatever It Takes To Prepare
Our Students To Become Productive Citizens With 21st-Century Skills.

La Misión De La Escuela Superior De Plainfield Es Preparar Y Convertir A
Nuestros Estudiantes En Ciudadanos Productivos Con Las Habilidades
Necesarias Para El Siglo 21.

Plainfield High School Goals For The 2015-2016 School Year

Goal 1:

At the conclusion of the 2015-2016 school year, the proficiency gap between Special Needs and LEP subgroups and the overall student body will be 10% or less as measured by district common assessments and/or the PARCC assessment.

Al final del año escolar 2015-2016, el rendimiento de competencia entre los subgrupos Educación Especial y LEP (Aprendices de Inglés como Segundo Idioma) y el cuerpo estudiantil en su totalidad será de 10% o menos, según medidas en las evaluaciones centrales del distrito y/o prueba PARCC.

Goal 2:

At the conclusion of the 2015-2016 school year, the school will enhance its climate and culture by improving teacher attendance by 5%.

Al final del año escolar 2015-2016, la escuela optimizará su ambiente y cultura al mejorar las ausencias de los maestros por un 5%.

Goal 3:

At the conclusion of the 2015-2016 school year, the school will enhance its climate and culture by reducing the number of days a student is either absent or tardy by 10%.

Al final del año escolar 2015-2016, la escuela mejorará en un 10% su ambiente y cultura al reducir el número de días que un estudiante está ausente o tarde.

Goal 4:

At the conclusion of the 2015-2016 school year, 90% of the current seniors will graduate with their cohorts.

Al final del año escolar 2015-2016, 90% por ciento de los estudiantes cursando su último año en la escuela secundaria se graduarán con sus compañeros.

NJ HIGH SCHOOL GRADUATION REQUIREMENTS

Student's year of entry	2010 & 2011 (Classes of 2104 & 2015)	2012 and on (Class of 2016, and on)
N.J. Department of Education Required Assessments	NJ HSPA (11 th grade)	Beginning in 2014-2015 PARCC Exam* (9 th , 10 th , 11 th)
English/Language Arts Literacy	At least 3.75 credits per year in physical education, health & safety during each year of enrollment, distributed as 150 minutes per week	
Mathematics	15 Credits (including Algebra I Geometry)	
Science	15 Credits (including Lab Biology; Lab Chemistry and/or Physics and/or Environmental Science; plus a third laboratory/inquiry-based science)	
Social Studies	15 credits (including Modern World History/Geography, U.S. History I & II)	
World Languages	5 credits	
21st Century Life & Careers (Family/Consumer Science, Business Administration & Technology, Technology Education)	5 credits	
Financial, Economic, and Entrepreneurial Literacy	2.5 credits	
Visual and Performing Arts (Art, Music, Drama, Dance)	5 credits	
Electives	15 credits	
Total number of required credits	120 credits	

**The New Jersey Department of Education has not yet indicated when proficiency on the PARCC Exam will be required for graduation*

Updated 1/2015

Making Up Assignments

Students will be provided with the opportunity to make up assignments for excused absences. Students will be given one day for EACH DAY of an EXCUSED ABSENCE to make up such assignments.

		Scheduling
1 day excused absence	1 day to make up missed assignments	2 periods
2 day excused absences	2 days to make up missed assignments	4 periods
3 day excused absences	3 days to make up missed assignments	6 periods

NOTE: It is the student's responsibility to request and complete make-up assignments with the assistance of the teacher.

STUDENT ACHIEVEMENT RUBRIC

A rubric, a scoring tool, is used to measure what is important to learn relative to a subject. The purpose of the student achievement rubric below is to provide a common language for discussing student progress as it relates to the objectives of a unit or course.

Exceeds Standards **97-100=A+**
 93-96 =A
 90-92 =A-

The student has a complete and detailed understanding of the important information related to the objective derived from the standards. The student can perform the skills or processes important to the objective without significant errors and with fluency. The student understands the key features of the skills or processes necessary to achieve the objective.

Meets Standards **87-89=B+**
 83-86=B
 80-82=B-

The student has a complete understanding of the important information related to the objective but not in great detail. The student can perform the

skills or processes important to the objective without making significant errors. The student understands the key features of the skills or processes.

Approaching Standards **77-79=C+**

73-76=C

70-72=C-

The student has an incomplete understanding of the topic and/or misconceptions about some of the information related to the objective. However, the student maintains a basic understanding of the objective. The student makes some significant errors when performing the skills or processes important to the topic but still accomplishes a rough approximation of the skills or processes.

Below Standards

65-69=D(Mandatory Intervention)

The student has an incomplete understanding of the topic and has misconceptions about most of the information related to the objective. The student is unable to perform the skills or processes necessary to complete the task.

Significantly Below Standards

64 & Below=F (Failing)

The student fails to attempt the completion of the task. This may be due to an incomplete understanding of the topic and/or misconceptions about information related to the objective.

Determining Honor Roll
Superintendent's High Honor Roll

SUPERINTENDENT'S HIGH HONOR ROLL	A+
Students who receive A+ in the specified courses and A- to A+ in all other courses. In addition students must demonstrate self-management of learning and responsible behavior	English/LAL Social Studies Mathematics Science <u>A- to A+</u> Visual and Performing/Practical Arts Technology Physical Education World Language

Honor Roll

Honor Roll-Principal's List	A- to A+
Students who receive A- to A+ in the specified courses and B- to A+ in all other courses. In addition, students must demonstrate self-management of learning and responsible behavior.	English/LAL Social Studies Mathematics Science
	B- to A+
	Visual and Performing/Practical Arts Technology Physical Education World Language

Attendance Honor Roll

SUPER HONOR ROLL	HONOR ROLL
Student has achieved perfect attendance.	Student has missed no more than 4 days during the school year and has provided the appropriate documentation

GUIDELINES FOR DETERMINING RANK IN CLASS GRADES 9-12

The high school will use the guidelines below for computing grade point average and determining rank in class.

Computing Class Rank

All final grades in all courses will be added together. The total grades will be divided by the number of credits attempted. For students in grades 9, 10, and 11, this number will determine the student's class ranking at the time the calculations are made. For grade 12, determining the student's final class rank will be based on grades received at the end of the third marking period.

Advanced	Honors	Standard
A=6	A=5	A=4
B=5	B=4	B=3
C=4	C=3	C=2
D=3	D=2	D=1
F=2	F=1	F=0

Valedictorian

In order to be considered for the valedictorian, a student must hold the highest academic ranking in the senior class and has completed his junior and senior years at Plainfield High School. The class valedictorian will be responsible for giving the senior class speech during the graduation exercises.

Salutatorian

The senior student who holds the second place ranking according to the above process will be selected as the class salutatorian and will be responsible for delivering the welcome component of the senior class graduation exercises.

SCHOLARSHIPS AND AWARDS

Scholarships are available to students who wish to continue their education in college and business schools, vocational schools, nurses' training schools, or other special schools.

In general, there are eight sources of financial aid.

- Major Sources:**
1. College, school and loan program Programs
 2. State scholarships and loans Programs
 3. Local scholarships and loans

- Limited Sources**
1. Merit Scholarships
 2. Special Scholarships
Industrial, Church, Fraternal,
(etc.)
 3. Military
 4. Social Security
 5. Private Loans

Clearing House Procedures:

Printed materials describing each of these programs are available from guidance counselors.

PRINCIPAL'S CUP

The Plainfield High School Principal's Cup is awarded during the Passing of the Torch Ceremony to the individual senior student who best typifies excellence. The outstanding qualities include qualities of citizenship, leadership, responsibility, academic excellence, pride in Plainfield High School and consideration of others.

M.E. CHITTY MEDIA CENTER

PLAINFIELD HIGH SCHOOL

The Plainfield High School Library/Instructional Media Center (IMC) is named for the late Mrs. M.E. Chitty, librarian and former member of the Plainfield Board of Education. The Library/IMC is located on the second floor of the main building. It has over 18,000 books including fiction, non-fiction and reference.

Student Use

- ❖ Students who use the Media Center during class time MUST have a pass from their CURRENT teacher.
- ❖ Students do not need a pass to the Media Center during their scheduled lunch provided they come at the beginning of the lunch period and remain the entire period. Students will need to show their ID.
- ❖ Books may be borrowed for a two-week period. They may be renewed for a second two-week period. An ID is needed to borrow books.
- ❖ The copy machine is available for making copies of library materials, class work and projects.

Computer Lab

- ❖ An Acceptable Use Policy form must be on file before use of the computer lab will be permitted.
- ❖ Students must be in good-standing to use the Lab.
- ❖ Word processing is only permitted for students during times when classes are not scheduled.
- ❖ The computer lab is open each day. During lunch, classes are given first priority to use the lab.

PLAINFIELD HIGH SCHOOL

ATTENDANCE POLICY

The Board of Education Attendance Policy states in part, "THE FREQUENT ABSENCE OF PUPILS FROM CLASSROOM LEARNING EXPERIENCES DISRUPTS THE CONTINUITY OF THE INSTRUCTIONAL PROCESS AND LIMITS THE ABILITY OF PUPILS TO COMPLETE THE PRESCRIBED CURRICULUM REQUIREMENTS SUCCESSFULLY." Absence from school jeopardizes the pupil's ability to satisfactorily complete prescribed courses of study and violates New Jersey statutes that require children to attend school regularly. The administration accepts the responsibility of operating schools within the context of prevailing laws and regulations. It cannot succeed in its paramount task of providing an education through accepted curricula unless pupils for whom it is intended are present for all regularly scheduled classroom activities; consequently, there is an inherent responsibility upon the parents for the pupils to attend school regularly.

