

International High School Parent/Student Handbook 2016 - 2017



“Seriousness Of Purpose”

Dr. Robina Puryear-Castro-Principal

**Mr. Amod Field
Vice-Principal**

**Ms. Katuska Esquiche
Department Chair**

International High School



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200 Grand Street

Paterson, New Jersey 07502

(973) 321-2280

Fax: (973) 321-2283

Dr. Robina Puryear-Castro, Principal (973) 321-2280

Amod Field, Assistant Principal (973-321-228

Katuska Esquiche , Department Chairperson, 973-1000, Ext. 28816

Attendance Office, 973-321-2280

School Nurse 973-321-2289

PRINCIPAL'S WELCOME TO PARENTS AND STUDENTS

On behalf of International High School, we cordially welcome you to the 2016-2017 academic year. It is our firm belief that educating everyone takes everyone – parents, students, teachers, administrators and community. Each of you has a special invitation to become an active member of your school. Student organizations and parent support groups are a natural part of our educational program. There is a place for you! Join us!

This handbook has been prepared and designed to help you to become quickly acquainted with the operation, programming and high expectations we have for you and for ourselves. Keep it handy and refer to it for answers to your questions and concerns. As members of the International High School Family, you, teachers, support staff, and administrators are responsible to adhere to the contents of this handbook.

With everyone sharing in the responsibility of educating our students, we are sure to meet with success this academic year. We look forward to the partnership as we

Move Forward with "Seriousness of Purpose."

Welcome!

Dr. Robina Puryear-Castro

INTERNATIONAL HIGH SCHOOL VISION STATEMENT

The ***Vision*** of International High School in the 21st Century is to provide a comprehensive education to facilitate student success in academic, business and vocational endeavors. International High School students *will* achieve in an environment that respects and celebrates diversity, maintains high academic standards, ensures the students' physical and psychological safety, and provides a dynamic range of educational subjects and opportunities.

"Seriousness of Purpose"

Paterson Public Schools
Code of Expected Student Behavior
K-12

The Paterson Public Schools' Student Code of Conduct is based upon the following core ethical values adopted by the Board of Education.

- a) Respect for self and others**
- b) Honesty/trustworthiness**
- c) Responsibility**
- d) Caring**

All students need to fulfill the behavioral expectations of the school community and to:

- 1) *Be respectful by:***
 - a) Showing concern and regard for everyone
 - b) Avoiding the use of profanity and inappropriate language
 - c) Being non-violent in speech and actions
 - d) Adhering to school rules and regulations
- 2) *Be trustworthy by:***
 - a) Being honest and telling the truth
 - b) Refraining from cheating, stealing and tolerating those who do
 - c) Respecting the property of others
 - d) Honoring commitments to parents, family, teachers, and peers
- 3) *Be responsible by:***
 - a) Accepting the consequences of one's behavior
 - b) Striving to do one's personal best
 - c) Being prepared for school and attending all classes on time
 - d) Making academics the primary goal
- 4) *Be caring by:***
 - a) Considering the feelings of others
 - b) Using mediation to solve disagreements
 - c) Asking for help if needed
 - d) Valuing differences in self and others

Students have a fundamental right to a free public education. Along with this right is the corresponding responsibility to join with other members of the school community in respecting one another. Students, also have the right and responsibility to live by the rules of the law and to have equal protection under the law. It is the student's obligation to obey school regulations and the school authorities who enforce them. This responsibility relates to conduct on school buses, at school-sponsored events and in the school building.

Paterson Public Schools
Attendance Policy

OBJECTIVE

The Paterson Board of Education must provide an Attendance Policy which:

- Requires the student to attend school on a regular basis to meet educational requirements.
- Prepares the student to meet the responsibilities he/she will face after graduation in the work force or further education.
- Provides that pupils shall be subject to the district's response for unexcused absences (truancies) and to the disciplinary rules of the Board; and that an opportunity for credit recovery is provided in an alternative program.
- Provide flexibility to meet the needs of the student that the policy serves.
- Insures that the district meets an acceptable percentage of attendance as required by the State of New Jersey.

