Somerville High School



2026-2027
Student Handbook

Somerville High School
222 Davenport Street,
Somerville, NJ 08876
(908) 218-4108
FAX: (908) 707-0971
Website: https://www.somervilleschools.org/o/shs

****All content is subject to change throughout the school year. Check our **website** for updates****

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Administrative Information

Principal

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Assistant Principal

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Attendance Officer and Reporting Student Absences
If your child is going to be absent from school, please call:

Mr. Thomas O'Donnell
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School Resource Officer

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Department Contact Information

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Mission Statement

"Somerville Schools provide the highest quality education through an environment that promotes individual excellence."

Academic Integrity Policy #5701

It is the expectation at SHS that all student work will be original and the result of individual student effort. Cheating and plagiarism are forms of academic theft. Copying the work, ideas and words of others is a violation of intellectual property rights and grounds for expulsion in the college and university settings. The faculty and administration of Somerville High School take great care to educate our students regarding what constitutes plagiarism. Students who engage in copying and or plagiarism, including unapproved use of AI tools, will face serious consequences including possible failure and disciplinary action. In the event that a student provides their work to another student, regardless of intent, and that work is subsequently copied, both students will be held equally responsible. Students who share their Google passwords and account information with others may also be held responsible in the event that their work is used by other students.

Progressive Discipline

1st offense	Teacher discretion on assignment grade, parent contact, and Administrative conference
2nd offense	Teacher discretion on assignment grade, parent contact, and Central detention
3rd offense	Teacher discretion on assignment grade, parent contact, and In-School Suspension
4th and Subsequent Offense(s)	Teacher discretion on assignment grade, parent contact, and Out-of-School Suspension

**Severity of the incident may warrant more intensive interventions and more serious consequences.*

After School Policy

Somerville High School is proud of our students and their willingness to participate in our after school and extracurricular activities. We encourage students to get involved and take advantage of our numerous clubs, tutoring centers, athletic teams, and activities. However, some students remain after school solely to socialize with friends. While we have staff (i.e. coaches, advisors, tutors) who monitor our students we do not have the resources to monitor, nor are we responsible for, students who remain after school without an assigned purpose.

Therefore, no student may remain after school without having a planned activity or legitimate reason. Students who are found in the building without a reason and not under direct

supervision of staff will forfeit their right to remain after school and will be disciplined appropriately. In addition, students should not be waiting an inordinate length of time for a parent/guardian to pick them up. Please be prompt when you pick your child up after school or after an activity. Your child's safety and health is our utmost concern. The procedures for students who remain after school for extracurricular activities are as follows:

- Report to the designated room where students will be supervised
- Remain in the designated room until they are picked up or the late bus arrives
- If walking or driving, leave the building immediately and proceed home
- Not allowed to leave and return later

Announcements

Announcement and flag salute will occur during Block 1. The purpose of the announcements and flag salute is as follows:

- Announcements and the Pledge of Allegiance will take place daily during Block 1.
- Additional announcements may take place during the school day on an as needed basis.
- Salute to the Flag: Pledge of Allegiance – New Jersey law requires students to show respect for the flag of the United States of America. If a student is conscientiously opposed to the pledge or salute, that student may abstain from these ceremonies; however, all students are required to be respectful and quiet if not saluting the pledge of allegiance.

Appeal of Suspension

A parent/guardian or student who wishes to appeal a suspension may request a review with the Principal. The request should be made promptly following notification of the suspension. During the review, the Principal will consider the facts of the incident, the disciplinary action imposed, and any additional information submitted by the student and/or parent/guardian before rendering a decision.

If the parent/guardian or eligible student is not satisfied with the Principal's decision, a written appeal should be made to the Superintendent of Schools within five (5) school days of the Principal's decision. The written appeal shall state the basis for the appeal and include any information the parent/guardian or eligible student wishes to have considered. The Superintendent or designee will review the matter in accordance with Board Policy and Regulation 5600 and applicable provisions of the New Jersey Administrative Code. The Superintendent's decision shall constitute the final administrative determination of the school district, subject to any rights of appeal available under New Jersey law.

Nothing in this procedure shall be construed to limit a student's or parent/guardian's due process rights or any appeal rights afforded under Board Policy and Regulation 5600 or applicable New Jersey Administrative Code.

Attendance Policy #5200

The Somerville Board of Education recognizes its responsibility to provide a thorough and efficient education for every student within the district in keeping with the prevailing laws of the State of New Jersey. In order for administrators and teachers to successfully fulfill their responsibilities to students, it is essential that all students accept their responsibility to attend school as scheduled, and that parents/guardians support and reinforce their child's regular attendance. In order to conform to state regulations and provide for legitimate student absences from school the Board of Education has defined —excused versus—unexcused absences from school. *This is not a permissive policy establishing or licensing a limit of days that may be missed with no harm.*

"Excused" absence is defined as a student's absence from school for a full day or in excess of 25-minutes of a block. Absences will be excused as follows:

- Somerville High School curricular/co-curricular activities held during the school day or requiring early dismissal
- Court appearance (court notice to appear required)**
- Driver's test (appointment card or license documentation required)**
- Death in the immediate family: parent, grandparent, sister, brother, aunt, uncle (maximum five days) letter indicating death is required**
- New Jersey state approved religious holidays pursuant to N.J.S.A. 18A:36-14
- College visitations; juniors and seniors only maximum 3 days (documented by a statement from the admissions office)**
- Quarantines or un-coverable and/or weeping skin lesions
- Suspension from school
- Serious personal or family problems upon approval of administrator in charge of attendance
- An absence for a reason not listed above, but deemed excused by the administrator in charge of attendance

**Parent/guardian notes and official documentation must be received in the main office within 72 hours of the student returning to school.

Though a student may be absent with parent/guardian approval for reasons other than those listed above, the absence will be defined as "unexcused" to conform to state regulations requiring school districts to define "excused" and "unexcused" absences. The district assumes that the —unexcused absences will be used when it is necessary to miss school and documentation cannot be provided.

"Unexcused" absences are not considered truancy unless the student is absent without parent/guardian consent.

Absences without parent/guardian approval will be considered truancy. In addition, a pupil will be considered truant if they:

- Leave school without permission when school is still in session
- Leave class because of illness and does not report to the school nurse

- Is present in school but is absent from class without approval. Such truancy from class is a “class cut.”

Under no circumstance should a student use a cell phone to contact a parent/guardian to be picked up from school without reporting to the nurse’s office. (Cell phones are not to be in use during the school day.) If the nurse is unavailable the student is to report to the main office.

Absences for the following reasons will be recorded as “unexcused”:

- Personal illness (healthcare provider documentation)
- Professional appointments that cannot be scheduled during non- school hours (health care provider documentation)
- Employment other than school-approved work assignments
- Family travel/vacation**
- Performance of household or babysitting duties
- Travel as required as a member of an athletic team not part of the Somerville High School athletics program (these are not considered college visitations)

**A parent or guardian taking a student out of school for vacations during the normal course of the school year is an illegal absence pursuant to New Jersey Statutes Annotated (NJSA) 8A:36-16 and New Jersey Administrative Code (NJAC) 6:20-1.3. These statutes state that students must be in school all the hours of all the days that school is in session. One serious impact of unauthorized absence is in the area of homework. Many parents/guardians request that the teacher give homework assignments prior to vacation, but for the teacher to do so puts the teacher and the school district in a position of condoning the leave from school. Therefore, if a student chooses to be absent from school, any work that is missed must be completed by the student after they return to school.

Student absences in high school are recorded on a course by course basis. A student may be denied course credit when they have more than eight (8) “unexcused” absences in any year-long course.

Exceptions to this rule may be made for students who have demonstrated a thorough completion of assignments and assessments, have mastered the proficiencies established for the course, and have participated in a credit completion session to regain the denied credit. A student who is in danger of losing course credit due to exceeding the attendance policy must remain in the class to receive a grade of “incomplete.” If the student does not remain in the class the student will not be allowed to make-up the course in summer school or through a virtual platform.

A student arriving in any class in excess of 25-minutes to a block will be recorded as an absence for that class. If the reason for arriving late is a result of any of the reasons defined as “excused” (see “excused” absences) the absence will be recorded as an excused absence providing that the student presents the appropriate documentation. Early dismissal from school can disrupt the educational process and cause the student to miss valuable instructional time.

Therefore, the school will “excuse” a student’s early dismissal only as defined as “excused” (see above). Early dismissal for any other reasons will be deemed personal and will be recorded as —unexcused unless excused by an administrator.

Study Hall Attendance

Attendance in Study Hall is mandatory, similar to instructional classes. Tardiness and unexcused absences will result in discipline as prescribed in the Code of Conduct.

Credit Recovery for Attendance and Failed Courses

Students who have exceeded the established limits of the district adopted attendance policy and/or have failed core or elective courses will be able to recover these credits through the Imagine Edgenuity digital learning platform. This process will commence immediately at the close of the academic year and upon identification of those affected students. Those students who exceed the high school attendance guidelines (8 per A-Day, 8 per B-Day) or have an average of a 64 or below at the conclusion of the school year may complete the online credit recovery session for that course in order to try to recover credit. Online coursework may not comprise more than 30 credits of the prescribed courses that the State of New Jersey requires all students to complete prior to graduation. Additionally, a maximum of 15 elective credits may be earned as part of the 120-credit requirement.

Attendance Procedures: Parent/Guardian Responsibilities

1. Parents/Guardians are required to call the attendance office (908) 243-1547 by 8:15 a.m. if the student is going to be absent from school. Without this notification the attendance officer, Mr. O’Donnell, will telephone the home of any student absent from school
2. Parents/Guardians of students who are on the Chronic Illness List must telephone the school nurse each day the student is absent/late due to the chronic condition and the nurse will relay that information to the attendance officer. Appropriate documentation must support the absence. **Failure to do so will result in the absence being recorded as unrelated to the chronic condition**
3. The responsibility should be that of the parent/guardian who should monitor their children for signs of infectious illnesses every day. Parents/Guardians of students who are sick should not send the student to school in-person
4. A parent/guardian who anticipates a future absence because of an illness of five (5) days or more must notify the administrator in charge of attendance so that home instruction can be arranged through the Counseling Office. If the absence due to illness is short term, fewer than five (5) days, the student’s teachers will provide homework. The parent/guardian must contact the Counseling Office to request assignments
5. Any lengthy absence, 10 days or more, the student must withdraw from school

Attendance Procedures: Student Responsibilities

Upon returning to school, students must arrange with their teachers to make up any assignments or assessments missed during the absence from school. Work must be made up within a time equal to the time absent. Responsibility for making up work and scheduling any necessary assistance from the teacher(s) rests with the student.

Entrance into the School Building

Doors will open at approximately 7:00am each day for students. Two (2) doors for entrance have been designated and are staffed with a Public Relations Officer.

Entrance Door Location
North Entrance (closest to Health Office) on Davenport St.
South Entrance on Davenport St.

Any student that arrives after the 7:35 am start time of school must enter through the Main entrance of the High School building.

Inside the Hallways & Common Areas

Students will report directly to their Block 1 classroom once they enter the building. All students are expected to adhere to safety precautions that are verbally communicated by SHS staff and/or visually communicated through door, wall, and floor signage.