Attendance for the state required 180 day school year. As per state law, students are required to attend school 180 days per school year. Any student age SIXTEEN (16) or older who is absent from school 15 days may

be removed from the rolls after a thorough investigation by the District Attendance Officer. Parents/guardians will be notified by certified mail. However, before any student is removed from the rolls, the administration will exhaust all intervention measures (counseling, home visits, IR&S etc...) to improve student attendance. The administration cannot condone nor permit absences from school and will not issue credit for courses unless the student maintains a regular attendance record (in accordance with New Jersey Statute 18A:38-25 to 38-31).

Definitions

- A. **Regular attendance** is defined as being present for all classes and activities of the student's approved instructional program.
- B. **Absence from school** is defined as non-attendance in regular classes at assigned locations for the entire day.
- C. **Truancy** is defined as any unexplained absence from school. Generally, it refers to an absence for the full school day.
- D. **Cutting** is defined as an unexplained or unexcused absence from class/assigned location. Generally, it refers to selectively missing one or more classes while being present in school.
- E. **Tardiness** is defined as not being in the assigned seat in homeroom or class at the beginning of each session.
- F. **Early dismissal** is defined as leaving school prior to the regular dismissal time. Early dismissal approved is for emergency only and has to have prior approval by administration.

Attendance Committee shall be made up of a Vice Principal, Teacher and Attendance Officer who are all responsible for the implementation of this policy, subject to approval of the Principal and the Board of Education of Plainfield.

Rules and Regulations:

A. Absence from school or class

- 1. Unexcused absences in excess of 15 days (regular) in one school year may result in loss of credit for that course(s).
- 2. Students absent from school or class are responsible for completing all missed work within a time frame equal to his/her absence.
- 3. The following absences will constitute accepted excused absences:
 - a. Death in the immediate family
 - b. School related activities (such as field trips)

- c. Court appearance with official documentation (within 48 hours).
- d. Religious holidays.
- e. Driver's test with official documentation (within 48 hours).
- f. College visitation with official documentation (within 48 hours) – 2 days per year unless further visits are required by the college with documentation supplied.
- g. Illness of one (1) or more consecutive days with a doctor's note (within 48 hours of returning to school).
- h. Suspensions from school.
- i. If the nurse sends a student home from school, the remainder of the school day is excused.

B. Suspensions are excused absences but the student is required to follow re-admittance procedures:

- 1. Administrators will indicate the dates of the suspension on the re-admit form.
- 2. Each teacher of the suspended student must sign the re-admit form and ensure that the excused absence is signed by the attendance office personnel.
- 3. Students are responsible for obtaining and making up work missed during the suspension.

NOTE: Family vacation days are UNEXCUSED.

C. Early dismissal:

Those students who request an early dismissal must report to the attendance office to be signed out by the parent or legal guardian in person.

Attendance Procedures:

- A Total number of absences will be scrutinized and monitored by the attendance office. Parents will be mailed 3, 6 and 9 day absent notices for unexcused absences **ONLY**.
- B. Teachers will make every effort to inform parents (via progress reports, notes, and/or phone calls, parent portal and the district's automated calling system) when absences from their courses jeopardize the student's instructional program.
- C. Students not in class shall be marked absent and, if not listed on the daily absentee list will be subject to the appropriate disciplinary action.

- D. A student absent from school must present a parental note to the Attendance Office on the first day back following the absence. A student returning to school after an extended illness must submit a doctor's note to the nurse and the attendance office and then have that note signed by each teacher and returned to the office at the end of the day.

Field Trips, Activities & Athletic Events

- A. Students who participate in school sponsored, approved field trips or activities must have the written approval of parents/guardians and teachers.
- B. A list of students who are participating in the field trip or activity will be submitted to the Attendance Office 24 hours before the trip or activity.
- C. An attendance list of actual attendees on the field trip will be submitted to the attendance office after the field trip to verify all listed students were present.

Loss of Credit Process:

A. Procedures for an appeal:

- 1. Students who are passing classes academically; but have 15 or more unexcused absences may not receive credit for that class but may file an appeal if proof can be shown that the absence was excused. It is the student and the parent's responsibility to provide the appropriate documentation.
 - 2. Appeals will be heard at the end of each marking period. The student must submit a separate form from each class. Forms are available in the attendance office.
- B. A student may seek a review for loss of credit due to absence through a review hearing. The hearing must be attended by the parents, student, and an administrator.
 - C. If all absences are excused, all work has been satisfactorily completed, and a passing grade is indicated by the teacher, credit may be granted.

STUDENT CODE OF CONDUCT

The Plainfield Public School District believes that students need an environment that is safe and positive for learning. Therefore, good discipline is the fundamental consideration in all-educational endeavors. It is the foundational concept for the teaching/learning process and the basic

consideration for the proper supervision of all students. No single responsibility for all school district personnel can be considered more important.

MISCONDUCT AND DISCIPLINARY OPTIONS

Students suspended from school are not eligible to participate in school programs and activities.

ARSON

The crime of maliciously, voluntarily, and willfully setting fire to the building, buildings, or other property of another or of burning one's own property for an improper purpose.

<p>Incident 1</p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> -Notify Parent/Guardian: same day mandatory Administrator/Parent/Guardian Conference -Notify Police and Fire Department -Notify Superintendent's Office -Contact I&RS Team Member -10-Day Suspension: mandatory Administrator/Parent/Guardian conference upon return -Possible Referral for Superintendent's Hearing -Possible Expulsion Hearing 	<p>Incident 2</p> <p>Intervention Strategies</p> <ul style="list-style-type: none"> -Notify Parent/Guardian same day mandatory Administrator/Parent/Guardian Conference -Notify Police and Fire Department -Notify Superintendent's Office -Contact I&RS Team Member -10-Day Suspension: mandatory Administrator/Parent/Guardian Conference upon return -Referral for Superintendent's Hearing -Possible Expulsion Hearing
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ASSAULTING/ATTACKING SCHOOL PERSONNEL:

Physical violence against a staff member or board member is defined as any form of intimidation, harm, or offensive contact.

<p style="text-align: center;"><u>Incident 1</u></p> <p style="text-align: center;">Intervention Strategies:</p> <ol style="list-style-type: none"> 1. Notify Parent/Guardian: same day mandatory Administrator/ Parent /Guardian conference 2. Notify Police Department 3. Notify Superintendent's Office 4. Contact I&RS Team 5. Immediate Suspension Board Disciplinary Hearing

ASSAULT (SIMPLE) OF ANOTHER STUDENT:

A person commits a simple assault if he/she attempts, by physical menace, to put another in fear of imminent serious bodily injury.

Incident 1

Intervention Strategies:

- a. Notify Parent/Guardian: same day mandatory Administrator/Parent/Guardian conference
- b. Contact I&RS Team
- c. Mandatory 1-10 Day Suspension: mandatory Administrator/Parent/Guardian conference upon return
- d. Possible notification of Police Department

Incident 2

Intervention Strategies:

- a. Notify Parent/Guardian: same day mandatory Administrator/Parent/Guardian conference
- b. Contact I&RS Team
- c. Mandatory 5-10 Day Suspension: Mandatory Administrator/Parent/Guardian conference upon Return
- d. Referral for Superintendent's Hearing
- e. Possible notification of Police Department

Incident 3

Intervention Strategies:

- a. Notify Parent/ Guardian: same day mandatory Administrator/Parent/Guardian conference
- b. Contact I&RS Team
- c. Mandatory 10 Day Suspension: Mandatory Administrator/ Parent/Guardian conference upon return
- d. Referral for Superintendent's Hearing
- e. Possible Board Disciplinary Hearing
- f. Possible notification of Police Department

ASSAULT OF SCHOOL PERSONNEL OR A STUDENT WITH A WEAPON

A student is guilty of assault with a weapon if he/she purposely or knowingly causes or attempts to cause bodily injury to another with a weapon.

Incident 1

Intervention Strategies:

- a. Notify Parent/ Guardian: same day mandatory Administrator/Parent/ Guardian conference
- b. Notification of Police Department
- c. Contact I&RS Team
- d. Immediate Suspension
- e. Expulsion/Board Hearing
- f. Suspension for a period not to exceed one calendar year.

BULLYING AND HARASSMENT

Any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus. *(Continue)*

BULLYING AND HARASSMENT

Incident 1

Intervention Strategies:

- a. Notify Parent/Guardian:
- b. Contact I&RS Team
- c. 1-3 Day Suspension: mandatory HHSC/ Parent/ Guardian conference upon return
- d. Possible notification of Police Department

Incident 2

Intervention Strategies:

- a. Notify Parent/Guardian:
- b. Contact I&RS Team
- c. 5 Day Suspension: mandatory Administrator/
Parent/ Guardian conference upon return
- d. Possible notification of Police Department

Incident 3

Intervention Strategies:

- a. Notify Parent/Guardian same day mandatory
Administrator/Parent/Guardian conference
- b. Possible notification of Police Department
- c. Contact I&RS Team
- d. 10 day or Long-term Suspension
- e. Referral for Superintendent's Hearing
- f. Possible Expulsion/Board

CUTTING CLASS

Unauthorized absence from class.