ATTENDANCE POLICY AND PROCEDURE

Attendance Requirements:

A. A student must attend school 160 days to receive credit for any class subject taken during school year. The maximum number of unexcused absences is twenty days.

B. The following shall be exceptions and are not included in the maximum number of absences:

- Religious Holidays – when verified by parent or legal guardian prior to the holiday;
- **Illness – when verified by parent or legal guardian.** Following an illness of five or more consecutive days, the student must present a note from a doctor, nurse, Board of Health, or hospital explaining the reasons for the absence. The excuse will include the specific dates of absences. Each case is subject to review by the medical department.
- Time spent on bedside instruction – subject to verification by school nurse via doctor.
- Time missed due to participation in school – sanctioned activity - as approved by principal.
- Death in family – up to three days for attending funeral for member of immediate family (parents, grandparents, siblings, aunts and uncles);
- Where a student suffers with a chronic illness that prevents the student from attending school regularly, documentation of said illness must be included in the student's medical file.
- Students who are quarantined due to a sibling's illness will have those absences excused when a medical excused is received.

II. Accurate attendance records must be kept by the school registrar, attendance office, homeroom teacher and classroom teacher. Notification procedures to be followed are:

A. In the case of all-day absence (absence from homeroom), the following procedure will be followed:

- On the third consecutive day of absence, a truant form will be completed by the homeroom teacher and sent to the Attendance Office for a home visit by a district truant officer.
- On the fifth absence, a form letter will be mailed, with return receipt requested, to the student's home notifying the parent legal guardian of absences.

- On the day of the tenth absence, a second form letter will be delivered to the student's home. The parent or legal guardian will be urged to attend a conference with the guidance counselor. An attendance officer will deliver the letter to the home. If an attendance officer is not available, the letter will be mailed, return receipt requested, to the parent or legal guardian.
- On the fifteenth absence, a letter will be delivered to the student's home. A conference with the parent or legal guardian of the student is then **mandated**. An Attendance Officer will deliver the letter and obtain the signature of the parent or guardian.
- On the twentieth absence, the guidance counselor shall notify the parent or guardian by mail, return receipt requested, that the student cannot be absent again or he/she will forfeit credit for the course he/she is taking.

B. Any student who misses homeroom is responsible for reporting his/her presence to the attendance office. Non-compliance by the student will result in a day's absence being recorded on his/her attendance record.

III. After a student has exceeded the twenty-day maximum number of absences and the principal or his/her designee has ascertained that all previously mandated steps have been followed, the parent or legal guardian will be called within three school days of the date and time of the hearing.

A. The hearing will be held by a Review Panel composed of:

- The building principal or his/her permanent designee.
- Two faculty members, neither of whom is a teacher of the student involved.
- Any staff member designated by the principal in order to offer pertinent information.

B. Student shall forfeit his/her right to speak on his/her own behalf by failing to appear at the hearing.

IV. Unless the Review Panel finds extenuating circumstances, the status of students who have exceeded the twenty-day limit on unexcused absence from school shall be:

A. If the student is 16 years old or older, he/she cannot receive credit for the school year.

Guidance will refer him/her to the Adult Education Department where he/she may pursue courses for credit toward a High School Equivalency Certificate or preparation for the GED test. The student may return, however, the following September and continue his/her education on a fulltime basis.

B. If the student is under 16 years old, he/she will be informed that he/she cannot receive credit for the school year. He/she will be placed in an alternate program physically separated from the home school. The program will stress (but not to be limited to) basic skills, vocational guidance and group and personal counseling. The student will attend a four-hour day (minimum attendance required) approximately 7:35 a.m. to 12:00 p.m.

V. Additional Requirements:

A. Students new to the school must be made fully aware of the attendance policy when the student is admitted to school by the Guidance Department.

- B.** Students entering from outside the district, will receive absences pro-rated as follows:
- A.** Entering 1st to 15th – 1 day
 - B.** Entering 16th to 31st – 1 day
 - C.** The mark given shall be N/C (no credit).
 - D.** At the local school level, the final authority resets with the Principal for the implementation of this policy.
 - E.** The Alternative Attendance Program will operate from September through June.
 - F.** Any student entering the Paterson School District will automatically be covered by the Attendance Policy.