Attendance: Parent/Guardian Notification & Responsive Action Plan(s)

1. When a student has three (3) “unexcused” absences in a full year course the parent/guardian will receive a notification letter and a copy will be sent to the school counselor for follow-up.

2. When a student has five (5) “unexcused” absences in a full year course the parent/guardian will receive a notification letter indicating the number of absences. A copy of the letter will be sent to the school counselor for follow-up. The administrator in charge of attendance will conduct an investigation into the reasons for the unexcused absences. It may be necessary for the parents/guardians to meet with the administrator to develop an action plan to assist the student in maintaining regular school attendance. **Action plans may include**:
    a. Consideration of an alternate placement
    b. Referral to the Intervention and Referral services team (I&RS), pursuant to N.J.A.C. 6A:16-8
    c. Testing, assessments, or evaluations of the student’s academic, behavioral, and health needs

   d. Referral to a community-based social and health care provider agency or other community resources
   e. Referral to the court program designated by the New Jersey Administrative Office of the Courts
   f. Referral to the Department of Child Protection and Permanency in accordance with the provisions of the N.J.S.A.9.6 et. Seq. and N.J.A.C.6A:16-11, if a potentially missing or child abuse situation is detected.
3. When a student has seven (7) “unexcused” absences in any semester the parent/guardian will receive a notification letter indicating the number of absences. The administrator will investigate the reasons for the absences and may require the parents/guardians to meet with the administrator to adjust the action plan developed as outlined in #2 above to assist the student in maintaining regular school attendance.
4. When a student exceeds eight (8) “unexcused” absences in a full year course the parents/guardians will receive a subsequent letter notifying them that their child has exceeded the attendance policy in “unexcused” absences.

Attendance at School Events

Any student who is absent or on suspension on the day of a scheduled school event will not be allowed to attend the school event as a participant or spectator. During a suspension period that extends through a weekend and/or school vacation, the student is not eligible to participate in any school activities during the day, after school, in the evening or on weekends. If, however, a student’s suspension ends on a Friday or on the day before an extended weekend or vacation, the student is eligible to participate in a school sponsored sport or activity the next calendar day.

Attendance Appeals

A five (5) member attendance appeals committee has been established to review any written attendance appeal petition regarding excessive absenteeism. Petitions must be presented to the administrator in charge no later than ten (10) school days after parent/guardian notification has been provided. Appeals are limited to situations in which unforeseen factors have created hardships.

Please Note: Students on out-of-school (OSS) or in-school suspension (ISS) are forbidden to enter any Somerville Board of Education property while on suspension; including athletic activities, dances, plays, clubs, etc. as spectators or participants. Students who enter without authority could be charged with trespassing according to NJSA 2C:18-3.21.

Bell Schedules

Regular Schedule	
7:35 - 8:52* 77 min	1
8:56 - 10:12 76 min	2
10:16 - 10:54 38 min	3L1
10:58 - 11:36 38 min	3L2
11:40 - 12:18 38 min	3L3
12:22 - 1:00 38 min	3L4
1:04 - 2:20 76 min	4

Delayed Opening	
9:35 - 10:12* 37 min	1
10:16-10:52 36 min	2
10:56 - 11:34 38 min	3L1
11:38 - 12:16 38 min	3L2
12:20 - 12:58 38 min	3L3
1:02 - 1:40 38 min	3L4
1:44 - 2:20 36 min	4

One Session Day	
7:35 - 8:37* 62 min	1
8:42-9:44 62 min	2
9:49 - 10:51 62 min	3 (no lunch)
10:56 - 11:58 62 min	4

Pledge & announcement

Buses - Branchburg

Arrival 7:25 a.m.
Dismissal 2:20pm

Transportation: (908) 725-2895

A student should not arrive at the school before 7 a.m. and must leave after their last block.

Tardy to School Policy

Students are expected to be in their block 1 class by 7:35 am. Students tardy to school must report to the attendance officer in the Main Lobby to scan in before reporting to their class. Students must present their identification cards when signing into school after 7:35 am. Students will not be admitted to school after 10:30 am without parent/guardian contact and/or approval of a school administrator. Students arriving after 8:00 am will not receive credit for their first block on the specific day. When a student is late to school, they run the risk of jeopardizing their education. Teachers plan a full lesson and it is imperative that students be present for the entire class. Tardy students infringe upon the rights of their classmates by interrupting the flow

of the lesson with the distraction of their arrival. Tardy students also jeopardize potential loss of credit if they exceed their allotted unexcused absences.

The following procedures will act in accordance to determining the intervention(s) needed based upon the number of tardies:

Number of Tardy	Intervention(s)
For every 5	Students will be required to attend 1 day of mandatory targeted support, after school, in relation to the subject missed. (Seniors will attend at 2:30pm with underclassmen.)
10	Student is given a central detention and one unexcused absence in the class
15	Mandatory Parent/Guardian conference with Administrator and Counselor
* If a student reaches 15 tardies within subsequent marking periods, an In-school Suspension will be given ** Interventions will reset at the beginning of every Marking Period	

Other interventions may include:

- Consideration to an alternate placement
- Referral to a community-based social and health care provider agency or other community resources
- Referral to the court program designated by the New Jersey Administrative Office of the Courts
- Referral to the Department of Child Protection and Permanency in accordance with the provisions of the N.J.S.A.9.6 et. Seq. and N.J.A.C.6A:16-11, if a potentially missing or child abuse situation is detected.

In addition to these consequences, students who demonstrate a consistent pattern of this behavior may be required to recover missed seat time through the Imagine Edgenuity online learning platform.

Students who provide documentation that they were late due to a doctor, dentist or other medical appointment, NJ Driver's Test, court appearance, State of NJ recognized religious holiday, or other reasons approved by an administrator, will have their tardy for that day excused. However, the absence will remain as unexcused for the missed courses.

Cell Phone & Use of Other Internet Enabled Devices

Purpose and Overview

To support student well-being, focus, and engagement in school, Somerville High School has established clear expectations for personal electronic devices during the school day.

Consistent with New Jersey's bell-to-bell law, P.L. 2025, c. 195 and N.J.S.A. 18A:36-40b, students may not use personal electronic devices during the SHS school day, from 7:35 a.m. through 2:20 p.m., except as an approved exemption.

A personal electronic device is any privately owned device capable of communicating, recording, playing audio, accessing online content, or connecting wirelessly. Examples include, but are not limited to:

- Cell phones and smartphones
- Smart watches and other wearable technology
- Earbuds and headphones
- Tablets
- Smart glasses
- Cameras and recording devices
- Basic or flip-style phones
- Two-way radios and walkie-talkies
- Similar technologies developed in the future

This restriction applies whether or not the device can connect to the internet. District-issued devices used for authorized educational purposes are not considered personal electronic devices under this regulation.

Student Storage

Each student who brings a personal internet-enabled device to school is expected to turn off the device and store it in their locker, backpack or other bag throughout the entire school day.

Devices that are confiscated during the school day by the administration will be labeled and stored in a secure location in the main office.

Code of Conduct

Failure to follow the cell phone policy will result in disciplinary action. Refusal/Noncompliance will be considered **insubordination** under the Student Code of Conduct.

Tiered Consequences for Violations:

Infraction	Consequence
1st Offense	Discipline Referral: Warning
2nd Offense	Discipline Referral: *Central Detention - 1 hour
3rd Offense	Discipline Referral: *Central Detention - 2 hours
4th Offense	Discipline Referral: In-school suspension, device confiscation (stored securely), student pick-up at the end of the school day.
Additional Offenses	Increased disciplinary consequences, device confiscation (stored securely), and parent/guardian pick-up of the device at the end of the school day.

*The use of personal cell phones or other internet or non-internet devices is not permitted during after-school central detention.

School officials reserve the right to confiscate any internet or non-internet enabled device at any level of the tiered consequences for violations.

Parent/Guardian Communication During the School Day and Emergency Use

In the event of a family emergency or for non-emergency communication, families should contact the appropriate office (main office, school counseling office, athletic office, student affairs office, or school nurse) directly rather than reaching out to their child during the school day. Office staff will then follow local notification procedures to ensure the student receives the information in a timely and appropriate manner.

In the event of a school emergency, or drill, unregulated device use during these situations can interfere with emergency communications, contribute to the spread of misinformation, and disrupt coordinated safety protocols. As such, students shall follow the directions of staff and emergency personnel regarding the use of their devices. During a lockdown, students should avoid unnecessary communication unless directed otherwise by emergency personnel.

In the event of an unplanned emergency closure that prevents students from retrieving stored personal devices, communication will be made to students and families regarding the protocol for retrieving devices safely and efficiently once the building is accessible.

Exemptions

To request an exemption from the district's Bell-to-Bell Personal Communication Device Policy, a completed Exemption Request Form must be submitted to the appropriate school official.

Exemptions to the bell-bell prohibition include the use for translation services, a student caregiver who is routinely responsible for the care or well-being of a family member, when authorized by a staff member for a specific instructional or educational purpose, with prior approval from the building principal, or designee, and when no reasonable alternative to the use of the internet-enabled device for a specific purpose exists. Additional exemptions are as follows:

Students with IEPs or Section 504 Plans may require individualized consideration under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act. The exemption form should be submitted to the student's case manager or 504 chairperson.

The existence of an IEP or Section 504 Plan does not automatically entitle a student to unrestricted access to a personal cell phone. The IEP or Section 504 Team will determine whether access to a personal electronic device is necessary for the student to receive a free appropriate public education (FAPE) or equal access to educational programming.

Medical exemptions are intended only for situations in which a personal electronic device is necessary to safely monitor or manage a documented medical condition. An exemption will not be granted solely for convenience, preference, communication with family members, or generalized emotional support.

Eligibility Criteria for Medical Exemptions

- A student may be considered for a medical exemption when all of the following apply:
- The student has a documented medical diagnosis from a licensed healthcare provider.
- The healthcare provider documents that a personal cell phone or smart device is medically necessary for the management of the condition.
- The requested use cannot reasonably be replaced by another school-based accommodation or alternative technology.
- The district nurse has reviewed the medical documentation and recommends approval.

Examples of medical conditions that may qualify include, but are not limited to:

- Diabetes requiring continuous glucose monitoring (CGM) connected to a smartphone
- Certain seizure monitoring systems
- Other physician-documented medical monitoring systems that require a paired mobile device

Approval will be determined on an individual basis.

Conditions That Generally Do Not Qualify

The following situations, by themselves, generally do not warrant a cell phone exemption:

- Anxiety
- General stress
- Desire to communicate with parents during the school day
- Preference for self-soothing through phone access

- ADHD
- School avoidance
- Social or emotional support needs that can be addressed through school-based accommodations

The district recognizes that students with anxiety or other emotional disabilities may require support during the school day. Appropriate accommodations may include:

- Scheduled or as-needed breaks
- Access to a counselor, school psychologist, social worker, or nurse
- A pass to a designated support location
- Coping strategies identified in a 504 Plan or IEP
- Other individualized behavioral or emotional supports

These accommodations generally do not require unrestricted access to a personal cell phone.