Incident 1

Intervention Strategies:

- a. Notify Parent/Guardian
- b. Mandatory Teacher/Student conference for interventions
- c. 2 day Teacher Detention
- d. Possible 1-2 day Suspension

(continue)

Incident 2

Intervention Strategies:

- a. Notify Parent/Guardian Mandatory Teacher/Parent/Guardian
conference for Interventions
- b. Contact I&RS Team
- c. 3 day Central Detention
- d. Possible 3 day Suspension

Incident 3

Intervention Strategies:

- a. Notify Parent/Guardian
- b. Mandatory Administrator/Parent/Guardian conference
- c. Contact I&RS Team
- d. 5 Day Central Detention
- e. Possible 3 day Suspension

CYBERBULLYING

The act of communicating harmful, violent and/or malicious words and/or pictures through the means of technology. Cyber-bullying (also spelled cyber-bullying, cyber bullying or online bullying) is the term used to refer to bullying and harassment by use of electronic devices through means of e-mail, instant messaging, text messages, blogs, mobile phones, pages, and websites.

Incident 1

Intervention Strategies:

- a. Notify Parent/Guardian
- b. Contact I&RS Team
- c. 0-3 Day Suspension Mandatory Administrator/Parent/Guardian Conference upon return
- d. Possible referral for Superintendent's Hearing
- e. Community Service

Incident 2

Intervention Strategies:

- a. Notify Parent/Guardian
- b. Contact I&RS Team
- c. 3-5 day Suspension Mandatory Administrator Parent Guardian
- d. Possible 3-5 day Suspension
- e. Possible referral for Superintendent's Hearing
- f. Community Service

Incident 3

Intervention Strategies:

- a. Notify Parent/Guardian: same day mandatory Administrator/Parent/Guardian conference upon return
- b. Possible notification of Police Department
- c. Contact I&RS Team
- d. 5-10 Day Suspension referral for Superintendent's hearing
- e. Possible Board Disciplinary Hearing

DEFIANCE (OPEN) OF AUTHORITY

Refusal to follow directions, talking back, and/or socially rude interactions and behavior.

<p style="text-align: center;"><u>Incident 1</u></p> <p style="text-align: center;">Intervention Strategies:</p> <ul style="list-style-type: none">f. Notify Parent/Guardiang. Contact I&RS Teamh. Mandatory Teacher/Student conference for intervention(s)i. Possible 1-3 Day Central Detentionj. Possible 1-3 Day Suspension
<p style="text-align: center;"><u>Incident 2</u></p> <p style="text-align: center;">Intervention Strategies:</p> <ul style="list-style-type: none">a. Notify Parent/Guardianb. Contact I&RS Teamc. Community Service Programd. Parent/Guardian/Teacher conference upon returne. Possible 3 Day Suspension
<p style="text-align: center;"><u>Incident 3</u></p> <p style="text-align: center;">Intervention Strategies:</p> <ul style="list-style-type: none">a. Notify Parent/Guardianb. Contact I&RS Teamc. 3-5 Day Suspension: mandatory Administrator/Parent/Guardian conference upon returnd. 5-10 Day Suspension

DESTRUCTION OR DEFACING SCHOOL PROPERTY

Defacing or injuring school property or the property of others.

<p style="text-align: center;"><u>Incident 1</u></p> <p style="text-align: center;">Intervention Strategies:</p> <ul style="list-style-type: none">a. Notify Parent/ Guardian: possible same day mandatory Administrator/Parent/ Guardian conferenceb. Notify Police Departmentc. Community Serviced. Mandatory Administrator/ Parent/Guardian conference upon returne. Restitutionf. Possible 1-3 Day Suspensiong. Possible In-School Suspension

Incident 2

Intervention Strategies:

- a. Notify Parent/ Guardian: possible same day mandatory Administrator/Parent/ Guardian conference
- b. Notify Police Department
- c. Restitution
- d. Contact I&RS Team
- e. 3-5 Day Suspension mandatory Administrator/Parent/ Guardian conference upon return
- f. Community Service
- g. Possible Superintendent's Hearing

Incident 3

Intervention Strategies:

- a. Notify Parent/ Guardian: possible same day mandatory Administrator/Parent/ Guardian conference
- b. Notify Police Department
- c. Contact I&RS Team
- d. Community Service
- e. Superintendent's Hearing
- f. Possible 10 Day, Suspension: mandatory Administrator/Parent/Guardian Conference upon return
- g. Restitution

DISRUPTION IN OR ON BUS/ CLASS/CAFETERIA/SCHOOL

Behavior causing disruption in a class/cafeteria/bus or school activity. Disruption includes sustained loud talk, yelling or screaming, noise with materials, horseplay or roughhousing, and/or sustained out-of-seat behavior.

DISRUPTION IN OR ON BUS/ CLASS/CAFETERIA/SCHOOL

Incident 1

Intervention Strategies:

- a. Notify Parent/ Guardian
- b. Teacher/ Student conference for intervention
- c. Central Detention*Refer to Misconduct subject to Disciplinary Action for
- d. Intervention Strategies

Incident 2

Intervention Strategies:

- a. Notify Parent/ Guardian
- b. Contact I&RS Team
- c. 1-3 Day In-School Suspension: Mandatory Administrator/ Parent Guardian conference upon return

Incident 3

Intervention Strategies:

- a. Notify Parent/Guardian
- b. Contact I&RS Team
- c. Community Service Program
- d. Parent/Guardian conference upon return
- e. Possible referral for Superintendent's Hearing
- f. Possible 1-3 Day Suspension

DRESS CODE VIOLATION

The dress and grooming of students shall be neat and clean, promoting a positive educational environment. As per Board of Education Policy 5132.1 (May 2009), students are to wear school uniforms. Apparel that disrupts educational activities and processes will result in the removal of the student from the regular school environment. Principals, faculty, and staff members will enforce the dress code.

Incident 1

Intervention Strategies:

- a. Notify Parent/ Guardian
- b. Mandatory School/Counselor/ Student conference
- c. Confiscation of item (s): Administrator to send student home to change garment in case of inappropriate attire
- d. Return of item to Parent within 30 days.
- e. Possible 1 Day Central Detention

Incident 2

Intervention Strategies:

- a. Notify Parent/Guardian: mandatory School Counselor/ Parent/Guardian conference
- b. Confiscation of item (s): Administrator to send student home to change garment in case of inappropriate attire
- c. 2 Day Central Detention
- d. No return of confiscated item (s)

Incident 3**Intervention Strategies:**

- a. Notify Parent/Guardian: Administrator/ Parent/ Guardian conference
- b. Confiscation of item (s): Administrator to send student home to change garment in case of inappropriate attire
- c. 5 Day Central Detention
- d. No return of confiscate item (s)
- e. Possible Overnight Suspension

**DRUGS – POSSESSION OF DRUGS OR ALCOHOL
(CONTROLLED DANGEROUS SUBSTANCES)**

Student is found with alcohol, marijuana, and/or any other drug (controlled dangerous substance, including anabolic steroids, but not including cigarettes) in his/her locker or vehicle, or on his/her person. Includes possession of unauthorized prescription drugs and drug paraphernalia.

Incident 1

- a. Intervention Strategies: Notify Parent/Guardian: same day mandatory Administrator/Parent/Guardian conference
- b. Notify Police
- c. Contact I&RS Team Members: School Nurse,
- d. Substance Abuse Counselor and HHSC
- e. 10 Day Suspension: Mandatory Administrator/Parent/Guardian Conference upon return
- f. Referral for Superintendent's Hearing, possible referral for Board Disciplinary Hearing

EXTORTION AND/OR GAMBLING

Obtaining money or other material things (regardless of value) from another by means of stated or implied threat of future violence. Participation in games of chance for the purpose of exchanging money.

<p>Incident 1</p> <ul style="list-style-type: none"> a. Intervention Strategies: b. Notify Parent/ Guardian c. Notify Police Department d. Restitution e. Possible 1-3 Day Suspension: Administrator/ Parent/Guardian Conference upon return
<p>Incident 2</p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Notify Police Department c. Restitution d. Contact I&RS Team e. 3-5 Day Suspension: Mandatory Administrator Parent/ Guardian Conference upon return
<p>Incident 3</p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Notify Police Department c. Restitution d. Contact I&RS Team Mandatory e. Referral for Superintendent's Hearing f. 5-10 Day Suspension: mandatory Administrator/Parent/ Guardian Conference upon return

FALSE FIRE ALARM (ACTIVATING)

Activating a school alarm for other than the intended purpose of the alarm is prohibited.

<p>Incident 1</p> <ul style="list-style-type: none"> a. Intervention Strategies: b. Notify Parent/ Guardian c. Notify Fire and or Police Department d. Referral to I&RS Team :mandatory Administrator/Parent/ Guardian Conference upon return e. Referral to Community Service Program 1-3 Day Suspension mandatory

<p>Incident 2</p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Notify Fire and/or Police Department c. Contact I&RS Team School Counselor d. 3-5 Day Suspension: Mandatory Administrator/ Parent/Guardian Conference upon return e. Referral for Superintendent’s Hearing (continued)
<p>Incident 3</p> <ul style="list-style-type: none"> a. Intervention Strategies: b. Notify Parent/ Guardian c. Notify Fire and/or Police Department d. Contact I&RS Team School Counselor e. 10 Day Suspension: Mandatory Administrator/ f. Parent/Guardian conference upon return g. Referral for Superintendent’s Hearing

FIGHTING

Physical altercation/ conflict, or the instigation, promotion and/or encouragement of fights causing a disruption of the educational process.