I.H.S. ATTENDANCE PRACTICES AND PROTOCOLS

Daily attendance and active participation in each class is a critical part of the learning process. A significant role of today's high school is to help students learn to understand and appreciate the importance of punctuality and regular attendance. Evidence points to the fact that regular school attendance has a positive carry-over to the world of work. Policies and procedures established at International High School are designed to help students learn responsibility and increase their potential for success. International High School, in keeping with the guidelines of the State of New Jersey and the Paterson Public School District, has a policy that requires regular attendance of students in all classes. Absences are recorded and reported to the Administrators for follow-up. As well, parents are informed via-telephone message if their son or daughter was marked tardy or absent to a class. An excused absence from school may be requested for personal illness, death in immediate family and state recognized religious holidays. Students will be allowed a maximum of 20 absences from a full year course. The Paterson Public School District defines **EXCUSED ABSENCES** as absences due to one or more of the following:

- Court ordered appearances
- Death in the immediate family
- Authorized school field trips or athletic events
- Official appointment with Assistant Principals, Class Administrators, Guidance Counselors or Medical Staff
- State recognized religious holidays
- Personal illness of 5 or more days (Student must report to the nurse's office upon return with a doctor's note preferably accompanied by a parent)
- Suspension in or out-of-school

When a child is going to be absent, parents are asked to call the attendance office at (973) 321-1000 Ext. 12280. Upon return to school, students must bring a note from a parent/guardian within 3 school days and present it to the registrar. Students are permitted and expected to make up missed schoolwork when returning from an excused absence. Students attending IHS must maintain and adhere to the State's attendance policy in order to maximize their learning potential and to receive credit for course work. Students must be in attendance for **four hours** (excluding the lunch period) daily under the New Jersey Department of Education regulations 18A Law in order to be marked "present" in the attendance register. Attendance is primarily the responsibility of students and parents. The school best serves the home by establishing clear attendance expectations and providing a timely reporting of students' attendance patterns. When a student exceeds the limit of 21 days or more absent, the student will lose credit for his/her course(s) and will continue to audit (attend) classes. He or she may regain credit by successfully repeating the course. Students who are **absent** or who are **signed out** during the school day are not permitted to participate in any after-school rehearsals, Senior Prom, evening performances and events or any scheduled athletic events/activities including practices. Regardless of the age of the student, he/she must be signed out of school by the parent/guardian of record.

Cut Policy

I. Students are required to attend all classes on their schedule every day they are present in school. If a student fails to attend a class after being marked present in school, the student is considered cutting class (absent from class without permission).

II. Excused absences from class:

- Class(es) missed with administrative approval.
- Class(es) missed with nurse's excuses.

III. **Verification of a cut:**

- The classroom teachers will compare their period-by-period attendance to the daily absentee list and excused list. If the student is absent from class and not on the daily absentee or excused list, the classroom teacher will:
- Complete a period absentee follow-up form in duplicate and send it to the attendance office;
- The attendance office will verify the suspected cut; One copy of the form will be placed in the student's attendance folder, the other will be returned to the teacher;
- The classroom teacher or the administrative designee will mail the necessary letter, return receipt requested, to parent.
- Students will lose credit for a course when the combined total of cuts and absences exceeded twenty per class. Students losing credit for a course due to cutting will not be permitted to attend summer school.

IV. **Consequences for cutting:**

When a student has received a verified cut(s):

- First confirmed cut – Student will receive one day of I.S.S. Contact will be made to inform the parent of the consequences.
- Second confirmed cut – A conference will be scheduled with the parent and an Administrator to inform of further consequences.
- On the third confirmed cut – student will be assigned to the Z.O.N.E. alternative program for no less than five school days.
- Fourth confirmed cut –A Disciplinary Hearing will be requested by the Administration for possible alternative placement.