Required Documentation

Parents requesting a medical exemption must submit:

- A completed district Exemption Request Form.
- Documentation from the student's treating physician describing:
    - the medical diagnosis;
    - why a personal cell phone is medically necessary;
    - what medical application or device requires the phone;
    - when access is required (continuous, periodic, emergency only, etc.);
    - any safety concerns if access is not available.

The district may request additional information if necessary.

Review Process

Exemption requests will be reviewed by a committee of school personnel that may include, but is not limited to, the following:

- School Nurse
- Building Administrator
- Director of Special Services or Designee (when appropriate)
- Section 504 or IEP Team if the request is related to an existing disability accommodation

The district reserves the right to request clarification from the student's healthcare provider.

Approved Use

If approved:

- Phone access shall be limited to the medical purpose for which the exemption was granted.

- The student may only use the device as necessary to manage the documented medical condition.
- The exemption does not permit unrestricted texting, social media use, internet browsing, gaming, photography, or other non-medical uses during the school day.
- School staff may monitor compliance with the approved exemption.

Failure to use the device solely for approved medical purposes may result in revocation of the exemption and application of the district's student discipline procedures.

Annual Review of Medical Exemptions

Medical exemptions must be renewed annually or whenever the student's medical needs change.

The district may request updated medical documentation at any time if circumstances warrant.

Photos and Videos

Self-photos or photos/videos taken of other students or staff with or without their consent is prohibited. Violations involving photos or videos taken of other students without their consent may carry additional consequences to be determined by the administration. Any photo or video disseminated via text, email, social media, etc. will be handled on an individual basis by an administrator and may result in additional consequences as determined by the administration. Any photo or video taken of a staff member will result in a minimum two- day in-school suspension. Any disseminated photo or video that promotes or incites a disturbance to the school environment will result in a minimum two-day out of school suspension and may result in additional consequences as determined by the administration.

Misuse of Email

Any misuse of district email will result in a minimum one-day in-school suspension. If misuse of district email incites a disturbance or causes a disruption to the educational environment, it will result in a 2-10 day out of school suspension.

Class Officer Eligibility

Students must be within the credit guidelines established for inclusion in each grade level in order to run for class officer. Junior classes will annually elect officers at the close of the school year to serve the following year.

Club Proposal & Approval Procedures

The following procedures must be followed for all new club proposals:

- **Proposal Window:** All new club applications must be submitted during the open proposal window, which runs from **April 1st to May 31st**. Proposals submitted outside of this timeframe will not be considered for the following academic year.

- **Application Requirements:**
    - **Digital Submission:** Complete the club proposal via the Somerville High School Club Proposal Google Form. A faculty advisor must be secured before submission.
    - **Student Support:** Submit a separate document to Mrs. DePace in the main office containing the proposed club name and signatures from at least **25 currently enrolled students** in grades 9-11who intend to join.
    - ***Note:*** *Seniors are not eligible to propose new clubs or be part of the 25-student signature list for the upcoming school year.*
- **Review Process:**
    - **Curricular Connection:** Proposals will be evaluated based on how they extend the formal educational experience.
    - **Integration:** The committee will review your proposal against existing clubs. If a similar organization already exists, you may be asked to integrate your efforts into that established group rather than launching an independent club.
- **Final Approval:**
    - Official status is granted only after the formal approval of a faculty advisor and final administrative sign-off.
    - Approved clubs will begin in September of the following school year.

Dress Code Policy #5511

The Somerville Board of Education has adopted a district-wide dress code in accordance and compliance with Board Policy #5511, Student Dress and Grooming.

The dress of all students must answer affirmatively to the concepts of decency, neatness, and suitability for classroom and learning situations, and the proper clothing to be worn for safety and hazard precaution. The building principal shall determine appropriate dress for each building.

The student dress code below applies to all students at all school functions. The basic responsibility for the appearance of students rests with the parents/guardians. Parents/Guardians have the obligation and, within certain prescribed bounds, the right to determine their children's dress; however, a student's appearance must not disrupt the teaching-learning process; the following guidelines, therefore, must be followed:

1. Students must wear a shirt with fabric that is not seen through and touches the waistband in the front, back, and on the sides under the arms.
    a. A blanket is not an appropriate article of clothing and as such cannot be worn during school.
2. Students must wear pants, jeans, skirts, shorts, and/or dresses. This clothing must cover the undergarments.
3. Students must wear shoes, sneakers, boots, or any other footwear that has a supportive backing.
    a. Footwear not to be worn in school: cleats, flip-flops, high-heeled shoes, platform shoes, backless and strapless shoes.

   b. Students cannot wear violent language or images; images or language depicting drugs or alcohol (or any illegal item or activity); hate speech, profanity, and/or pornography; images or language that creates a hostile or intimidating environment; accessories that could be considered dangerous or could be used as a weapon.
4. Students, upon request, must remove headwear that is deemed as impacting the learning environment or is a risk to the health and safety of staff and/or student body. At no time is it admissible for students to wear hoods or any garment covering their face and/or ears; subject to administrative determination.
5. Students must carry their school issued ID at all times and provide their name and grade level upon request from any staff member.

Students who are dressed inappropriately for school shall be required to cover-up or change out of clothing and/or remove accessories in violation with district policy. The student may change into clothing that they have with them in school or the school nurse or their designee may loan clothing to the student, if available. The parents/guardians may also be contacted to request other clothing.

Somerville High School is proud to present many programs that are considered formal events. It is our belief that students should dress appropriately and respectfully. To this end the following guidelines have been established for events designated by administration:

Dress-Up Guidelines

For events designated by the administration, appropriate outfits include:

- Dress shirt with collar, with or without a tie
- Properly fitting dress pants (no shorts or jeans)
- Modest dresses or skirts no more than 3 inches above the knee
- Properly fitting blouse
- Dress shoes (no work boots, sneakers or flip flops)

Inappropriate dress may result in exclusion from participation in our events and ceremonies

Penalty for Dress Code Violations

The final decision regarding whether a student's dress is inappropriate rests with the administration. Students will be asked to change or have parents/guardians bring appropriate clothing to school for the student to change into. Students will be excluded from class until appropriately attired.

Credits

The State of New Jersey and the Board of Education have established competencies that must be met in order to receive a Somerville High School Diploma. Students must successfully complete 120 credits in both required and elective courses, test proficiently in English Language Arts and Mathematics as per the NJDOE list of approved Standardized Test Scores, and meet attendance requirements to fully gain the educational and social benefits of group situations. Assignment to grade/class level is based upon credits:

9th Grade	0-29.75 Credits
10th Grade	30-59.75 Credits
11th Grade	60-89.75 Credits
12th Grade	90+ Credits

A minimum of 120 credits is required in order to graduate.

Code of Conduct #5600

The discipline policy is created to encourage responsible behavior and discourage misconduct. Student involvement and participation, personal responsibility and respect for others are the cornerstones of the code. Rules are necessary to ensure that the rights of each individual are protected and that the collective group is able to function and prosper. To promote an environment that is safe and conducive to learning, for students and faculty alike, a shared understanding of the expectations for behavior is necessary.

Expectations for Classroom Success

Experience has shown that certain behaviors help provide not only a quality educational environment for everyone, but also a student's greatest chance for success. As such, we have an expectation that all students will demonstrate these behaviors:

- Students will come to class prepared, with assignments, books, pencils, etc. necessary for full participation.
- Students will be seated and quiet when the bell rings to maximize the amount of time devoted to their education.
- Students will participate actively and productively in the class in order to gain the optimal effect of the experience.
- Students will come to class dressed appropriately, so they will not become a distraction to others in the classroom.
- Students will conduct themselves in a manner that will allow others to learn. Class disruption means any behavior that focuses a teacher's time and attention on student behavior instead of on teaching.

Behavior that detracts from the instructional process infringes on the rights of others to be educated and will not be tolerated.

With the inherent rights of being a student at SHS come certain obligations, such as behaving respectfully and following the rules. All students are entitled to a safe school environment conducive to academic achievement, and rules have been established to provide for it. It is important to understand the consequences of violating these rules. When a student's actions infringe on the rights of fellow students and/or staff members, disciplinary action will be initiated. The high school administration reserves the right to address any behaviors that occur outside of school or on the internet that negatively impact the educational environment. Please familiarize yourself with the following list of negative behaviors and their consequences.

Infractions

- Class Disruption
- Insubordination
- Disrespectful Behavior
- Failure to Serve a Teacher Detention
- Excessive/Chronic Tardiness
- Possession Food/Drink Outside Cafeteria
- Abuse of a Pass
- Leaving Class Without Permission
- Cut Class
- Use of cell phone/earbuds
- Vaping
- Forgery/Lying
- Gambling
- Graffiti
- Misconduct on School Bus
- Truancy
- Profanity (written, verbal, or gestures) student to student
- Violation of Internet Contract (see contract for additional penalties)
- Any unlisted offense to be determined by an administrator
- Nuisance item possession

Consequences associated with the aforementioned infractions may include a 1 or 2 hour central detention, in school suspension, out of school suspension, or any other consequence deemed appropriate by the high school administration. Disciplinary interventions may include: check-in with school building staff; restorative conference; reflection activities; social and emotional learning training programs; behavior skills-building interventions; mediated conflict resolution conference; student-teacher conference; student and parent conferences; counseling; intensive, individualized student plan; referral to the Intervention and Referral Services team (I&RS), pursuant to N.J.A.C. 6A:16-8; and/or referral and coordination with community-based support. Multiple incidents or chronic violations of the same behavior will warrant more intensive interventions and more serious consequences.

In addition to the prohibited behaviors listed above, concerning behaviors may be addressed through the evaluation of mental health professionals in the building, the I&RS team or disciplinary action dependent on the severity of the behavior.

Removal From Open Lunch

Parents/Guardians and the Administration reserve the right to suspend the open lunch privilege. Open lunch privileges may be suspended if a student returns late from open lunch or fails to leave the building prior to the late bell, or in the case of disciplinary infractions as deemed necessary by the Administration.

When school is not in session for any reason on a day in which a student is assigned Suspension or Central Detention, the student will serve the Suspension or the Central Detention on the next regular school day after the day when school is closed.

Food Service/Lunch

Lunch by Grade Level		
Freshmen	Closed Lunch	Must remain on campus.
Sophomores	Closed Lunch	Must remain on campus.
Juniors	Open Lunch	May remain or leave campus.
Seniors	Senior Lunch	Must leave campus after Block 3. Those enrolled in option 2 may leave after 12:18pm.

If juniors choose to leave campus, they must report back to the high school on time for their next class using the gymnasium ramp doors. Failure to return in a timely manner will result in loss of open lunch privileges.

Once students select a table, they must remain at that table for the remainder of lunch. Failure to follow these protocols may result in loss of lunch privileges. If a student leaves for lunch as an underclassmen, they will receive a detention with more severe consequences for persistent cutting of a closed lunch.

Students are not permitted to order from food delivery services (i.e. DoorDash, Uber Eats, etc.) to be dropped off at the school for lunch. Continued violation may lead to disciplinary action.