<p>Incident 1</p> <ul style="list-style-type: none"> a. Intervention Strategies: b. Notify Parent/Guardian c. Contact I&RS Team d. Possible options: <ul style="list-style-type: none"> ➤ 2-5 Day Central Detention (continue) ➤ In-School suspension ➤ Referral to Community Service Program ➤ Possible 1-3 Day Suspension
<p>Incident 2</p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Contact I&RS Team c. 3-5 Day Suspension: Mandatory Administrator/Parent/ Guardian conference upon return d. Possible referral to Superintendent’s Hearing (continued)

Incident 3**Intervention Strategies:**

- a. Notify Parent/ Guardian
- b. Contact I&RS Team
- c. 5-10 Day Suspension: Mandatory/ Administrator/Parent/Guardian conference upon return
- d. Possible Referral for Superintendent's Hearing

FIREARMS – DANGEROUS WEAPONS

The possession, use of any firearm (operable or inoperable, loaded or unloaded) including, but not limited to pistol, revolver, rifle, or shot gun.

Mandatory Strategies:

- a. Possession of a firearm shall result in immediate removal from the school's regular education program pending a hearing before the Board of Education to remove the pupil from the regular education program for a period of not less than one calendar year.
- b. The principal/ designee shall be responsible for the removal of such a pupil and shall immediately report the removal to the chief school administrator who may modify a pupil's removal on a case-by-case basis.
- c. Disciplinary action shall be taken against students who possess, handle, transmit or use fire arms, other weapons or dangerous instruments.
- d. The chief school administrator shall determine at the end of the year whether the student is prepared to return to the regular education program in accordance with procedures established by the Commissioner of Education.

FORGERY

Writing false or misleading information. The forging of parent(s) and/or guardian(s) or another student's signature on any letter to the school or any school document and/or falsely representing a parent and/or guardian in any way. Students may not alter school records, documents, files, or any other documents for their own purposes or with malicious intent.

<p>Incident 1</p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Mandatory Teacher/Parent/Guardian/ Student conference c. Contact I&RS Team d. 3 Day Central Detention 	<p>Incident 2</p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Mandatory Administrator/ Parent/Guardian conference c. Contact I&RS Team d. In-School Suspension 5 Day Central Detention
<p>Incident 3</p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Referral to Community Service Program c. Mandatory Administrator/Parent/Guardian conference upon return 	<p>Incident 4</p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Administrator/Parent/Guardian conference upon return c. 0-5 Day Suspension

GANG FIGHTING

A gang is defined as any three or more individuals who have a name, claim a territory, use graffiti to mark a school, territory, or themselves, have rivals, enemies or interact together at the exclusion of the other people. The existence of such gang affiliation may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, or attire or other distinguishing characteristics. A fight between two or more members of identified groups or an assault by two or more members of one group upon members of another group may be gangs, per se, or cliques or groups of students “working together,” even though the groups may not have a formal partnership.

GANG FIGHTING

<p>Incident 1</p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Contact I&RS team c. Possible options <ul style="list-style-type: none"> ➤ 2-5 Day Central Detention ➤ In-School Suspension ➤ Referral to Community Service Program ➤ 0-5 Day Suspension (Continue)
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<p>Incident 2</p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Contact I&RS team c. 5-10 Day Suspension: Mandatory Administrator/Parent/Guardian Conference upon return d. Possible Superintendent's e. Hearing
<p>Incident 3</p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Contact I&RS team c. 10 Day Suspension Mandatory Administrator/ d. Parent/Guardian Conference upon return e. Referral for Superintendent's Hearing

LATENESS TO CLASS

All students are expected to attend class punctually. Late is defined as getting to class after the bell rings. The only time a student will be excused for lateness is with a note from parent, school personnel or medical excuse.

<p>Incident 1</p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Student/ Teacher conference
<p>Incident 2</p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian <i>(Continue)</i> b. Teacher/Student conference c. 2 Day Teacher/Central Detention
<p>Incident 3</p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Mandatory Counselor/Teacher/Parent/Guardian conference b. Contact I&RS Team c. In-School suspension
<p>Incident 4</p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Mandatory Counselor/Teacher/Parent/Guardian conference b. Parent conference with Counselor to review grading policy. c. In-School Suspension

LATENESS TO SCHOOL

All students are expected to attend school punctually. Late is defined as getting to class after the bell rings. Late students must present a note from a parent/guardian explaining the lateness. The only time a student will be excused for lateness is with a medical excuse.

Incident 1 (1-3 Days Late)

Intervention Strategies:

- a. Notify Parent/Guardian
- b. 2 Day Central Detention
- c. Student/Counselor Conference

Incident 2 (3-5 Days Late)

Intervention Strategies:

- a. Notify Parent/Guardian Mandatory Administrator/
- b. Parent/Guardian/Conference
- c. Referral to I&RS Team
- d. 4 Day Central Detention

Incident 3 ((5+ Days Late)

Intervention Strategies:

- a. Notify Parent/Guardian Mandatory Administrator/Parent/Guardian/Conference
- b. Referral to I&RS Team
- c. 5 Day Central Detention

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

No students, after arrival, may leave school grounds without approval of the principal or a designee.

Incident 1

Intervention Strategies:

- a. Notify Parent/Guardian mandatory Administrator/Parent/Guardian conference
- b. Notify Police
- c. Contact I&RS Team
- d. Day Central Detention
- e. Possible 0-3 Day Suspension (Continue)

Incident 2

Intervention Strategies:

- a. Notify Parent/Guardian mandatory Administrator/Parent/Guardian conference
- b. Notify Police
- c. Referral to I&RS Team
- d. Referral to Community Service Program
- e. Possible 3-5 Day Suspension

Incident 3

Intervention Strategies:

- a. Notify Parent/Guardian mandatory Administrator
- b. Parent/Guardian conference
- c. Contact I&RS Team
- d. In-School Suspension
- e. Possible 5 Day Suspension

PARKING–UNAUTHORIZED AREA

Students are granted the privilege to drive a motor vehicle to school provided they are issued a school parking permit. These permits may be obtained from the Principal of Plainfield High School and issued by the Department of Security.

Incident 1

Intervention Strategies:

- a. Notify Parent/Guardian
- b. Confiscation of parking permit/ticketing
- c. Towing of vehicle
- d. 1 Day Central Detention

PROHIBITED ITEMS

Possession of property that is prohibited by school rules, such as food, beverages, and electronic equipment (i.e., cell phones, IPODS, PSPs), and that is otherwise disruptive to the teaching and learning of others.

Incident 1

Intervention Strategies:

- a. Notify Parent/ Guardian
- b. Teacher/ Administrator confiscation
- c. Teacher/Student conference
- d. Return item (s) to parent only

Incident 2

- a. Intervention Strategies:
- b. Notify Parent/ Guardian
- c. Teacher/ Administrator/Confiscation School Counselor/ Teacher/Parent/ Guardian/Student Conference
- d. 3 Day Central Detention
- e. No return of confiscated item(s)
- f. Pets may be given to animal shelter

PROFANITY (GROSS DISRESPECT)

Use of abusive, vulgar, or disrespectful language.

Incident 1

Intervention Strategies:

- a. Notify Parent/ Guardian
- b. Teacher/Student conference
- c. 1 Day Central Detention

Incident 2

Intervention Strategies:

- a. Notify Parent/Guardian mandatory School Counselor/Parent/Guardian/Student Conference
- b. Contact I&RS Team
- c. 3 Day Central Detention

Incident 3

Intervention Strategies:

- a. Notify Parent/Guardian Mandatory Administrator/Parent/ Guardian/Student Conference
- b. Contact I&RS Team
- c. In-School Suspension

Incident 4

Intervention Strategies:

- a. Notify Parent/Guardian mandatory Administrator/Parent/Guardian/Student Conference
- b. Contact I&RS team
- c. Possible referral to Community Service Program
- d. Possible referral to Child Study Team Possible 1-3 Day Suspension

SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

Incident 1

Intervention Strategies:

- a. Notify Parent/ Guardian of all parties involved
- b. Contact I&RS Team
- c. 1-3 Day Suspension mandatory Administrator/Parent/Guardian conference of all parties involved upon return

Incident 2

Intervention Strategies:

- a. Notify Parent/Guardian of all parties involved
- b. Referral to I&RS Team
- c. 3-5 Day Suspension mandatory Administrator Parent/Guardian conference of all parties involved upon return

Incident 3

Intervention Strategies:

- a. Notify Parent/ Guardian
- b. Contact I&RS Team
- c. Referral for Superintendent's Hearing
- d. 5 - 10 Day Suspension Mandatory; possible long term suspension
- e. Possible Board Disciplinary Hearing

SMOKING

Smoking is the inhalation of the smoke of burning tobacco encased in cigarettes, pipes and cigars.