Paterson Public School Tardiness Policy

POLICY ON TARDINESS (K-12)

Five times tardy equals one day's absence. This absence will be counted as unexcused and charged toward non-promotion.

AUTHORITY: N.J.A.C. 6A: 16-7.8; N.J.S.A. 18A: 38-25; District Policy # 5240; Regulation R 5240 (procedures)

Definitions:

- A pupil is tardy to school when reporting to his/her assigned homeroom after the late bell rings without approval for the delay.
- A pupil is tardy to class when he/she reports to his assigned classroom, or other place of instruction, after the late bell rings without approval for the delay.
- A pupil who is late to school or class for an excused purpose pursuant to Policy #5230 is not tardy for the purpose of this regulation.

Procedures:

- Pupils must sign-in and receive a late pass for admission to class and are required to serve an **After School Detention either that day or the following school day.**
- No pupil who arrives at school after attendance has been taken will be admitted to class without a late pass.

Discipline:

- Students are expected to attend classes on time. Students entering their classrooms after the bell will be considered late.
- Tardy to school after the 7:35 bell is processed as a ‘late’ and an automatic after school detention is required to be served.
- Tardy to school that is more than five minutes will be processed as a ‘cut.’
- Teachers who detain students must issue a pass to the student to present to the next period teacher; otherwise student will be marked late or cut to class.
- **Consequences for tardiness are:**
- **All tardies warrant a Detention, which must be served that day or the next. No later.**
- Late three times within a Marking Period-One (1) Day I.S.S
- Continual tardies –Detentions/ I.S.S/Parent Conference
- On Thirtieth tardy - two days out-of-school suspension/Parent Conference
- On Thirty-fifth tardy – three days out-of-school suspension/Possible loss of credit for the course
- More than thirty-five days tardy - five days out-of-school suspension.
- **Note: Five tardies equals one unexcused absence toward the twenty-one day attendance policy.**
- **Note: Any tardy over five minutes will be processed as a class cut.**

I.H.S. SCHOOL/CLASS TARDY PROTOCOL/PRACTICES

Students must be in their classes at the designated times. If a student is detained by a teacher, the detaining/sending teacher must issue an **ADMIT** slip (**PASS**) to the receiving teacher via the student. Students, who are not in their first scheduled class at the designated time, will be considered late to school. **ANY STUDENT WHO ARRIVES AT SCHOOL MORE THAN 10 MINUTES AFTER THE SECOND BELL (7:35am) MUST BE SIGNED IN TO SCHOOL BY A PARENT/GUARDIAN AND WILL RECEIVE A DETENTION.**

Students arriving late to any class shall receive an automatic detention that must be served on the day it was issued or the next scheduled school day. Students failing to attend detention will receive two additional detentions.

THREE (3) TARDIES TO SCHOOL OR TO CLASS = 1 DAY In School Suspension (I.S.S.) and loss of privileges, which can include field trips, after school activities, school gatherings/celebrations.

FIVE (5) TARDIES = 1 UNEXCUSED ABSENCE ADDED TO THE 21 DAY POLICY

CLASS/SCHOOL CUT POLICY

Students must attend all required classes every day. Any student who is in school and **cuts** a class will be assigned **two** detentions. Any student who cuts class and leaves the building will be automatically suspended out of school for **three days and loss of privileges co-curricular or extra-curricular activities. If a student fails to report to an assigned detention he/she may be subjected to in school or out of school suspension.**

3 CLASS CUTS = 1 UNEXCUSED ABSENCE (21 DAY ATTENDANCE POLICY)

5 CLASS CUTS = 3 DAYS OUT OF SCHOOL SUSPENSION

UNEXCUSED ABSENCES

An absence from school is unexcused if it does not meet the criteria categorized as an excused absence. A student whose absences are unexcused MAY NOT be allowed to make up work for the days missed. All graded activities shall be treated as if the student had chosen not to participate in them. This type of absence is also defined as truancy.