Closed Lunch Policy

Students who abuse the open lunch privilege by arriving late to their next class or by engaging in inappropriate behavior during lunch (including but not limited to fighting, littering, trespassing on private property, playing loud music in the neighborhood, or arriving late to the cafeteria) will lose their open lunch privilege.

Senior Lunch Exceptions

The administration reserves the right to utilize the senior lunch and study hall Block 3L4 and/or 4 for senior information sessions, class meetings, and/or other school related business that affects the length of the school day. Attendance at these sessions is mandatory unless prior approval for an excused absence is granted by the high school administration. Students may be excused from their Block 3 class or study hall to eat, but are expected to return to the high school on time.

Nuisance Item

A nuisance item refers to any item that interferes with the normal operation of the school day. These items include, but are not limited to: laser pointers, water guns, dice, playing cards, skateboards, fidget spinners, and hacky sacks. Students may not use nuisance items in class or

in the hallways. Students in violation of this policy will have their nuisance item confiscated and face possible consequences. Consequences will be determined on an individual basis by an administrator.

Smoking/Tobacco/E-Cigarette Use

- **1st Offense**: Any student found smoking or in possession of electronic smoking devices, personal vaporizers, or chewing tobacco on school property will receive a one-hour central detention, parent/guardian notification, confiscation of contraband and a mandatory referral to the Student Assistance Counselor.
- **2nd Offense**: Any student found smoking or in possession of electronic smoking devices, personal vaporizers, or chewing tobacco on school property will receive a two-hour central detention, parent/guardian notification, confiscation of contraband and a mandatory referral to the Student Assistance Counselor.
- **3rd Offense**: Any student found smoking or in possession of electronic smoking devices, personal vaporizers, or chewing tobacco on school property will receive a one-day of in-school suspension (ISS), parent/guardian notification, confiscation of contraband and a mandatory referral to the Student Assistance Counselor.

Electronic smoking devices can be used to deliver a controlled dangerous substance and/or chemical or chemical compound and therefore, are considered drug paraphernalia. As a result, if there is reasonable suspicion that students who use these devices are under the influence, a medical examination will be required as per Somerville BOE Policy # 5530. In the event of a positive drug screen an additional 4-day OSS will be issued.

Bathrooms

The restroom is not a common area for students to loiter. Students loitering in the bathrooms will be subject to disciplinary action if there is reasonable suspicion for inappropriate behavior in the bathrooms. **This includes multiple students in one stall** - the bathroom stalls located in the restrooms are created for one individual only.

Central Detention

One-Hour Central Detention will be held Monday - Thursday from 2:30pm to 3:30pm. Two-Hour Central Detention will be held Monday - Thursday from 2:30pm to 4:30pm. It will be assigned for the day following the administrative conference and takes precedence over all other student commitments.

- Students assigned to detentions may attend and participate in school-sponsored activities after 3:30pm or 4:30pm, as long as they successfully served their Central Detention for that day.
- Students who are absent on the day of their assigned detention are expected to reschedule it on the day they return to school.
- Students who fail to serve a Central Detention will have one opportunity to reschedule a make-up at the discretion of the administration.

Once central detention dates have been established, students must honor those dates. Failure to do so will result in additional days of central detention or possibly suspension. It is understood at times circumstances may arise in which dates must be changed due to family or personal matters. If this is the case, dates may be changed only through parental notification; students may not request a change in dates.

In-School Suspension

In-School Suspension will be in a designated location. Students will be required to complete assignments provided by their teachers in order to receive credit for serving an assigned ISS. Students that are serving an ISS will remain in the room during passing time and their normal lunch block. Students may bring their own lunch or be escorted to the cafeteria to purchase lunch during the third block and subsequently return to the designated ISS location. Any student who is assigned an In-School Suspension will NOT be eligible to participate in any extracurricular activities on the day of that suspension.

The following infractions may result in In-School Suspension:

- Chronic failure to serve central detention. A student who fails to serve two or more central detentions can be assigned ISS.
- Allowing students or unauthorized persons into the school building through any access point.
- Racial Slurs, Sexually Explicit Language, or Other Derogatory Terms. Use of such language will result in a minimum 2 day in-school suspension.
- Throwing food or items, particularly in the cafeteria, will result in a 1-2 day in-school suspension at the discretion of the high school administration.
- Any unlisted offense to be decided by the high school administration.

Three or more suspensions in one school year will result in the loss of eligibility in all co-curricular activities, including participation in the athletic program. In addition, the student will be on probation for the next school year. Suspension while on probation will return the student to the ineligible list for the remainder of the school year.

Out-of-School Suspension

The following infractions will result in out-of-school suspension and may also result in police notification and/or an expulsion hearing:

- **Fighting:**
    - 1st offense: 4-day OSS.
    - 2nd offense: 6-10 days OSS and referral to mental health professional for conflict mediation or anger management counseling.
- **Vandalism:** restitution/restoration required. Length of OSS to be determined by administrator.
- **Theft:** taking or attempting to take school property, personal property or money from another student or staff member. This includes using another student's pin number for lunch. Returning such property does not alleviate disciplinary action. 2-4 days OSS and restitution.

- **Assault or Violence/Threat of Violence:** up to 10 days OSS with possible psychiatric evaluation.
- **Profanity Directed Toward a Staff Member:** 2-day OSS
- **Select Photo/Video Violations:** 2-10 days OSS; length of OSS is at the discretion of the administration
- **Possession of a Weapon or Explosive Device:** 10-day OSS and possible psychiatric evaluation.
- **Breaking/Entering a School Building or Trespassing on School Property:** 10-day OSS.
- **Inciting a Riot or Disturbance or Encouraging Others to Disrupt School:** 2-10 days OSS. This includes video recording and dissemination of an event.
- **Substance Abuse - Under the Influence/Possession/Sale/Transfer (SBOE Policy # 5530):** 4-10 days OSS and possible expulsion hearing before the Board of Education. Students suspected of being under the influence of drugs/alcohol will be removed from classes and required to undergo a drug/alcohol screening. A positive drug test result will cause the student to be placed on a 4-day out-of–school suspension.
    - If the drug test result returns diluted or canceled, this result is considered a presumed positive and will result in a 4-day suspension.
    - Failure to undergo the drug/alcohol screening is considered a presumed positive and will result in a 4-day suspension.
    - A mandatory conference between parents, student, administration, and a mental health professional must precede the student's return to regular classes. Treatment may be mandated.
    - A second positive drug test result will result in a 6-day out-of-school suspension.
    - A third positive drug test will result in a 10-day out-of-school suspension.
    - Additionally, students will be required to meet with the Student Assistance Counselor for a minimum of four sessions within six weeks of the offense for each positive drug test.
    - Refusal or failure by a parent to comply with this requirement shall be handled accordingly as per NJ Administrative Code **6A:16-4,** and may require notification to DCP&P.
- Any other infraction that may be determined by NJ School Law to be grounds for suspension or expulsion.

Three or more out-of-school suspensions in one school year will result in the loss of eligibility in all co-curricular activities, including participation in the athletic program.

For extended absences or suspensions of 5 days or more, home instruction will be provided beginning on the 5th day.

Distribution of Printed Materials

No materials may be distributed in school unless prior permission is received from the administration. Administrative review is necessary “to determine the suitability of materials to be passed out to pupils in school.” The administration must be notified at least two days before the desired distribution date, and a response will be given by the second day. If approved, a designated schedule for distribution will be determined by the administration. This determination seeks —to accommodate the maximum degree of freedom of expression by means consistent with the good order of the school. Distribution is, however, prohibited from all classrooms, including gym classes, study halls, cafeteria and the library.

The following materials will not receive approval and may not be distributed:

- “Hate Literature” or any literature that unscrupulously attacks ethnic, racial or religious groups.
- Publications aimed at creating hostility and violence by setting individual against individual or group against group.
- Obscenities and/or pornography.
- Literature aimed at inducing students and/or non-students to disrupt the operation of the school or to absent themselves from school, classes, and/or activities.
- Material in conflict with NJSA 18A: 42, which regulates distribution of materials in school concerning general, municipal, or school elections.

Early Dismissal and Emergency School Closings

In the event school must close or have a delayed opening due to severe weather or unusual circumstances, announcements will be made through district-wide school alerts, building and district social media, and posted on the school website: https://www.somervilleschools.org/.
Please refrain from calling the school to inquire about closings; telephones must remain free for emergency arrangements/procedures.

Early Release

Personal circumstances may arise requiring a student to be released early from school. To ensure the smooth and safe handling of such situations, parents/guardians must send a note requesting permission for the student to be released early from school. Students must present this note to the school nurse prior to the start of school at 7:35 a.m.
Parents/guardians must include the reason (doctor/dentist appointment- doctor’s/dentist’s name, appointment time and telephone number, etc.) and a telephone number where the parents/guardians may be reached during the school day. The school recognizes that certain situations exist that create a legitimate need for release from school. These include:

- Illness that manifested itself after the student reported to school.
- Verified appointment with a physician/dentist.
- Required court appearance.

- Death in the family.
- Religious holidays on the list approved by the NJ State Board. Of Education
- Drivers' test with verification of appointment.

Any other requests for early release must be of a serious nature and must receive prior approval by the administration. The school nurse will review and verify the conditions, after which the student will be released from school pursuant to prescribed procedures. The student will be allowed to make-up all work missed. Parents/ Guardians are to meet their child in the main office at the time indicated in their note. The student must present their approved exclusion slip from the nurse to the attendance office staff and must sign out in the attendance office.. Students returning to school after signing out earlier in the day must re-enter via the main office and sign back in.

If someone other than the parent or guardian is to meet the student, a note is required indicating the person has parent/guardian permission to pick up that particular child. If a student becomes ill during their lunch block, THEY MUST REPORT TO THE SCHOOL NURSE, who will decide if parents/guardians should be called and if the student is to be released from school. A consequence for cutting class and leaving school grounds without permission will be imposed on the student if they do not return from open lunch. Closed lunch status may be instituted for the student, as well. In extreme cases, a telephone call from the parent/guardian to an administrator, indicating that the child is too ill to return to school, may be acceptable.

Eighteen Year-Old Regulations

The following applies to 18-year old students who no longer live with their parents/guardians and/or no longer are dependent upon parents/guardians for financial support.

1. An 18 year old student may not sign themselves out of school during the school day, BUT may sign themselves out of school permanently. SHS will inform parents/guardians of this decision.
2. Domiciles in the Somerville School District must meet all Board of Education requirements before admission or readmission to SHS.
3. The 18 year old student will be held accountable for attending school as prescribed by the attendance policy.
4. The 18 year old student may sign their own permission slip for athletic teams and field trips.
5. Unless a written change request is made by the 18 year old student after reaching their 18th birthday, SHS will continue to send school notices to parents regarding absences, discipline, interim progress reports and grades.