Incident 1

Intervention Strategies:

- a. Notify Parent/ Guardian
- b. Mandatory School Counselor Parent/ Guardian conference
- c. Contact I&RS Team
- d. 2 Day Central Detention

Incident 2

Intervention Strategies:

- a. Notify Parent/ Guardian
- b. mandatory Administrator/
- c. Parent/Guardian conference
- d. Contact I&RS Team
- e. 4 Day Central Detention

Incident 3

Intervention Strategies:

- a. Notify Parent/ Guardian mandatory Administrator/Parent/Guardian Conference
- b. Contact I&RS Team
- c. Possible options:
 1. 3-5 Day In-School Suspension
 2. Referral to Community Service Program

THEFT

Taking of the district's or a person's belongings or property without consent.

Incident 1

Intervention Strategies:

- a. Notify Parent/ Guardian mandatory same day Parent/ Guardian/Teacher conference
- b. Restitution
- c. Contact I&RS Team
- d. 3-5 Day Central Detention or 1-3 Day Suspension
- e. Notify Plainfield Police Department

Incident 2

Intervention Strategies:

- a. Notify Parent/ Guardian mandatory same day Counselor/ Parent/Guardian conference
- b. Restitution
- c. Contact I&RS Team
- d. Possible options:
 1. 1-3 Day Suspension
 2. In-School Suspension
- e. Referral to Community Service Program

Incident 3

Intervention Strategies:

- a. Notify Parent/ Guardian
- b. Contact I&RS Team member School Counselor
- c. Restitution
- d. 3-5 Day Suspension mandatory Administrator/
- e. Parent/Guardian conference upon return
possible referral for Superintendent's Hearing

THREATENING (STAFF OR STUDENTS)

Attempting by physical menace (e.g., verbal threats) to put another in fear of future serious bodily injury. (Do not include bomb threats in this category.) One needs to consider age and developmentally appropriate behavior before using this category.

Incident 1

Intervention Strategies:

- a. Notify Parent/Guardian
- b. Administrator/ Student/ Teacher conference
- c. Possible Notify Police Department
- d. Contact I&RS Team conference upon return
- e. Mandatory 1-10 day Suspension; Possible long-term suspension, including expulsion.
- f. Possible Referral for Superintendent's Hearing
- g. Possible Board Disciplinary Hearing

THREATENING TO DO BODILY HARM WITH A WEAPON OR DANGEROUS**INSTRUMENT**

The possession, use or control of any instrument or object, other than a firearm, which could be used to inflict harm on or to intimidate another person. Included in this category are objects such as BB or pellet guns, knives of any kind, chains, pipes, razor blades, ice picks, other pointed instruments (including pencils or pens), nunchakus, brass knuckles, explosives, Chinese stars, billy clubs, tear gas guns, or electrical/chemical weapons or devices. Also included is anything represented to be a firearm if used in an intimidating manner toward another person. (Continue)

Incident 1

Intervention Strategies:

- a. Notify Superintendent's Office
- b. Notify Parent/Guardian
- c. Possible Notification of Police Department
- d. Mandatory 10 Day Suspension
- e. Referral for Superintendent's Hearing
- f. Board Disciplinary Hearing

TRESPASSING

Entering and/or remaining on property without authorized permission or refusing to leave when told to do so. Students returning to the school campus, without administrative approval, while on suspension are subject to additional suspension days and/or arrest.

Incident 1

Intervention Strategies:

1. Notify Administrator
2. Attempt to identify Student and notify Parent/ Guardian
3. Possible Notification of Police Department
4. 3-Day Detention
5. Possible 1-3 Day Suspension

Incident 2

Intervention Strategies:

- a. Notify Administrator Possible Notification of
- b. Police Department
- c. Attempt to identify student and schedule mandatory School Counselor/ Parent/Guardian conference upon return
- d. Contact I&RS Team
- e. In-School Suspension
- f. 3-5 Day Suspension

Incident 3

Intervention Strategies:

- a. Attempt to identify Student and notify Parent/ Guardian
- b. Notify Administrator
- c. Notify Police Department
- d. Contact I&RS Team
- e. 5 Day Suspension mandatory Administrator/
- f. Parent/Guardian conference upon return

TRUANCY

Ten or more cumulative unexcused student absences, as determined by the district Board of

Education pursuant to N.J.A.C. 6A:16-7.8(a)3, for any of the hours that the school is in session.

Incident 1

Intervention Strategies:

- a. Notify Parent/Guardian
- b. Notify Administrator
- c. School Counselor/Parent/ Guardian/Student
- d. Conference upon return to school
- e. Contact I&RS Team
- f. 2 Day Central Detention where applicable.

Incident 2

Intervention Strategies:

- a. Notify Parent/Guardian Notify Administrator/
- b. Truancy Officer/ Parent/Guardian/ Student
- c. conference upon return to School
- d. Referral I&RS Team Possible options:
 - 3-5 Day Central Detention
 - In-School Suspension

Incident 3

Intervention Strategies:

- a. Notify Parent/Guardian
- b. Notify Administrator/
- c. Administrator/Parent/ Guardian/ Student
- d. conference upon return to School
- e. Contact I&RS Team
- f. Possible grade reduction, loss of credit
- g. Possible options:
 - 5 Day Central Detention
 - In-School Suspension
 - Referral to Community Service Program

WEAPONS AND DANGEROUS INSTRUMENTS

The possession, use or control of any instrument or object, other than a firearm, which could be used to inflict harm on or to intimidate another person. Included in this category are objects such as BB or pellet guns, knives of any kind, chains, pipes, razor blades, ice picks, other pointed instruments (including pencils or pens), nunchakus, brass knuckles, explosives, Chinese stars, billy clubs, tear gas guns, or electrical/chemical weapons or devices. Also included is anything represented to be a firearm if used in an intimidating manner toward another person.

WEAPONS AND DANGEROUS INSTRUMENTS

Incident 1

Intervention Strategies:

- a. Notify Superintendent's Office
- b. Notify Parent/Guardian
- c. Notify Police by Superintendent/designee
- d. Mandatory 3-10 Day Suspension
- e. Possible Long-term Suspension
- f. Possible Referral for Superintendent or Board Disciplinary Hearing

GRIEVANCE PROCEDURE FOR DISCRIMINATION COMPLAINTS

It shall be violation of these policies for any member of the Plainfield Public Schools' staff, student body or contractors to engage in discriminatory practices. Discriminatory practices means a policy, action, or failure to act that limits or denies equal access to or benefits from the educational activities or programs of a school, or that generates or permits injustice or unfair or otherwise inequitable treatment of students of staff that is reasonably perceived as being motivated by any actual or perceived characteristic such as race, color, creed, religion, ancestry, national origin, gender, affectional or sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristics, that takes place on school property, at any school-sponsored function or on a school bus.

Students, employees, and parents/guardian are encouraged to seek redress for an alleged violation of these policies through the school or department administrator. However, they may submit the complaint directly to the Affirmative Action Officer through the use of the Grievance Procedure for discrimination complaints. Copies can be obtained in the school or department or from the district's Affirmative Action Officer.

DRESS CODE

The Plainfield Public School District is a Uniform School District. All students must wear uniforms as

<i>Young Women</i>
Shirts: <ul style="list-style-type: none">❖ Solid Red, White, or Navy Blue Polo's, shorts sleeve or long sleeve❖ Black Polo's (SENIORS ONLY), short sleeve or long sleeve with log
Pants: Solid navy or solid khaki pants
Shirts: Solid khaki or solid navy KNEE-length skirts
Shorts: Solid navy or solid khaki pants
Sweaters (optional): <ul style="list-style-type: none">❖ Solid white or solid navy pullover (V-neck or round-neck) or cardigan sweater – solid black (SENIORS ONLY)
<i>Young Men</i>
Shirts: <ul style="list-style-type: none">* Solid Red, White, or Navy Blue polo shirts, short sleeve or long sleeve* Black polo shirts (SENIORS ONLY), short sleeve or long sleeve with logo
Pants: Solid navy or solid khaki pants
Belts: Black or brown belts on pants
Shorts: Solid navy or solid khaki pants
Sweaters (optional): Solid white or solid navy pullover (V-neck or round-neck) or cardigan sweater - solid black (SENIORS ONLY) Ties: optional

Note: Apparel and accessories that may be associated with gang affiliation is prohibited.

1. **Headgear** - Hats, hoods, head bands, bandanas, do-rags (or any other head coverings) are not to be worn by **male or female students in the school building**, with the exception of a religious or cultural headdress **which must have administrative approval** (Curlers are not permitted).

Apparel - Regarding all of the individual items listed below, apparel shall not be so tight fitting, sheer, transparent, brief, low-cut, or revealing above or below the waist as to be distracting or disruptive or indecent to the school environment (No spandex and/or other tight fitting garments are permitted). All student attire shall be neat and clean, not torn, cut or tied.

- a. **Pants** - Pants will securely fit at the person's waist, thereby not revealing undergarments and/or any skin below the waist.
- b. **Skirts** - Skirt at or below the knee is considered to be appropriate.
- c. **Shorts** – Shorts or skirts will be permitted provided they fall at or below the knee (**No biker shorts or any other exercise shorts are permitted**)

3. **Footwear** - Acceptable footwear includes shoes/boots, or sneakers. (**No Sandals, no thongs/flip-flops. i.e. No open-toe shoes.**)

4. **Sunglasses** - without prescription or medical excuse may not be worn.

5. **Outdoor Clothing** - Outdoor clothing (coats and jackets) should not be worn in the school building.