TRUANCY

Truancy from school is defined as being absent from school without a parent's/guardian's permission and/or knowledge. **Truancy will be subject to disciplinary action by the administration and treated by each subject teacher as a class cut.** Once a student arrives on school grounds, **the student may not leave without permission.** To leave legitimately, a student needs permission first! Parent's/guardians who wish to remove their child from school for the remainder of (or part of) the day **must sign that student out via the Main Office.** Simply walking out of the building and leaving school grounds (by any means) is not acceptable without prior office knowledge and/or permission

EARLY DISMISSAL/SIGN OUTS

Students must be in attendance for four hours (excluding the lunch period) under the New Jersey Department of Education regulations in order to be marked "present" in the attendance register. Early dismissals for appointments or illnesses must be arranged prior to departure in the main office. A parent/guardian must sign the student out in the Main Office at the specified time at 12:20. Telephone calls will not be accepted for release. Any student who calls a parent to pick them up from school will be marked absent from classes missed unless medically excused or excused by the principal. Students must have supported written documentation to be given an excused absence. Abuse of the "Early Excuse Sign-Out Privilege" will be closely monitored. Special review will be given to those in excess of three sign-outs per marking period. Students will be permitted to leave school early ONLY when dismissed by the school nurse (with a parent/guardian). **Eighteen-year-old students will not be permitted to sign themselves out of school. A parent or guardian of record must sign a student out in the Main Office. TELEPHONE CALLS OR LETTERS CANNOT AND WILL NOT BE ACCEPTED.**

RE-ADMITTANCE

After three (3) consecutive days absent, a note must be presented to the main office. Notes must contain the following information:

1. The student's name
2. The reason for the absence
3. The date of the absence
4. A parent or guardian signature with daytime phone numbers (home and work)

SKIP DAY

International High School does not permit, support or condone a "School or Senior **CUT/SKIP DAY**". Students involved in such an act will be regarded as truant from school and subject to disciplinary procedures which can include a loss of Senior Activities/Privileges.

TRANSFERS AND RELEASES

To withdraw from school, a student must obtain a withdrawal form from the Registrar in the main office. Clearance of library materials, textbooks, fines and equipment must be obtained. A parent or guardian must accompany the student for the transfer process.

ACADEMIC DISHONESTY INCLUDING: PLAGIARISM/CHEATING

Academic dishonesty is strictly prohibited whether in term papers, themes, essays, reports, images, take-home examinations, and all other academic work. Plagiarism includes use, without acknowledgement, of the ideas, words, formulas, textural materials, on-line services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's marking, and other acts that allow for falsely taking credit, are prohibited. Consequences include, but are not limited to: reprimand and loss of credit for all work that is plagiarized. (Students may wish to take a tutorial provided by the University of Maryland at <http://www.umuc.edu/ewc/tutorial/plagiarism-flash.html> for helpful hints on how to avoid plagiarism.)

BOARD OF EDUCATION EXPECTATIONS OF STUDENTS

The Board of Education recognizes that an effective instructional program requires an orderly school environment. The effectiveness of a successful educational program is, in part, reflected in the behavior of students.

The Board of Education expects students to conduct themselves in keeping with his/her level of maturity, with a proper regard for the rights and welfare of other students, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The Board of Education and State District Superintendent mandate that all administrators and staff consistently and uniformly adhere to enforcing the Paterson Public Schools' Student Code of Conduct. This will permit all students regardless of school location to have the same set of standards and accountability and assure that all disciplinary sanctions are carried out with necessary due process.

The Student Code of Conduct is to be equitably applied to all students without regard to the students' race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5. and according to N.J.A.C. 6A:14

District Wide Code of Conduct Grades K-12

Rights & Responsibilities

All members of the Paterson Public School community have the right to be treated respectfully by one another and have the right to a safe, orderly environment in which to learn, work, or entrust their children.

A Community of Learners

A positive school environment is safe and encourages student engagement in learning, family and community engagement in school and supports a professional work environment. Schools will purposefully foster the development of relationships between students, faculty, administration and support staff around the common mission of becoming a Community of Learners.