Eligibility

The eligibility of students in grades 9-12 for participation in co-curricular activities will be determined according to the following rules:

1. To be eligible for the following semester, a student must have earned a Grade Point Average (GPA) of 70 or higher the previous semester and must have passed at least 12.5 percent of the state requirements for graduation (25 percent annually). This means a minimum of 15 credits in any one semester. This shall not apply to ninth grade students during their first semester in high school. If a student is eligible at the beginning date of a co-curricular activity, that student will remain eligible until the conclusion of that activity, except under the conditions listed below.
2. Students are ineligible to participate in any co-curricular and/or athletic activity during any suspension period from their regular program of studies. During a suspension period that extends through the weekend and/or school vacations, the student is not eligible to participate in any school activities scheduled during the day, after school, in the evening or on weekends.
3. Three or more out-of-school suspensions in one school year will result in the loss of eligibility for the remainder of the school year. The student will be ineligible for all co-curricular activities, including participation in the athletic program.

See Tardy to School section for additional requirements.

Note: Students on suspension are forbidden to enter any Somerville Board of Education property while on suspension; this includes attendance at any athletic activities, dances, plays, clubs, etc., as either a spectator or participant. Students who enter without authority will be charged with trespassing according to NJSA 2c:18-3.

- If a student's suspension ends on a Friday or the day before an extended weekend or vacation, the student is eligible to participate in a school sponsored sport or activity the next calendar day.
- If a student is still on suspension status, they may not participate in any game, event, competition, or practice regardless of the calendar.
- Any student in any co-curricular activity must maintain a record of academic proficiency consistent with their past academic performance, or the high school principal, after consultation with appropriate staff members and the student, may declare that student ineligible for a specific period. It is the intent of the Board that participation in co-curricular activities will not interfere with the instructional program of any student.
- Any student in a co-curricular activity must attend school on a regular basis in accordance with Board Policy and must be present in school on the day of the scheduled event of that activity.
- A student who fails to display good citizenship or observe school rules for conduct may forfeit their eligibility for participation in a co- curricular activity.

Emergency Drills

Emergency drills are conducted on a consistent basis. Emergency drill procedures will be reviewed by classroom teachers at the beginning of the school year.

As per the student cellphone regulation, In the event of a school emergency, or drill, unregulated device use during these situations can interfere with emergency communications, contribute to the spread of misinformation, and disrupt coordinated safety protocols. As such, students shall follow the directions of staff and emergency personnel regarding the use of their devices. During a lockdown, students should avoid unnecessary communication unless directed otherwise by emergency personnel.

In the event of an unplanned emergency closure that prevents students from retrieving stored personal devices, communication will be made to students and families regarding the protocol for retrieving devices safely and efficiently once the building is accessible.

Lockdown Procedures

If a situation occurs that requires a lockdown, the following procedure will be followed.

ADMINISTRATION RESPONSE

1. Notify students and staff.
2. Secure all areas that could contain potential weapons (i.e., fencing equipment, chemicals.)
3. Notify law enforcement (911 or 908-725-0331) and the Superintendent of Schools.
4. Assess removal of students from dangerous areas.
5. Establish a communication center.
6. Follow the instructions of the Incident Commander (i.e., Police, Fire Chief) until the —all clear announcement is made.
7. Hold event critique with staff following the lockdown.

TEACHERS, SUBSTITUTES, AND STAFF RESPONSE

1. Students and staff move to the nearest room, lock the door, and move out of sight from windows and door(s). Classroom doors should always be locked.
2. Pull any stray students into the classroom from the hallway.
3. Do not reopen the door.
4. Turn off lights and pull down window shades to reduce visibility.
5. Students and staff on the grounds should meet at the on- campus evacuation site. If the threat appears to be external to the building, students and staff should enter the closest classroom, gymnasium, or auditorium.
6. Do not use classroom telephones, intercoms, or cell phones.
7. Remain in the classroom until an administrator and/or a police officer unlocks the door. (The principal may announce, —This is the end of a lockdown drill. Teachers and students, however, are to remain in the classroom until the door is unlocked.)

NOTE: In the event that the fire alarm sounds during the lockdown, all personnel and students are to remain in a lockdown situation. Students are to stay with their teachers until directed otherwise by law enforcement and/or fire officials.

Lunch Block Evacuation Procedures

Below are the additional requirements for staff and students in the event of an emergency evacuation during a lunch block:

- All students who are out of the building during lunch will report to the open field near the faculty parking lot upon their return. Attendance will be taken by designated staff. Upon return to the building, these students will report to and remain in the auditorium until the adjusted bell schedule allows them to return to class.
- All other students will remain with their current teacher and report back to their last class upon returning to the building. An announcement will be made regarding the adjusted schedule.
- If return to the building is prior to the end of a lunch, all students are to report to the auditorium until the end of the adjusted lunch.
- Any loss of class time during a lunch block will result in an adjusted bell schedule for the remainder of the day to ensure a full thirty-eight minute lunch. If it is determined that students will not return to the building before dismissal, students will evacuate to the alternate evacuation site. Lunch accommodations will be made and emergency procedures will be followed.

Equal Education Opportunity

State and federal statutes and regulations prohibit school districts from discriminatory practices in employment or educational opportunity against any person by reason of race, color, creed, religion, sex, ancestry, national origin, age, English proficiency, sexual preference, marital status, or veteran status. Further, state and federal protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, or family status and other applicable laws. Somerville Public Schools will continue to support its affirmative action resolution and to implement the district's equal educational opportunity policy in accordance with law and regulations.

Field Trips

All school rules and regulations are in full effect for students on a field trip as are any additional rules established by the teacher in charge.

Disregarding the rules may prohibit a student from participating in a class trip. Each student must submit a permission form. Students are responsible for completing all assignments and/or make-up work from classes missed while on a school sponsored field trip.

Food Services Policy #8500

The school meal program shall make a nutritionally adequate meal (lunch) available to every student and shall operate on the most economically feasible basis. It shall be operated in strict compliance with all laws and regulations pertaining to health; sanitation and safety; internal accounting; employment practices; nutritional standards; costs of meals; and periodic reporting required by New Jersey law.

The board of education believes that regularly consumed nutrition helps maintain the students' energy and facilitates concentration, supporting student achievement (see board policy 3542.1 Wellness and Nutrition). Therefore, it is the expectation of the board that students with the assistance of their parents/guardians come prepared for school each day with lunch/breakfast or meal money. Students repeatedly forgetting their breakfast or lunch meal or their meal money may be subject to consequences including parent/guardian conference, loss of privileges and detention according to the school code of student conduct.

Qualified students whose families have a financial hardship may apply for assistance according to policy 8500 Free or Reduced Price Lunches, Milk. The procedures for the administration of the free and reduced price meal program of this school district will be the same as those prescribed in current state and federal laws and regulations.

The board shall strive to make affordable meals available to all students. Students who do not qualify for free or reduced price meals or milk may receive school lunch through the school meal program for a fee that is approved by the board. Any student who has a hardship but does not qualify for free and reduced price lunches or milk, may be considered for other assistance on a case by case basis. The purchase of meals through the school program shall be optional and shall not prevent any student from bringing their own lunch or breakfast to school.

The school business administrator shall be responsible for the accounting and tracking of revenues and expenses generated by the school meal program. The principal or their designee shall oversee the notification of parents/guardians for the payment of charges and arrears associated with the school meal program. Being in arrears shall be defined as being behind in meal payments due, resulting in debt or liability to the district.

Procedures for Charging Lunch

In the event a student's school lunch or breakfast bill is in arrears, the student's parent/guardian will be notified periodically throughout the school year that the school lunch or breakfast bill is in arrears.

A parent/guardian, who has received notice their child's lunch or breakfast bill is in arrears and that arrears amount exceeds $50, will be requested to meet with the Principal or designee to discuss and resolve the matter. Additionally, all paper report cards will be withheld and access to Real-time student information system will be limited.

For grades preschool through eight, if payment in full is not made within one week from the date of the request to meet with the Principal and the amount in arrears still exceeds $50, the Principal shall report the parent's routine failure to provide breakfast and/or lunch to the Department of Children and Families, Division of Child Protection and Permanency on or about the eighth calendar day from the date of the request to meet with the Principal.

For grades nine through twelve, if payment in full is not made within one week from the date of the request to meet with the Principal and the amount in arrears still exceeds $50, the student will be provided an alternate lunch that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture and the Food and Nutrition Services of the United States Department of Agriculture beginning the eighth calendar day from the date of the second notice (N.J.S.A.18A:33-21).

The building principal or their designee shall implement appropriate measures that ensure that students who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears shall not be publicly identified or stigmatized.

A. Qualified students receiving assistance according to policy 8500 Free or Reduced Price Lunches, Milk who accumulate arrears shall continue to receive a meal not to exceed the reimbursable meal allowance regardless of a bill in arrears.
B. Any student in arrears for any amount shall not be permitted ala carte items, or other food charges during the school day;
C. Transcripts, report cards and all other official school documents will be withheld and access to the Realtime student information system will be limited at the end of the school year until the amount in arrears is paid in full.
D. Restrictions related to the purchase of ala carte items or other foods that are offered as part of the school meal program shall cease upon payment of the charges in arrears. Implementation The policy shall be communicated in writing to the families of enrolled students and students whose families are transferring into the district. The policy may be distributed in writing, posted in the student handbook, and/or posted on the school and/or district website to meet this communication requirement. The policy shall be reviewed regularly and updated as necessary.

Grading Policy #2624

Assessment

A. Assessments are designed to document the degree of student mastery of curricula objectives, The New Jersey Student Learning Standards. Results of assessments will be used to inform parents/guardians and students of progress toward mastery. Teachers will evaluate performance results to guide future instruction and evaluate student progress in reaching course objectives. Utmost care must be used in preparing assessments to ensure unequivocal wording of questions and, especially in essay type questions, that a specific topic or problem is defined. Assessment questions will be written clearly and tied

to current curriculum standards and progress indicators and should be carefully designed to minimize simple recall while encouraging students to apply, analyze, evaluate, and create. All assessments will require students to take a position and support that position through the process of citing evidence;

B. To ensure an accurate reflection of student achievement, a minimum of six (6) differentiated summative and formative assessments per marking period are required. To further ensure an accurate assessment, a minimum of three (3) formative and/or summative assessments must be completed and entered into the student information system by the midpoint of each of the four (4) marking periods. A formative assessment is defined as a measure to inform the teacher of the students' progress, such as a quiz or question and answer session. A summative assessment is defined as a summary, or culmination of student development over a period of time, such as a final exam or project. Every effort should be made to appropriately distribute the weight of each assessment;
C. Assessments require grading rubrics that clearly define the point value of each item and the total points possible. Assessment results must be corrected, posted on the student information system, and returned to students as soon as possible. A review of any assessment should be held upon its return to the student;
D. Every teacher must keep a careful record of assessments in order to provide evidence of the legitimacy of each student's grades. A sufficient number of samples of student work, over time, shall be graded so that validity is assured. Multiple and varied performance, authentic, and computer-based assessments must be incorporated, a minimum of one a marking period;
E. Homework may be counted as an assessment only if it is collected in advance and feedback is provided with a numerical value. Students must be notified in advance if a homework assignment will be graded as an assessment;
F. No student is to be assigned any extra project, report, etc. at any time for the purpose of improving the marking period grade;
G. Any artifact of student work receiving a grade must show the appropriate numerical grade;
H. Teachers are expected to conduct a review before each summative assessment. However, a maximum of two school days is permitted for final exam review;
I. Students will not receive grades for participation as it is ambiguous and assumed on a daily basis.