6. **Proper Dress for Physical Education** - All students must be dressed in standard gym shorts, standard tee shirt, socks and laced sneakers. Any other apparel worn requires permission from the instructor.

ALL STUDENTS ARE EXPECTED TO MAINTAIN THEIR PERSONAL HYGIENE INCLUDING CLEAN AND WELL-GROOMED HAIR.

**PLAINFIELD BOARD OF EDUCATION FILE CODE: Plainfield,
New Jersey UNIFORMS Policy 5132.1**

It is the policy of the Plainfield Board of Education to allow schools who present certification to the Board to mandate students to wear standardized uniforms in their school. For a school to certify for provisions under this policy, a school must furnish the Board with the following materials:

- A. Documentation of efforts to furnish parents, staff and students with educational information on school uniforms;
- B. Evidence of significant engagement of students, parents, parent organizations, school leadership councils and all staff and employees at the school;
- C. Certification of Participation Agreements from a minimum of 90 percent of the families responded at the school;
- D. Documentation of consensus of support from the staff to implement school uniforms; and
- E. Agreement from parents and parent organizations to uphold the district's selection of the uniforms. The intent of the policy is not to inhibit or prohibit any student who is not in uniform from receiving the education to which he or she is entitled. Therefore, no student shall be suspended from class or from school, expelled from school, or receive a lowered academic grade as a result of not complying with the policy. Students at schools that meet the criteria to dress in the district-specified uniforms will be required to wear uniforms beginning the first September following Board approval of the school application for certification to implement the uniform policy. The Board of Education will encourage parents to purchase uniforms from suppliers who observe national and international labor laws that seek to end child labor.

Uniform Waivers

Waivers of varying duration may be issued by the school administrator for the uniform policy. The waivers are restricted to those who meet one or more of the following criteria;

A. Short Term Health

A health issue that would preclude a student from being able to wear the uniform to school;

B. Religious Freedom

For those families who belong to a denomination or sect that has historical religious tenets that can be verified which preclude a student from wearing any clothing other than the religious apparel; an exemption from wearing the uniform will be granted.

C. Financial Hardship

No student shall be denied attendance at school or penalized for failing to wear a uniform by reason of demonstrated financial hardship. It shall be the responsibility of each of the involved schools to assist those families showing evidence of financial hardship and to provide appropriate support when necessary. Families in need of financial assistance for the purchase of school uniforms will be encouraged to contact the school. The Building Principal will determine the form and type of assistance and/or waiver that is appropriate. The Board shall include a provision to assist economically disadvantaged student to acquire said uniforms.

D. Personal Exemption

Parents or guardians who desire to exempt a child from the policy for personal reasons. The uniform requirements as set forth in this policy may be suspended for classroom, school and/or district activities as appropriate. Any variation of the uniform policy must be approved by the Chief School Administrator or his/her designee prior to the activity.

Adopted: May 19, 2009

Key Word: Uniforms, Gangs, Dress Code

Legal References:

N.J.S.A. 18A:11-7 Legislative findings and declaration N.J.S.A. 18A:11-8 Adoption of dress codes by boards of Education, Uniforms required; request for code by principal, staff, and parents N.J.S.A.18A:11-9 Adoption of dress code policy prohibiting wearing of clothing indicating membership in certain gangs

Possible Cross References:

*5111 Admission

*5125 Pupil records

*5131 Conduct/discipline

*5131.5 Vandalism/violence

*5141.3 Health examinations and immunizations

*Indicates policy is included in the Critical Policy Reference Manual.

IDENTIFICATION:

As a part of the high school's safe and orderly school initiative visible identification is required of all students and staff members.

The school will provide a current photographic identification for the purposes of school security, attendance, student accounting, and safety. The ID badge must be worn in full view with the correct color coded lanyard throughout the school day and during school events.

Students who lose or misplace their identification badge will be required to replace the lost badge at a cost of \$5.00.

COMMUNICATIONS/SCHOOL TO HOME

Effective communication between the home and school is vital for maximum student attendance and achievement. The Plainfield High School faculty and staff will initiate direct communication to parents or guardians relative to their child(ren)'s status in school. Standard forms of communications will include telephone messages (district's automated calling system), Genesis/Parent Portal, conferences, written notices and reports.

*Parents and guardians are strongly encouraged to update school information i.e. new address, phone number, and emergency contact information. Maintaining your information accurate will increase the ability of the school to keep you informed.

THE DISTRICT'S AUTOMATED CALLING SYSTEM

A Web based voice messaging system that allows us to notify/contact parents with tardy, absence, discipline and communicating testing or report card distribution dates. From weather-related announcements and schedule changes to warnings of extreme emergencies or crisis situations. *We will also notify parents of positive student achievements.*

GENESIS PARENT PORTAL

You will be able to log into Genesis/Student profile at any time to view your child's information (i.e. grades, attendance, assignments, teacher comments/notes, conduct etc.)

How to request access:

- One form must be completed for each student to be accessed using the Parent Portal.
- The form must be completed at the school-to ensure the security of student records the form must be presented in person by the individual requesting access.
- A driver's license will be the most common ID used. For parents without a photo ID, the school may use their discretion in identifying the requestor.
- ID's will be created and emailed to the requestor within 72 hours.

GENESIS STUDENT PORTAL

During the 2014/2015 school year students may be granted access to GENESIS through a student portal. More information will be provided as the school year progresses.

REPORT CARDS

Grade reports will be summarized twice during each term and distributed as report cards. Report cards will be mailed directly to parents/guardians during the mid- and final segment each term (fall term and spring term).

EMERGENCY CLOSINGS/DELAYED OPENINGS

In case of an emergency, school closing and/or delays because of weather conditions or other reasons, parents will receive a Global Connect Call. Parent/Guardian(s) can also utilize the following resources:

- **WEBSITE:** <http://www.plainfieldnj12.org/>
- **HOT LINE NUMBER:** (908) 731-4440
- **Channel 1 Verizon Fios**
- **New Jersey 101.5 (Radio)**
- **Channel 5 ("Good Day New York") starting at 6 a.m.**

When a delayed opening is announced, students report to school at 10 a.m. and teachers report at 9:30 a.m.



(908) 731-4200

Plainfield Public Schools
 1200 Myrtle Avenue, Plainfield, NJ 07063
2015 - 2016 School Calendar

www.painfieldnj12.org

July 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2015						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jul 3	Independence Day
Jul 10, 17, 24, 31	Offices Closed
Aug 7, 14	Offices Closed
Sep 1	Teachers Report
Sep 1, 2	Inservice Days
Sep 3	Students Return -Single Session Day
Sep 7	Labor Day
Oct 9	Inservice Day
Oct 12	Columbus Day
Nov 3	Inservice Day
Nov 5 - 6	NJEA Convention
Nov 25	Single Session Day
Nov 26, 27	Thanksgiving Recess
Dec 23	Single Session Day
Dec 24 - Jan 1	Winter Recess
Jan 18	Dr. Martin Luther King, Jr. Day
Feb 12	Inservice Day - Single Session Day
Feb 15	Presidents Day
Mar 25	Schools & Offices Closed
Mar 28 - Apr 1	Spring Recess - Schools Closed
Apr 22	Inservice Day - Single Session Day
May 20	Inservice Day - Single Session Day
May 30	Memorial Day
Jun 21	Last Day - Students
Jun 24	Last Day - Teachers

January 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

BACK TO SCHOOL DATES - TBD	
REPORT CARDS	
November 20, 2015	February 8, 2016
April 22, 2016	June 21, 2016
MARKING PERIOD DATES	
Sept 1, 2015 - Nov 11, 2015	
Nov 12, 2015 - Jan 27, 2016	
Jan 28, 2016 - Apr 11, 2016	
Apr 14, 2016 - Jun 14, 2016	
PARENT-TEACHER CONFERENCE DATES	
Oct 20, 21, & 22, 2016	
Feb 23, 24, & 25, 2016	

If the district closes for more than 5 days due to inclement weather, days will be deducted from the calendar in the following order: 4/1/16, 3/31/16, 3/30/16, 3/29/16, and 3/28/16. Please be aware of this when making travel or vacation arrangements. If fewer than 5 emergency days are used, school will be closed on announced days with advanced notice to the community.

Schools & Offices Closed	Offices Closed	First/Last Day of School (Students)
Schools Closed	Inservice Day (no school for students)	First/Last Day of School (Teachers)
Single Session Day	Report Cards	Parent-Teacher Conferences

Plainfield Board of Education approved on March 17, 2015 * This calendar may be modified as required

THE PLAINFIELD HIGH SCHOOL CHAPTER
OF THE NATIONAL HONOR SOCIETY

The Plainfield High School Chapter of the National Honor Society seeks to create enthusiasm for scholarship, service, leadership, and to develop character in the students of PHS. Our chapter participates in service projects throughout the year; these service projects have the support of the administration and faculty and are appropriate and educationally defensible, and are publicized in a positive manner.

Prerequisites:

Junior/Senior; 3.20 GPA; an invitation to join and an application

In summary, membership in the National Honor Society shall be based on scholarship, service, leadership and character.