Responsibilities of Students

Every student has the responsibility to:

- Come to school on time prepared and ready to learn
- Respect self, others and property
- Plan for the future
- Ask for help when needed

Student Rights

Every student has the right to:

- A free and appropriate education that supports students' development into productive citizens;
- Attendance in safe and secure school environments;
- Attendance at school irrespective of students' marriage, pregnancy or parenthood;
- Parent notification consistent with policies and procedures established pursuant to N.J.A.C. 6A: 16-6.2(b) 3, 7.2, 7.3 and 7.8;
- Rights and privacy protections pursuant to Federal and State laws and regulations identified at N.J.A.C. 6A: 16-7.1(c) 3vii;
- Examination of their school records and participation in developing their academic program;
- Freedom from discrimination and harassment in school;
- Freedom of speech unless such expression imposes on the rights of others;
- Freedom from unreasonable searches and seizures;
- Advance notice of behaviors that will result in suspensions or expulsions, pursuant to N.J.S.A. 18A: 37-2;
- Due process and appeal procedures, including the right to be informed of, respond to an appeal any disciplinary action taken.

Responsibilities of Families

Every parent/guardian has the responsibility to:

- Ensure their child arrives at school on time prepared to learn
- Respect their child's education and school professionals
- Help their child plan for each day, week and year in school
- Ask for help when unable to meet the educational needs of their child
- Reinforce Paterson Public Schools conduct expectations
- Provide the district with accurate and up-to-date address, telephone phone number and emergency number
- Be an active participant in their child's education.

**Paterson Public Schools
Glossary of Infractions
K-12**

Category I

Infraction	Definition
Failure to comply with school regulations	Willful disregard of school rules
Tardiness/class cuts	Lateness/failure to report to class
Disruptive element in class	Willful disobedience/defiance
Unexcused absence from school	Absence without an excuse
Violation of Dress Code Policy	Failure to comply with dress code policy
Failure to report for detention	Unexcused absence from detention
Use of obscene/profane language	Use of unacceptable language and/or body gestures
Rudeness to staff	Being discourteous, uncivil to staff

Category II

Infraction	Definition
Repeated occurrence of Category I offenses	Continuous Category I offenses
Theft	Taking of the district's or a person's property without consent
Habitual tardiness/class cuts	Continuous lateness/absence without an excuse
Disorderly Conduct	Being disobedient, disruptive, causing physical harm
Repeated disruptive element in class	Continuous willful disobedience or defiance
Leaving school grounds or building without permission	Safety violation, students are not permitted to leave the school grounds without permission
Truancy	Unexcused absence without family knowledge
School bus misconduct	Willful disobedience on a bus used for school activities
Repeated violations of the Dress Code Policy	Continuous failure to comply with dress code policy
Failure to produce I.D. upon request	Security violation I.D. must be worn at all times
Open defiance of authority; continued willful disobedience	Aggressively hostile, insolent disregard for rules and regulation

**Paterson Public Schools
Glossary of Infractions
K-12**

Category II (Con't)

Infraction	Definition
Repeated failure to report for detention	Unexcused absence from detention continually
Habitual use of obscene/profane language	Continuous use of unacceptable language and/or body gestures
Smoking	Use of tobacco on school grounds
Trespassing	Entrance onto school property or into school without permission
Play fighting/horse play	Hitting, pushing, shoving in a joking manner
Possession of iPods, electronic devices or cellular phones.	Using prohibited devices during school hours.
Sexual misconduct or harassment	Exhibition of sexual body parts or touching of sexual body parts, unwelcome verbal or physical advances, requests for sexual favors.
Fraud	Cheating or copying another's work or other misrepresentations
Gambling (all types of betting)	Illegal betting
Misuse of technology	Use of technology for non-educational purposes
Possession of imitation weapon	Possession of weapon "look-alike"
Harassment, intimidation and/or bullying (including cyber-bullying)	Inappropriate gestures, verbal , written or physical conduct

Category III

Infraction	Definition
Repeated occurrence of Category II offenses	Continuous category II offenses
False fire alarm or bomb threat; tampering with the alarm system	Deliberately setting off or destroying a fire alarm when no fire exists. Informing the school that there is a bomb when none exists.