Grading

A. Grades will be reported numerically for all work assigned during the designated marking period;
B. Homework will not comprise more than 10% of each marking period grade. This percentage will not include any homework assignments that are collected and graded as assessments;
C. Grades are reported as follows:
    a. Year-Long Courses –

i. The 1st, 2nd, and 3rd marking periods are numerical representations of earned grades with a minimum reported score of 50.
ii. The 4th marking period grade and the final exam grade are reported as earned with a minimum score of zero (0).

b. Semester Courses –
i. The 1st and 3rd marking periods are numerical representations of earned grades with a minimum reported score of 50.
ii. The 2nd and 4th marking period grades and the final exam grade are reported as earned with a minimum score of zero (0).
iii. Marking Period Courses – the marking period grade is reported as earned with a minimum score of zero (0).

D. Final grades are computed as follows:
a. Year-Long Courses -
i. Find the sum of all four marking period grades;
ii. Multiply the sum of the four marking periods by two (2);
iii. Add the final exam grade to the product;
iv. Divide the sum by nine (9);
v. The quotient is the final grade;

b. Semester Courses -
i. Find the sum of both marking period grades;
ii. Multiply the sum of the two marking periods by four (4);
iii. Add the final exam grade to the product;
iv. Divide the sum by nine (9);
v. The quotient is the final grade;

c. Marking Period Courses –
i. The final grade is the grade earned in that marking period.

E. Incomplete grades are authorized under certain circumstances. Under normal circumstances all work should be made up within one week's time. At the conclusion of a course, a grade must be given;
F. The grade of zero (0) will be given to any student who:
a. Demonstrates no effort to take or refused to take, or makeup, a graded assessment;
b. Demonstrates no effort to complete, or refuses to complete, a graded item;
c. Has cheated (including plagiarism) on any graded material.

Communication

A. Course descriptions including goals and objectives, content, and grading policies, as indicated in board approved curriculum are to be distributed to students during the first week of class as well as posted on the staff member's Google Classroom page;
B. Assessment results must be communicated to students in a timely manner with both descriptive and prescriptive feedback to guide future learning progress;
C. Interim status reports will be available to all students at the mid-point of each marking period via the student information system, however; parents/guardians must be notified if the student's performance deteriorates after the interim report;

D. Teachers will utilize an electronic venue to record students' grades. This venue will be accessible to administration at all times.

Exams

A. Mid-term exams are not administered at Somerville High School. However, it is expected that during the 1st and 2nd marking periods, summative assessments that are administered during class will accurately assess student mastery of a wide range of course content and require students to draw connections between various concepts. These assessments will be included in the marking period grade;
B. A final exam will be administered at the conclusion of the school year in each course and will address key concepts from the 3rd and 4th marking periods. A final exam will be given at the conclusion of each semester course and will address key concepts covered for the duration of that course.
C. Final exams for year-long courses will be administered through the modified building-wide testing schedule during the last week of the school year. Exams for semester courses will be administered within the normally scheduled block.
D. Seniors are not required to take the final exam in a particular course if the average of their four (4) marking periods in a year- long course is 90 or above, or if the average of their two (2) marking periods in a semester course is 90 or above. Such sustained performance demonstrated proficiency that is equivalent to passing a final exam. Weighted grades are not used for this calculation;
E. Final exams are not required for Advanced Placement students who have completed the Advanced Placement exam in that course, as it is equivalent to an end-of-course assessment;
F. Refusal to take, or makeup, the final exam may result in failure for the course.

Weighted Grades

Somerville High School employs a two-tiered weighting system:

A. Honors and Advanced Placement courses will receive an additional weight of five (5) points to be calculated in:
    a. the marking period grade point average for any Honors/AP course in which the student is enrolled as of the last day of the marking period.
    b. the grade point average for any Honors/AP course in which the student is enrolled as of the last day of the school year.
B. The weighting of five (5) points for Honors and Advanced Placement courses acknowledges the level of rigor in these courses.
C. As part of a schedule change during the school year, any completed marking period grades earned in an Honors or Advanced Placement course will transfer to the new level of that course exactly as they appear on the report card, with no weight added to the report card grade, nor will the 5 points be added for end of year GPA calculation.

Grade Point Average (GPA)

Cumulative Grade Point Averages are calculated using Quality Points based on the formula below:

Step 1: (end of course grade) x (credits for that course) = quality points for that course
Step 2: sum of quality points / sum of credits attempted = Unweighted Cumulative GPA

To calculate a Weighted GPA, use the weighted grade from each course in Step 1. Cumulative GPAs are only updated at the conclusion of each school year.

Honor Roll

Honor Roll is calculated each marking period and considers all graded subjects. Independent Study, Senior Options, and other pass/fail situations do not apply. Honor Roll will be determined using students' weighted grade point average.

A. High Honor Roll – Weighted Marking Period GPA of 95 or above;
B. Honor Roll - Weighted Marking Period GPA of 90 or above.

Graduation

Requirements Policy #5460

The New Jersey Department of Education (NJDOE) recognizes and acknowledges that all students will not achieve New Jersey Student Learning Standards (NJSLS) in the same manner and/or with the same level of success. To this end, Somerville High School is permitted to allow students with individualized learning opportunities outside of the traditional classroom that are stimulating and challenging and that enable students to meet or exceed the New Jersey Student Learning Standards. This is commonly referred to as, “Option II.” Option II allows for the design and implementation of programs to meet the needs of all students. Students are permitted to earn credit toward graduation through Option II learning experiences. These experiences include, but are not limited to: independent study, early college credit, and on-line learning.

In addition, Option II allows for group programs based upon specific instructional objects that meet or exceed New Jersey Student Learning Standards. Participation in Option II is predicated on the application process through which students seek approval. The process for application, evaluation and assessment is detailed below. Attainment of credit toward graduation is based on the successful completion of assessments that verify student achievement in meeting or exceeding the New Jersey Student Learning Standards at the high school level.

1. Fulfillment of the following 120 credit program requirements (Option I)
2. Option II – in whole or in part with the 120 credit program listed above;
3. Demonstration of proficiency in English Language Arts and Mathematics as per the NJDOE list of approved Standardized Test Scores (refer to Counseling Webpage for most recent NJDOE memo); and
4. Complete the FAFSA application or waiver
5. Attainment of Board of Education attendance requirements; and
6. All other requirements as established in Board of Education Policy # 5460, Graduation Requirement

Option 1 - Credit Attainment

Content Area	Credits
English Language Literacy	At least 20 credits
Social Studies	At least 15 credits including two years of U.S. History
Science	At least 15 credits including content equivalent to Biology, Chemistry or Environmental or Physics, and one other science
Mathematics	At least 15 credits including Algebra I & Geometry
World Language	At least 5 credits or student demonstration of proficiency
Visual & Performing Arts	At least 5 credits
Career Education and Consumer, Family, and Life Skills	At least 5 credits
Financial Literacy	At least 2.5 credits
Physical Education, Health and Safety	A minimum of 3.75 credits per year for each year of enrollment
Technological Literacy	Integrated throughout the curriculum
Electives	At least 15 credits

Option 2 - Credit Attainment

Students planning to pursue course work for credit external to the traditional offerings of SHS curriculum are required to submit a completed application to the counseling office. Each student's application will be reviewed on its own merit, as well as to ensure the student is on track to fulfill graduation requirements.

Valedictorian

Students must be enrolled in Somerville HS for a minimum of 7 semesters in order to be eligible to be Valedictorian and Salutatorian. The award will be based on cumulative GPAs through the end of the 3rd marking period of the student's senior year. For courses still in progress at the end of the 3rd marking period, a course grade will be calculated using the first three marking periods.

Harassment, Intimidation and Bullying Policy #5512

In 2011, New Jersey adopted the Anti-Bullying Bill of Rights. This law standardized practices and procedures for investigating potential acts of harassment, intimidation, or bullying. (HIB). This law defines "Harassment, intimidation or bullying" as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated 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]disability, or by any other distinguishing characteristic, that takes place on school property, at any school- sponsored function [or],on a school bus, or off school grounds as provided for in section 16 of P.L.2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

A. Reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property
B. Has the effect of insulting or demeaning any student or group of students [in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school]
C. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student

The district prohibits all forms of harassment, intimidation and bullying, including but not limited to cyber-bullying.

The district harassment, intimidation and bullying policy can be found on the district website: https://www.somervilleschools.org/
The Anti-Bullying Specialist is Mrs. Ashley Joshi who can be reached at 908-243-1593

Health Services & Medication

The emergency form that is filled out and submitted at the beginning of the school year will be used if the school needs to contact a parent, guardian or emergency contact during the day in the event of illness, accident, or other emergency.

If a student requires medication during the school day, NJ State Law requires a written statement from the family doctor that spells out the type, dosage, and purpose of the medication. A written statement from the parent/guardian giving permission for the nurse to administer the medication is also required. **STUDENTS MAY NOT SELF-MEDICATE. STUDENTS MAY NOT HAVE ANY PRESCRIPTION OR OVER- THE-COUNTER MEDICATION IN THEIR POSSESSION WHILE IN SCHOOL**.

A certified school nurse staffs the Health Office. The following services are provided:

- Annual vision testing.
- Audiometric screening for all seniors and sophomores.
- Scoliosis screening for all students.
- Tuberculosis screen for transfer students.
- A student who becomes ill while in school is sent to the Health Office. If a student is unable to remain in school, their parent/guardian is contacted.

Identification Cards

Students must have their Somerville High School photo identification card in their possession at all times during the school day and at school sponsored functions. Students are required to present their photo identification card, name and grade level on request of any staff member. Failure to do so is considered insubordination and subsequent disciplinary measures will be enforced. Student identification cards are required for the following:

- Signing into school late at the tardy office.
- Signing out of school in the main office.
- Reporting to the health office for any reason.
- Admittance to the school library/media center.
- Attending any athletic or school sponsored activities.
- Identifying oneself as requested by staff members.

In the event a student loses or misplaces their Somerville High School photo identification card, a new one will be issued at a cost of $5.00. If a student should transfer to another school, the photo identification card must be submitted to school officials as part of the official sign out procedure.

Illness

Before Coming to School

As we continue our partnership to provide a healthy and safe learning environment in support of your son/daughter, families are strongly encouraged to monitor your child's well being. If a student is ill before coming to school, they should remain at home. If a student feels ill after arriving at school, they should secure permission to go to the Health Office. A student must obtain permission from the nurse or the high school office before being allowed to go home. A student returning to school after an illness of three or more days must report to the school nurse before reporting to any class.

Internet Safety and Technology Policies

Computing Facilities

As a user at the computing facilities at Somerville Public Schools, I have read the following rules. My signature below indicates that I agree to abide by them and understand the consequences if I do not.