ATHLETICS

Our school provides an extensive array of team sports for students in grades 9-12. Students are encouraged to participate in any of the following:

<i>Fall Season</i>	Cheerleading	Varsity
	Cross Country	Varsity Boys, Varsity Girls
	Football	Varsity, Jr. Varsity, Freshman
	Soccer	Varsity Boys, JV Boys, Varsity Girls, JV Girls
	Tennis	Varsity Girls
	Volleyball	Varsity Girls, Jr. Varsity Girls
<i>Winter Season</i>	Basketball	Varsity Boys, Jr. Varsity Boys Freshman Boys, Varsity Girls, Jr. Varsity Girls, Freshman Girls
	Bowling	Varsity (Co-Ed)
	Cheerleading	Varsity, JV
	Indoor Track	Varsity Boys, Varsity Girls
	Swimming	Varsity Boys, Varsity Girls
	Wrestling	Varsity, JV
	Student Athletic Trainer	

<i>Spring Season</i> Baseball	Varsity, Jr. Varsity, Freshman
Golf	Varsity
Outdoor Track	Varsity Boys, Varsity Girls
Softball	Varsity, Jr. Varsity, Freshman
Tennis	Varsity Boys
Volleyball	Varsity Boys, JV Boys
Student Athletic Trainer	

Rules and Regulations for Athletics

The control and management of all interscholastic contests shall be under the supervision of the Principal with the assistance of the Director of Athletics.

Students who take part in, or are spectators at sporting events are expected to show courtesy and good sportsmanship at all times. Visiting teams are to be treated as guests and spectators from other schools are to be treated with the same courtesy which we would expect for ourselves.

The following requirements are established for the students who participate in interscholastic activities:

1. A student must meet all standards of eligibility by the New Jersey State Interscholastic Athletic Association.
 - a. Age - An athlete becomes ineligible for high school athletics if he/she attains the age of nineteen prior September 1st.
 - b. To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (27.5) [30 beginning with the Class of 2014] required by the State of New Jersey for graduation (110) [120 beginning with the Class of 2014], during the immediately preceding academic year.
 - c. To be eligible for athletic competition during the second semester (Feb. 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12 1/2% of the credits (13.75) [15 beginning with the Class of 2014] required by New Jersey for graduation (110) [120

beginning with the Class of 2014] at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

d. Semester of Eligibility - No student shall be eligible for high school athletics after the expiration of eight consecutive semesters following his/her entrance into the 9th grade. A student becomes ineligible for high school athletics when the class in which he/she was originally enrolled has graduated.

2. Each candidate for a place on an interscholastic athletic squad must pass a complete physical examination by the school physicians prior to the first practice and obtain the signature of the parent/guardian on the Plainfield High School permission form.
3. Each candidate for a place on an interscholastic athletic squad must: (1) sign the Plainfield High School permission card requesting to be enrolled as a candidate for place on that team; (2) acknowledge that physical hazards may be encountered; and (3) waive any claim for damages made by the candidate or other persons in case of personal injury.
4. A student must be in regular attendance and in school on the day of a contest or practice to participate that day.
5. A student shall compete in regularly scheduled Plainfield High School contests only.
6. A Plainfield High School student may participate in only one sport per season.
7. All athletes are expected to maintain a satisfactory academic and attendance record throughout the entire school year.
8. The coaches will issue athletic report cards to all athletes during their season on pre-announced dates. These athletic report cards are to be signed by all teachers.

POLICY ON ATHLETIC ACTIVITIES ELIGIBILITY

Students participating in the interscholastic athletic programs in Plainfield are expected and encouraged to maintain a level of scholastic achievement, which will enable them to succeed in the future. Students therefore can avail themselves of opportunities, which can accrue as a result of that scholastic achievement.

1. Pre-season eligibility - Students, upon enrollment in Plainfield High School will be eligible for one complete academic semester, if they can fulfill the requirements as established by the NJSIAA.

After having been enrolled for a complete academic semester, a minimum "C" (70) average is required on a student's most recent semi-annual report. Students who meet NJSIAA standards but do not have a "C" average must follow Tutoring Program rules and regulations in order to participate (as stated in #2).

2. In-Season Eligibility - All students who wish to participate on an interscholastic team will be required to maintain a minimum "C" (70) scholastic average and to project positive image. All courses taken by the student will be used to compute the average. Students who do not meet this standard can participate in the activity by attending the Tutoring Program daily. The student and the guardian must sign a contract agreeing to this. Failure to follow this procedure will result in removal from the activity.

CLUBS AND ORGANIZATIONS

Our school provides a variety of extra-curricular activities for those students who are interested. Students may work in as many activities as they wish, provided the club schedules do not coincide. Enrollment in some clubs is restricted in number because of safety requirements or limited facilities.

The variety and number of clubs varies from year to year as the interests of the students change. If there is enough student interest and a staff sponsor, a club may be started. If there are not enough active members in an existing club, the club will be disbanded.

School Clubs/Activities meet before and after school:

- Alternatives to Violence (A2V)
- Book Club
- Chess Club

School Clubs/Activities meet before and after school:

- Dance Club
- Faithful Fashion
- Fitness and Yoga Club
- French Club
- Future Business Leaders of America
- Grief and Loss Support Group
- International Travel Club
- Latin American Student Organization (L.A.S.O)
- Latinos 1st
- Mural Arts Club
- National Honor Society Club
- Nonfiction Book Club
- PHS Debate Team/Junior Statesman Chapter
- Interact Club
- HOSA-Future Health Professionals

School Clubs/Activities meet before and after school

- PHS Chorus
- Public Speaking Club
- Relationship 101
- Robotics Team
- S.I.S.T.E.R.S (Sisters Empowering Sisters toward Empowerment and Respect for self)
- Stand Tall
- The Family Empowerment Program
- The Library Book Club
- VIP (Volunteering is Priceless)
- Y.M.L.P (Young Men's Leadership Program)

PLAINFIELD HIGH SCHOOL STUDENT COUNCIL

The purpose of the Plainfield High School Student Council shall be:

1. To provide a channel for student expression in the development of board policies and administrative regulations. *(continue)*
2. Enable students to discuss problems of the internal administration of schools.
3. To permit students to exercise responsible decision-making within the limits of a grant-of-power included in the student council constitution.
4. To promote effective student/faculty/administration board relationships.

The student council advisor shall assist students in drafting and maintaining a constitution, bylaws and regulations for a general student council which will be representative of the student council.

EDUCATIONAL OBJECTIVES OF STUDENT COUNCIL STUDENTS WILL:

- develop an understanding of the fundamental responsibilities of citizenship.
- develop an understanding of the American principles of government.
- develop critical thinking and reasoning skills and engage in problem solving.
- develop a further understanding of the power of the written word and how proper use of language can effectuate change and enable one to accomplish goals.
- develop leadership skills that will enable them to use in post high school experiences.
- develop an understanding how to access the levers of power in their community.
- develop a further understanding how to communicate with students and faculty to improve Plainfield High School and the larger Plainfield Community.
- to provide the foundation that will enable students to develop leadership skills.
- develop a further understanding and appreciation of how working cooperatively with others can improve Plainfield High School, the Plainfield Community, and larger American society.

YOUTH SERVICES

The Plainfield School District is networked with various local, state and national organizations. Together they provide student oriented support services that help to maximize the opportunity to learn and fully participate in the comprehensive high school program. The major services include:

HEALTH SERVICE

A student who has an accident or becomes ill during the school day should request a nurse's pass from the teacher and report to the Health Office. No student will be allowed to leave school for health reasons without permission of a parent/guardian. Every student must have an emergency card with the names and telephone numbers of those individuals filed in the Health Office. All students must be picked up by a parent/guardian/or parent designee. Students are not allowed to leave school campus during school hours for any reason.

The School Nurse is also available for health counseling and guidance to both students and parents. The following health services are offered:

1. Medical inspections are conducted each fall for juniors only.
2. Dental inspections are done annually for all sophomores.
3. Hearing and vision screenings are done for all juniors.
4. Scoliosis screening is conducted for all students up to the age of 18.
5. Physical exams are available to all students with parental consent at Plainfield Health Center.

All students enrolled in the Plainfield Public Schools must comply with the New Jersey State Sanitation Code, Chapter **14, "Immunization of Pupils in Schools."**

If a student has been injured at home, the injury is not considered the responsibility of the school and does not constitute an emergency. Diagnosis or treatment beyond first aid procedure is not the responsibility of the school. However, the school may contact the parent if it is determined that the illness or injury is of a serious nature.

SCHOOL ACCIDENT INSURANCE

School Accident Insurance Forms are distributed to students in September. A student can be insured against injuries that occur during school hours, while traveling to and from school, and while participating in school sponsored and supervised activities either away from school premises or after school hours. This includes all physical education, playground, shop, or other school activities except interscholastic athletics, which are insured separately. School accident insurance forms are distributed to all students in September.

Students must report any injury immediately in order to have a claim under the insurance policy.

PLAINFIELD STUDENT ASSISTANCE PROGRAM

WHAT IS STUDENT ASSISTANCE?

This program is designed to address the problems some students may experience. For students who may have drug and alcohol problems or other personal or family problems, assistance is provided in a confidential setting using group or individual counseling modalities.

HOW DOES ONE GET HELP?

All schools in Plainfield have a Student Assistance/Guidance Counselor who is available to provide needed services. The counselors may be contacted directly or through staff referrals.

**SCHOOL BASED YOUTH SERVICES PROGRAM Telephone
731-4361**

"School Based" is located on the first floor of the North Building at Plainfield High School. All students at the High School are eligible to participate in School Based programs.