Paterson Public Schools Glossary of Infractions K-12

Category III (con't)

Infraction	Definition
Weapons– Possession of any instrument that can inflict injury to another person that is used in a hostile or threatening manner	Bringing or using any instrument to cause bodily harm
Failure to comply with drug and alcohol abuse policy	Possessing, using or distributing illegal substances
Arson	Starting a fire in or on school property
Extortion	Obtaining money or other material things by means of stated or implied threat of future violence
Defacing school property /vandalism	Using an object to damage school property
Assault on a teacher or other Board of Education Employee	Attempting, threatening or purposely causing bodily injury to a teacher or Board of Education Employee/staff
Fighting/assaulting another student or other person	Attempting, threatening or purposely causing bodily injury to another
Possession and/or use of any explosive devices	The possession, selling/distributing, detonating of a self-fusing explosive device
Repeated smoking offense	Continuous use of tobacco on school grounds
Forgery	Signing an adult's name to a school document
Sexual assault/stalking	Use of threat and/or force for the purpose of sexual interaction

Classified students are subject to the same disciplinary procedures as non-classified students and may be disciplined in accordance with their IEP. Prior to disciplining a classified student, it must be determined that the student's behavior is not primarily caused by their disability, that the student's IEP has been fully implemented and the program being provided meets the student's needs. (Manifestation Determination). In addition prior to disciplining any classified student, the case manager must be contacted and informed.

DISCIPLINE OPTIONS

- A. Detention-used at the discretion of the Administration for all infraction of classroom rules.
- B. In-School Suspension – used by the administration for violations of classroom rules and/or Category violations.
R.O.A.D.S. Alternative Program – students who are assigned Out-of-School Suspension for a period of 3 days may be referred to the Zone program by a school administrator. The focus of this program is to provide academic assistance in conjunction with family and individual counseling for students who are referred to the program
Out-of-School Suspension – used by the administration after procedural due process for students violating school rules listed in Categories II and III and some offenses in Category I.
- C. Disciplinary Hearing
- D. Expulsion – the permanent removal of a student from the Paterson Public Schools shall be vested in the Board of Education, N.J.S.A. (18A: 37-5).

I.H.S. DETENTION PROGRAM

School detention exists for various infractions of rules and “immature behavior.” The detention takes precedence over any other school appointment, job, or personal responsibility you may have. International High School has an after school detention policy. Detention period is 40 minutes after your last scheduled class. **Students serving detentions are responsible for their own transportation at the conclusion of the detention assignment as NJ Transit bus tickets will not be provided.**

I.H.S. IN-SCHOOL SUSPENSION (I.S.S.)

I.S.S. is a behavior modification program, which provides the student with a structured change of environment from the regular program. Students are assigned by the administration for varying periods of time. Students are present in school but their activities are carefully monitored and restricted. Students assigned to I.S.S. will follow the regular time schedule.

- Students assigned to I.S.S. may not participate in any extracurricular activity/practice rehearsals for that day.
- Upon the third (3rd) referral to I.S.S., the student will receive an out-of-school suspension and may not return without a parent.

PATERSON PUBLIC SCHOOLS

Suspension/Expulsion Policy

The policy of the Paterson Board of Education shall be in compliance with 18A: 37-2 of the New Jersey Statutes which states that any pupil who is guilty of continued and willful disobedience or of open defiance of the authority of any teacher or person having authority over the student, or the habitual use of profanity or of obscene language, or who shall cut, deface, or otherwise injure any school project, shall be liable to punishment and to suspension or expulsion from school.