1. I understand the Somerville Public Schools own the computers and the software.
2. I do not have the right to copy or distribute district software.
3. I will not add personal software to any school computer.
4. I will take responsibility for any computer account that is given to me. I will not give my password to anyone nor will I attempt to bypass the security systems that may be in place.
5. I will not attempt to change the configuration of any computer or software.
6. I will not attempt to alter or change the district's blocking and filtering technology protection that is required by the Children's Internet Protection Act.
7. I will not copy unauthorized software.
8. I will abide by all patent, copyright, or license restrictions that relate to any computing facilities, products, programs, or documentation.
9. I will treat the facilities with respect and will not intentionally damage them.
10. I will not have food or drink near the computers.
11. I will only use a computer when a staff member is present and permission has been obtained

The Internet

The Internet is an exciting tool that allows us to communicate with people all over the world. It is important that the Internet be used properly so that laws are not broken, others are not offended, and/or school rules are not violated.

1. I will only use the Internet for educational purposes.
2. I will not send or receive information or graphics that contain pornography or racist/sexist/discriminatory material.
3. I will not use copyrighted material from the Internet without permission.

4. I will not knowingly place a virus on any district computer or the Internet.
5. I will not give the names, phone numbers, addresses, or any other personal information I gain on the Internet to anyone. I understand that it is permissible to share Internet addresses.
6. I will not participate in group chat rooms or other forums on the Internet unless the content is appropriate and acceptable in school and is approved in person by a staff member.
7. I understand that failure to comply with any of these regulations will result in disciplinary action taken by the school administration. Any offense will result in revocation of my access to the district's computer facilities and the Internet for the balance of the school year and appropriate disciplinary action. I further understand that I will be responsible for any damage caused to equipment when used by me. The Somerville Board of Education has taken all prudent actions to block and/or filter access to the Internet for the protection of students.

Lockers

Lockers will be assigned to each student. Students are not permitted to share lockers. Nothing is to be affixed on the outside or inside the locker. All lockers are and shall remain the property of the Somerville Board of Education. No student may use a locker as a depository for substances or objects prohibited by law or Board Policy, or which constitutes a threat to the health, safety, and welfare of any or all of the occupants of the building. Please be on notice that school officials do regularly inspect lockers, as allowed under NJ State Law, and Board Policy with or without student knowledge. If any issues arise with the lockers, students are required to report it to Mrs. Gagliardi in the main office.

Lock up valuables in any school building at all times. Students are responsible for safeguarding their own possessions. It is highly suggested students purchase a lock for their gym lockers. All valuables must be locked up at all times. Somerville High School is NOT RESPONSIBLE for any lost or stolen items.

As stated in Article 9 Section 7 of the Memorandum of Agreement, the district shall employ the usage of drug-detection canines.

Lost and Found

When students are given textbooks, they must put their names, date, and teachers' names on the label provided for that purpose in the front of the book. If a book belonging to someone else is found, it must be turned in to the Student Affairs Office and placed in the Lost and Found.

Media Center

The Somerville High School Media Center is located on the second floor across from the main staircase, and is open weekdays from 7:00am to 3:30pm Monday through Thursday and Fridays until 2:30pm unless otherwise posted or announced.

Our online web subscriptions include Discovery Education Streaming, Ebsco, Facts on File, Gale Contemporary Literary Criticism, Opposing Viewpoints Resource Center, Pop Culture Universe, Sirs Knowledge Source, Twaynes' Author Series, and UMI's research collection of newspapers, magazines and scholarly journals.

Our online card catalog system called Destiny may be accessed from school and home at the following web address: https://www.somervilleschools.org/o/shs/page/online-catalog

In addition to Destiny, Somerville High School is a member of a statewide library consortium and has access to the holdings of all libraries in the state of New Jersey. Students may access the New Jersey Library by visiting the media center. Additionally, we offer modern access to the card catalog of the Raritan Valley Community College Library, the Somerset County Library, and the Somerville Public Library.

During the beginning of each school year, many college representatives visit the high school to meet with students in-person or virtually. Students obtain passes to the visits through our Counseling Department.

Circulations

All materials, except reference and periodicals, may be checked out for a period of two (2) weeks with a valid Somerville High School identification card (ID). Materials may be renewed once, if no other patron has requested them. If at the time of request for renewal, the book is already overdue, the request may be denied. Limits may be placed on the number of items a patron may take out on the same topic.

Students will be responsible for returning media center material on time. Late books will be charged an overdue fine of $.05 per school- day per book. Overdue notices will be sent to students who keep material past the due date. At the end of the school year, report cards may be withheld for students owing materials to the media center. Students will be responsible for the replacement cost of any lost or damaged media center materials.

Policies and Procedures

1. The media center is part of the instructional program of Somerville High School and is to be used for research, study, and will be used as an instructional space for the year.
2. Since the Media Center is part of the school, all other school rules apply.

Restricted Areas to Students

Students are not allowed in the offices of any secretary, administrator, or counselor, or behind/beyond any of their desks, nor in the faculty cafeteria or workrooms unless given permission.

Students may not use the telephones in any of the offices unless given permission.

Students are not allowed to stand in doorways or loiter in the hallways in such a way that they block the flow of traffic.

Students may not go to the student parking lot during the school day without permission from an administrator . They must sign out in the main office after obtaining permission and sign back in upon their return.

Students must leave the school building at the end of the school day unless they are participating in a school-sponsored activity. Students participating in an activity that is not immediately after school must leave the building and return at the appropriate time.

Schedule Changes

The process of selecting an academic program requires the collaborative efforts of parents/guardians, students, faculty and counselors. The master schedule for the school is set in accordance with the course requests made by students and is designed to maximize teaching resources while minimizing class size. Therefore, schedule changes are considered only under specific extenuating circumstances. These circumstances include, but are not limited to: misplacement in level of a specific course, a scheduled course that conflicts with another specialized course/program, or computer error. Requests for a schedule change due to teacher preference, lunch adjustments, or other similar types of program customizations will NOT be honored at Somerville High School.

Procedures

Once the school year begins, all requests for a change in schedule must be requested in writing and signed by the student's parent/guardian. The full procedure is as follows:

- Students will pick up a "Request for Schedule Change" form in the Counseling Office.
- The form is completed and signed by the student **and** parent/guardian.
- The completed and signed form is submitted to the student's counselor.
- Once approved, the counselor will provide the student with a "Drop/Add" form which must be signed by the appropriate teachers, who will note the student's marking period grades to date. Students will return the completed form to their counselor and will pick up their new schedule.

NOTE: Schedules will not be changed until the completed "Drop/Add" form is returned.

Deadlines and Transcript Notation

Schedule changes that occur within the first ten (10) days of the school year will not be noted on a student's final transcript. For the 2026-2027 school year, this ten-day window ends on September 18, 2026.

Beyond this date, schedule changes will only be honored at the conclusion of a marking period. In the case of a level change, all final marking period grades will be carried over to the new course and included in the year-end grade calculation. In the case of a withdrawal (dropped course), a "W" will appear on the student's final transcript denoting this action.

It is expected that prior to any level changes or withdrawal from a course, the following steps were taken:

- Conference with student, parent/guardian, teacher and school counselor.
- Students attended extra-help sessions or visited the tutoring center.
- A peer-tutor was sought through the National Honor Society.

Communication with prospective four-year college/university to discuss impact of a "W" on the student's transcript.

Schedule changes prior to the end of a marking period will be considered under extenuating circumstances and require administrative approval.

Scholastic Achievement

Scholastic Achievement Awards are given to those students who attain HONOR ROLL and/or HIGH HONOR ROLL status for three of the four marking periods in a school year. An awards presentation ceremony for these students and their parents/guardians is held in the spring.

Awards will be given to those students who have already been on the HIGH HONOR ROLL or HONOR ROLL for three marking periods. The additional winners will be determined after the fourth marking period, and these underclass award winners will be included in the following year's ceremony.

School Calendar

The first day of school for the 2026-2027 school year is Wednesday, September 2nd, 2026. The last day of school is Thursday, June 17th, 2027. The following half and full day recesses are scheduled:

September	1	No School - Staff Development
	4	No School - Labor Day
	7	No School - Labor Day
	16	Half-Day - Back to School Night
	21	No School - Yom Kippur
October	12	No School - Staff Development
November	5-6	No School - NJEA Convention
	24	Half-Day - Thanksgiving
	26-27	No School - Thanksgiving
December	23	Half-Day - Winter Recess
	24-31	No School - Winter Recess
January	1	No School - Winter Recess
	18	No School - Martin Luther King, Jr. Day
February	12	No School - Staff Development
	15	No School - Presidents Day
March	22-26	No School - Spring Recess
April	23	Half-Day - Staff Development
May	28	Half-Day - Memorial Day
	31	No School - Memorial Day
June	11-16	Half-Day (Students) - Final Exams
	17	Half-Day (Students) - Last Day of School

Snow Make-up Days

Three inclement weather days are built into the district calendar. However, if there is a need to make up unexpected closings due to inclement weather or other reasons, they will be made up on the following days that are listed as days off for students: March 22, 23, and 24.

School Counseling Services

The School Counseling Office is located on the first floor, across from the main office. Each student is assigned to a counselor. Periodically, each student will be scheduled for a conference, but, in addition, the student is free to request a conference when necessary. The educational experience includes decision-making, and it is understood that personal problems and difficulties are likely to require the help and suggestions of experienced school counselors. In addition to providing direction and assistance in the areas of academic progress, personal growth, course selection and testing assessment; school counselors also provide career and college planning through individual counseling sessions and the use of the Scior software program. By identifying career-related interests, aptitudes, personality preferences and values, students are better prepared to select a college major, career path, and/or develop a post-secondary plan.

Section 504

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the Somerville Public School District has the duty to provide FAPE to each qualified student with a disability and to prohibit discrimination on the basis of disability in its programs and activities. Further, the Somerville Public School District provides you, as the parent or guardian, with the following procedural safeguards in relation to your child.

1. You have the right to receive a copy of this notice upon the district's identification, evaluation, refusal to provide an evaluation, educational placement, denial of educational placement, and any significant change in said placement of your child.
2. You have the right to an evaluation of your child if the district has reason to believe that your child has a mental or physical impairment that substantially limits learning or some other major life activity before the initial placement & before any subsequent significant change in placement.
3. You have the right to an opportunity to examine all relevant records for your child.
4. You have the right to an impartial hearing, with participation by you and representation by counsel, concerning the identification, evaluation, or educational placement of your child.
5. You have the right to appeal the final decision of the impartial hearing officer to a court of competent jurisdiction.

Title IX Officer: Dr. Tanya McDonald

504 Officer K-12: Dr. Tanya McDonald

Self-Medication

Students may not self-medicate or administer medication to other students. Students may not be in possession of such items as Tylenol, Advil, aspirin, etc. The only recognized needs for medication might be an inhaler or epinephrine for severe allergic reaction; however, the student must seek approval to have any of these items in their possession. CONSULT WITH THE NURSE REGARDING ANY PRESCRIPTION AND/OR OVER-THE-COUNTER MEDICINES.