Hours: Monday - Friday (8:30 a.m. - 5:00 p.m.)

Services Available:

School Based is here to help you, by giving you a place to talk it out, by helping you figure out where to go or what to do, or simply by giving you a place to relax among your peers.

Counseling for students and their families - come to School Based if you are:

- ◆ feeling down
- ◆ having problems with your boy/girlfriend or your friends
- ◆ having school problems
- ◆ not getting along with someone at home
- ◆ having trouble making an important decision
- ◆ just needing to talk to someone

Pregnancy Prevention

- ◆ Confidential information, referrals and assistance to help with reproductive health concerns
- ◆ Education and support services
- ◆ Find out current and accurate information about sexual health

Youth Department - Come to the Activities Center to:

- ◆ Join a student organization (S.I.S.T.E.R.S, Promise Program, etc.)
- ◆ meet your friends
- ◆ enrichment education - guest speakers
- ◆ recreation

Teen Parenting Program

- ◆ Infant/Toddler Day Care Center for 2 months - 2 1/2 year old children of Plainfield High School students
- ◆ Support services for Teen Moms and extended family members
- ◆ Support groups & mentoring
- ◆ Teen Parenting and Life skills Education

Career Services

- ◆ Job readiness training
- ◆ Job placement
- ◆ Career counseling

Bus Tickets

Students who live 2.5 miles or more from Plainfield High School are eligible to receive free bus tickets. Please see the attendance office for eligibility.

SCHOOL PROPERTY

Lockers

Each student will be assigned a hall locker and a gymnasium locker. Lockers are supplied for the convenience of students and protection of their property. The Board of Education and school authorities can assume no responsibility for the loss of any article by a student.

For the best security, the combination issued to you should be kept confidential and should not be shared with anyone.

Students are urged to be extra careful with personal property. Money or jewelry should never be left in lockers. Students are permitted to go to lockers prior to the start of homeroom, at the beginning of the student's lunch period, and at the end of the student's school day.

Lockers are the property of the Board of Education. School Officials have the right to inspect lockers without notice. Locker inspection may be held at least once each semester and at other times when deemed necessary. No item or instrument which is unlawful or against school policy is to be housed in lockers.

IMPORTANT - Do not share your locker with anyone. The lockers (hall and gymnasium) assigned to you are for your individual use only.

Cafeteria

The cafeteria offers a well-balanced menu of hot food, assorted salads, desserts, beverages and milk. These foods are available at low cost to all students.

Free, reduced-price and regular lunch tickets are available. The New Jersey Department of Education has issued a school lunch policy that states, in part:

1. Every student is required to file an application for free and reduced price meals under the National School Lunch Program.
2. Eligibility will be determined based on income criteria as established by the US Department of Agriculture.

Cafeteria Rules are:

1. Students should report to the cafeteria only at the assigned lunch period.
2. I.D. cards must be visibly worn around the neck with the correct color coded lanyard and must be presented when requested by cafeteria assistants, security officers and/or the faculty.
3. Students must take a tray for food and must dispose of trays in trash barrels after eating. Nothing is to be left on the tables. *(continue on next page)*

Cafeteria Rules

4. Students are responsible for keeping their area clean. Items that fall should be picked up and disposed of properly.
5. All food and beverage must be consumed in the cafeteria.
6. Students must use designated doors for entrance and exit. Food is not to be taken out of the cafeteria.
7. No funds may be solicited for any purpose except for the sale of tickets to school sponsored and approved activities.
8. Students should remain in their seats until they are dismissed by the administrator in charge.
9. Card games are prohibited in the school cafeteria.
10. Students are expected to behave appropriately at all times.

11. There will **NOT** be any food brought, or delivered into the cafeteria from outside commercial food establishments. Students can bring food from home – (brown bag, lunch box, etc.)

12. Students found to be in violation of the above regulations will be subject to administrative disciplinary action which may include not being permitted to eat in the cafeteria.

Cashless Food Service Program

Effective October 1, 2012, we will institute a cashless food service program. A cashless food service program eliminates the need for cash or currency to be paid for meals during lunch periods. Students and parents will be able to deposit money into an account by phone or internet using “My Payments Plus”, the system currently being used by the Plainfield Public School District. Students who do not have access to the internet or phone, may report to the cashier in the cafeteria between the hours 7-10 A.M. and make a payment into their account. NO CASH PAYMENTS WILL BE ACCEPTED DURING LUNCH.

LOCKER-USE TIMES:

Students may enter their lockers only during their assigned lunch period at the following times:

Morning Use 7:50 – 8:00 AM
LUNCH-TIME USE C1 Lunch: 11:00 – 11:30 C2 Lunch: 11:30 – 12:00 C3 Lunch: 12:00 – 12:30 C4 Lunch: 12:30 – 1:00
AFTER-SCHOOL USE 2:25 – 2:35PM

- 1. NO LOCKER USE AFTER 2:35 P.M.**
2. Any locker violation will result in that locker being **RED-LOCKED** for thirty (30) days.
3. All students enrolled in after-school activities and sports should carry their belongings with them. No locker use after 3:00 pm.
- 4. All students MUST exit the building at 3:00 except for those students under the direct supervision of a teacher, advisor, or coach.**
5. Late students **are not** permitted to go to their lockers. They are to scan in and report directly to class.



PLAINFIELD HIGH SCHOOL

BELL SCHEDULE

Blocks	Time	Total Time
<i>Block 0</i>	<i>7:15-7:55</i>	<i>40 Minutes</i>
Homeroom	8:00-8:10	10 Minutes
Block A Period (1 & 2)	8:10-9:30	80 Minutes
Block B Period (3 & 4)	9:35-10:55	80 Minutes
Block C:	11:00-1:00	120 Minutes
(5) C1 Lunch	(11:00-11:30)	30 Minutes
(6) C2 Lunch	(11:30-12:00)	30 Minutes
(7) C3 Lunch	(12:00-12:30)	30 Minutes
(8) C4 Lunch	(12:30-1:00)	30 Minutes
Block D Period (9 & 10)	1:05-2:25	80 Minutes
<i>Block E</i>	<i>2:30-3:10</i>	<i>40 Minutes</i>

HALF DAY SCHEDULE

BLOCKS	TIME
Homeroom	8:10 – 8:12 AM
Block A	8:12 – 9:09 AM
Period 1	8:12 – 8:40 AM
Period 2	8:40 – 9:09 AM
Block B	9:14 – 10:11 AM
Period 3	9:14 – 9:42 AM
Period 4	9:42 – 10:11 AM
Block C	10:16 – 11:13 AM
Period 5 or 6	10:16 – 10:44 AM
Period 7 Or 8	10:44 – 11:13 AM
Block D	11:18 – 12:15 PM
Period 9 or 10	11:18 – 12:15 AM 11:46 – 12:15 PM

*****NO LUNCH SERVED ON HALF DAYS**

DELAYED OPENING SCHEDULE

BLOCKS	TIME
Student Arrival and Locker	9:40 – 9:45
Homeroom	9:45 – 9:55
Block A	10:00 – 11:45 AM
Block B	10:55 – 11:45 AM
Block C	11:50 – 1:50 AM
C1 Lunch	(11:50 – 12:30 PM)
C2 Lunch	(12:20 – 12:50 PM)
C3 Lunch	(12:50 – 1:20 PM)
C4 Lunch	(1:20 – 1:50 PM)
Block D	1:55 – 2:45

To support an environment conducive to learning and free of distractions, the following electronic devices violation procedure has been adopted. Electronic devices are to be out of sight and silenced during school hours. Parents are asked to contact the school at 908 731-4390 in cases of emergencies during school hours.

Electronic Devices Violation Procedures

Violation <i>Device is seen or heard during school hours</i>	Action
1 st Violation	Electronic device will be confiscated and sent to the office of security Electronic device will be returned to parent by appointment only (908) 731-4390
2 nd Violation	Electronic device will be confiscated, sent to the office of security, and held until the <u>end of the marking Period.</u> Electronic device will be returned to parent by appointment only.
3 rd Violation	Electronic device will be confiscated, sent to the office of security, and held until the <u>end of the year.</u> Electronic Device will be returned to parent by appointment only.

NOTE: Administration will not be responsible for lost, stolen, misplaced electronic devices.



In order for students to receive maximum instructional time, prompt and regular attendance is imperative. Therefore, the following attendance procedure has been adopted.

Time	Action
7:50 a.m. – 8:00 a.m.	Students will enter the building and proceed to their lockers and/or classes.
8:01 a.m. – 8:10 a.m.	LOCKERS ARE CLOSED Students must proceed directly to their classes. STUDENTS ARE NOT ALLOWED TO USE THEIR LOCKERS ANYMORE UNTIL THEIR ASSIGNED LUNCH
8:11 a.m.	All students entering classes at this time must have late passes. Any student who does not have a late pass is to be sent to the cafeteria to secure one before being admitted to class.
8:11 a.m. – 10:00 a.m.	Any student reporting to school during this time must be accompanied by a parent or guardian of record.
10:00 a.m. or later	Any student reporting to school during this time must be accompanied by a parent or guardian of record.

NOTE: To ensure prompt attendance and minimal disruption to the learning environment, students must arrive to school by 7:50 A.M. They should be in their assigned classroom by 8:00 A.M.

Remember: ON TIME IS LATE, EARLY IS ON TIME!