Sexual Harassment

Sexual harassment, harassment, intimidation and bullying of pupils is prohibited by the Board of Education. SBOE Policy #5751

Student Automobiles

Parking on the Somerville High School campus is a privilege reserved for seniors. Certain conditions are attached to that privilege. Students who fail to uphold these conditions will be subject to disciplinary points and/or loss of parking privileges. Applications for permission to use the school's senior student parking lot may be secured from the main office. All driving regulations must be carefully followed, and students disobeying regulations will be subject to disciplinary actions, and a ticket by the Somerville Police Department. Students are expected to drive on campus in a safe, orderly manner and follow a 10- MPH speed limit. Students are to stay on the pavement and are not allowed to drive on the grass any time. Permit stickers must be displayed on the side window behind the driver; these will be issued only to seniors on a RESERVED BASIS.

Seniors should refer to the parking rules and regulations contract for specific details regarding student parking on campus. Underclass students are not permitted to park in any school parking lots and risk disciplinary action, a ticket from the Somerville Police Department and a loss of parking privilege during their senior year if discovered.

In the event a student is using another family member's car on a particular day, they must email Mrs. Ireland no later than 7:35 a.m. with the following information: name, parking space#, make, model, color of car & license plate.

The following violations will be cause for immediate loss of parking privilege:

- Violation of the school district's Substance Abuse Policy.
- Any out-of-school suspension.
- Careless and/or reckless driving as determined by the administration.
- Use of vehicle during the school day that violates school rules, such as cutting class and/or leaving school grounds without permission.

- Travel through or parking in driveways or parking areas restricted to authorized school vehicles and/or staff parking areas. (This includes the staff parking lot and side parking lot by the ramp before or after school.)
- Any parking violation in student or staff lots.
- Revocation of your driver's license by the court system and/or Division of Motor Vehicles.
- Allowing anyone to park in your designated space.
- Failure to report to the main office in the event you are driving another car on a particular day.

Students are not to park in front of the school at any time. This area is reserved for visitors. Students are also not permitted to park on Fair Street.

Student Council

Student Council is an organization that welcomes members from all grades. One of the primary focuses of the Student Council is to promote school spirit and student unity. Throughout the year, the Student Council Executive Board and homeroom, composed of senators from each grade, sponsors events such as Spirit Week, the Fall Homecoming Dance, the Pep Rally, Student-Teacher Basketball, Hall and Door Decorating, and Pioneer Pride Days. All students are welcome to join and meetings are scheduled every week throughout the year.

Student Hazing

Hazing is defined as a willful act occurring on or off school property, directed against a member or prospective member of a school sponsored team or organization that endangers their mental or physical health or safety for the purpose of initiation, admission into, or continued membership on any such team or activity. Hazing is a form of harassment and will not be tolerated. It is the right of every student in the district to be free from the humiliation and danger of school- affiliated hazing. Students who participate in the district's co-curricular activities must not plan, encourage, or engage in hazing. This policy applies to the behavior of students at any school-sanctioned activity, whether on or off school property, and during or after school hours.

Consequences for hazing violations may range from individual suspension from the activity or program to the cancellation of an athletic schedule or activity, depending on the magnitude of the incident and number of students involved. Consequences for hazing violations brought to the attention of the administration after the season may be applied to subsequent participation, athletic letter awards, or athletic probation. The athletic director and principal will determine consequences. Apparent permission or consent by a student being hazed does not lessen these prohibitions or sanctions.

Student Recognition Programs

National Honors Society

National Honor Society (NHS) is a national organization whose objectives are to create enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership and encourage the development of character in the nation's high school students.

Selection Procedures: Juniors who have been in the school district for at least one semester and who have maintained a cumulative weighted GPA of 93% (not rounded) or better are eligible to apply to the NHS. GPAs are calculated at the conclusion of the student's sophomore or junior year.

A list of eligible students will be posted early in the school year throughout homerooms. Students are responsible for checking the list and bringing any possible discrepancies to the attention of the NHS Advisor in a timely manner. The list of candidates will include information about candidate meeting(s) at which application information will be distributed. Students will attend an additional meeting at the conclusion of MP2 in order to obtain application materials. At the meeting, candidates will be informed of the required materials and deadlines for submission. Missing a deadline or failure to complete paperwork correctly will result in automatic non-selection of the candidate. The Selection Committee, consisting of 5 teachers, will examine the materials submitted by the candidate and evaluate their Character, Service, and Leadership.

- The committee uses the following information to score Character:
- Student essays
- Letter of recommendation
- Discipline records (as determined by SHS Administration)

Any student who has any documented violation of the SHS Code of Conduct or school policies may be in jeopardy of not being admitted to NHS.

A standard 50 point requirement is required for all candidates. There is no appeal process for non-selection. Junior candidates who are not selected are encouraged to review their credentials with the NHS advisor to better prepare them for the following year.

Honor Awards Ceremony

Students who achieve Honor Roll or High Honor status in three (3) out of four (4) marking periods in one school year will be recognized annually for their achievements. Those students who qualify during the fourth (4th) marking period will be honored during the following year.

Student Release of Records

Parents/Guardians have the right to prohibit the release of pupil directory information (pupil's name, address, telephone number, grade level, date and place of birth, dates of enrollment, participation in officially recognized activities and sports, awards received, previous school districts attended, the height and weight of members of district athletic teams and other similarly non-intrusive specific information). Parents/Guardians also have the right to prohibit the release

of photographs of their children for any purpose. To prohibit the release of student records or photographs, the parent/guardian must notify the building principal in writing.

Parents/Guardians also have rights concerning the maintenance, access to, destruction, review, transfer and preservation of pupil records. Copies of applicable federal and state laws, Board policy and administrative regulations will be made available on request.

Substance Abuse

Please note that amendments to district's policies are subject to changes required by the state of New Jersey.

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

Board rules prohibit the use, possession and/or distribution of any substance, (alcoholic beverages, substances defined in NJSA 24:21-2, steroids, etc.) and the pupil who violates a substance abuse rule will be disciplined accordingly.

Any teaching staff member who suspects a pupil may be under the influence of a substance on school property or at school functions shall report the matter as soon as possible to the school nurse or school medical inspector and the principal (or, in the principal's absence, to a person designated by the principal.) If neither the school nurse or school medical inspector is available, the staff member responsible for the function shall be notified. The principal or their designee shall immediately notify the pupil's parent/guardian and the Superintendent of Schools.

The principal or their designee shall arrange for the immediate examination of the pupil by a doctor selected by the parent/guardian or, if the a parent's/guardian's doctor is not immediately available, by the school medical inspector or their representative. If neither the parent's/guardian's doctor nor the school medical inspector or their representative is immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination. The pupil shall be accompanied by the pupil's parent/guardian if possible and/or by a member of the school staff appointed by the principal. An examination conducted, at parent/guardian request, by a physician other than those recommended by the school shall not be at district expense. The pupil shall be examined as soon as possible for diagnosing whether they are under the influence of a substance other than anabolic steroids.

A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent/guardian, the principal, and to the Superintendent within twenty-four (24) hours.

A pupil found under the influence of a substance shall be returned to their home as soon as possible. The pupil shall not be readmitted to school until a written report, signed by an examining physician and certifying that the pupil is physically and mentally able to perform in school, has been submitted to the parent, the principal, and the Superintendent.

Additional evaluations may be required of a pupil once found to have been under the influence of a substance, to determine the extent of the pupil's substance use and its effect on their school performance. A pupil's person, effects, or school storage places may be searched for substances as per Search and Seizure Policy 5770. Law enforcement officials will be notified if any substance or drug paraphernalia is discovered. The principal or other school officer conducting the search shall confiscate as evidence any substance found in the pupil's possession.

Vape Sensors

All bathrooms are equipped with air quality detectors that sense the presence of specific chemicals that are released from a vaping device. Students who are present in the bathroom when a vape detector is triggered may be referred for a substance evaluation and/or search as per Somerville BOE Policy #5770.

Medical Marijuana Policy #5330.01

A student who is legally prescribed medical marijuana and who **possesses a current registry identification card from NJDOH**, may be administered prescribed marijuana by a NJDOH registered primary caregiver.

Students, including adult students, are not authorized to self-administer medication on school grounds, on the school bus or at school sponsored events. A primary caregiver shall be required to assist with the administration of prescribed medical marijuana on school grounds, on the school bus, or at school sponsored events, subject to law and BOE policy.

In order for the prescribed medical marijuana to be legally administered, the student and primary caregiver shall possess a current registry identification card. The NJDOH shall issue a registry identification card only upon certification from a licensed physician in the State with whom a qualifying patient has a bona fide physician-patient relationship. The physician must be registered with the New Jersey Medical Marijuana Program to legally prescribe medical marijuana.

Suicide and Self Destructive Behavior Policy #5350

Incidence of self-harm including but not limited to cutting will be treated as attempting to harm one's life; as per district policy regarding suicide.

Summer School

Please check https://www.somervilleschools.org/ for updated summer school information.

Surveillance

Electronic surveillance may be used in school buildings and on school grounds.

Terroristic Threats/ Threats of Violence

Threats of physical harm to others will not be tolerated during school or after school hours, or at any school-sponsored activity, whether on or off school property. This prohibition includes verbal and written threats of any kind, or physical gestures, signs, or actions.

Visitors

Visitors are limited with an appointment only basis. All visitors must report to the main office immediately upon entering the building with photo identification. If the person is granted permission to remain on campus, they will be given a visitor's pass. Somerville High School students may not bring student visitors to school. Individuals not following the regulation regarding visitors may be charged with trespassing in accordance with New Jersey State Statutes.

Voter Registration

Voter Registration Packets are available in the High School Counseling Office. For additional information on voter registration please visit: www.co.somerset.nj.us/elections

Weapons Awareness Agreement Policy #8467/5611

The Board of Education, the Administration, and the total certified and service staff of the Somerville School District stand united in their expression of intolerance for the presence of weapons in our schools. We believe that our schools must be safe and free from the danger that the presence of weapons creates.

Students who are found guilty of possessing a weapon in school, on school grounds, on school buses or at school-sponsored activities will be subject to expulsion from the school. To expel means to be removed permanently. In addition, criminal charges will be filed with the Somerville Police Department.

A WEAPON IS DEFINED AS ANY INSTRUMENT OF OFFENSE OR DEFENSE, WHICH IS CAPABLE OF INFLICTING INJURY OR DEATH TO SOMEONE.

Examples of items which would be considered weapons and dangerous instruments include, BUT ARE NOT LIMITED TO, the following:

- *GUNS: (loaded or unloaded): revolvers, BB guns, pellet guns, stun guns, air guns, dart guns, shotguns, rifles.
- KNIVES: pocket knives, hunting knives, switchblades, gravity knives, daggers, stilettos, dirks
- OTHER: Examples: pipes, tire irons, billies, blackjacks, brass knuckles, sandclubs, slingshots, leather bands studded with metal, lighters, or other flame producing devices.

*Also defined as any device or instrument in the nature of a weapon from which may be fired or ejected any solid projectile ball, slug, pellet missile, or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of any explosive or the lighting of flammable or explosive substances. This includes mace, pepper spray or like substance and any object brought to school with the intent to commit harm.

****PLEASE NOTE THE ABOVE LIST IS NOT ALL INCLUSIVE.**

Community Resources

County Services

- Human Services: https://www.co.somerset.nj.us/government/human-services
- Public Health and Safety: https://www.co.somerset.nj.us/government/public-health-safety