All offenses/infractions are subject to penalties as stated in the Student Code of Conduct handbook. **There are offenses that will result in automatic suspensions (i.e., fighting, profanity toward a staff member, leaving the grounds, and all Category III Offenses).** Conduct, which shall constitute good cause for suspension or expulsion, shall include, but not be limited to, any of the following: **(Category II offenses)**

- 1) Repeated failure to comply with school regulations
 - 2) Theft
 - 3) Habitual tardiness/class cuts
 - 4) Disorderly conduct
 - 5) Repeated disruptive element in class
 - 6) Leaving school grounds or building without permission
 - 7) School bus misconduct
 - 8) Repeated violations of the dress code policy
 - 9) Failure to produce I.D. upon request
 - 10) Open defiance of authority; continued willful disobedience
 - 11) Repeated failure to report for detention
 - 12) Habitual use of obscene/profane language
 - 13) Smoking
 - 14) Trespassing
 - 15) Play fighting/horse play
 - 16) Possession of iPods, electronic devices or cellular phones
 - 17) Sexual misconduct or harassment
 - 18) Fraud (copying another's work, cheating)
 - 19) Gambling
 - 20) Misuse of technology
 - 21) Possession of imitation weapon
 - 22) Harassment, intimidation and/or bullying (including cyber -bullying).
- *Any student being suspended for more than one (1) day must receive classwork from all content teachers to be completed during the suspension period.**

Category III offenses:

- 1) Repeated occurrences of Category II offenses
- 2) False fire alarm or bomb threat; tampering with the alarm system
- 3) Weapons – possession of any instrument that can inflict injury to another person
- 4) Failure to comply with drug and alcohol abuse policy
- 5) Arson
- 6) Extortion
- 7) Defacing school property/vandalism
- 8) Assault on a teacher or other Board of Education Employee.
- 9) Fighting/assaulting another student or other person
- 10) Possession and/or use of any explosive devices
- 11) Repeated smoking offense
- 12) Forgery
- 13) Sexual assault/stalking

Students are not authorized to visit, enter or loiter around school during business hours even if they are absent from their school of enrollment.

**Paterson Public Schools
Suspension/Expulsion Procedure**

- A) All suspensions shall be subject to a preliminary hearing held by the administration and shall consist of:
 - 1. Statement of charges
 - 2. Evidence presented
 - 3. Statement by student
 - 4. Decision rendered
- B) Decision rendered may be appealed in writing within three (3) school days by a parent/guardian/adult student (18 years old or older) to the next higher administrative level (Assistant Superintendent of Administration).
 - 1. The Assistant Superintendent will have three school days (3) to meet with the family and render a decision.
 - 2. Guidelines on Appeals
The nature of the appeal must address the act which is alleged to have violated the rules, policies and/or law be prepared to present a case that defends the student with fact, not emotion
- C) When a student is suspended after a preliminary hearing and faces a potential long-term suspension or expulsion, that student has the right to request a full formal hearing. The hearing shall occur within twenty-one (21) days and shall be conducted in accordance with N.J.S.A. 18A: 6-9 and N.J.A.C. 6:24-1.1 et seq.
- D) All suspensions shall be reported to the Superintendent of Schools who shall report them to the Board of Education.
- E) No suspensions shall be continued beyond the second regular meeting of the Board of Education without action by the State District Superintendent.
- F) Any student suspended from their regular school program for a period in excess of four (4) school days may be placed on home instruction provided that no danger shall result to school personnel or upon recommendation of a Child Study Team be placed in an educational program that best meets the individual needs.
- G) A suspension administered on a Friday takes effect immediately and impacts on an individual's ability to participate in any event/game during the weekend following the Friday suspension.

SCHOOL DRESS CODE

The purpose of the School Dress Code is to establish standards for what is acceptable dress and grooming within the school setting with particular concern for health and safety of the students. In addition, the Dress Code is designed to encourage a mode of dress and grooming which is conducive to establishing a climate for teaching and learning. **International High School has a dress code policy. Students are expected to be in full uniform everyday unless announced by an administrator. Any student in violation of the regulations outlined herein regarding the Dress Code Policy will need to be detained in the administrative office until the parents/guardians can procure proper attire, otherwise the student will be sent to In School Suspension with class assignments to complete.**

To prevent the loss of class time, parents/guardians are reminded to please monitor their children's enforcement of the Dress Code. Failure to comply will be considered insubordination and result in Category I, II, or III Disciplinary Infraction.

Clothing

INTERNATIONAL HIGH SCHOOL STUDENTS ARE EXPECTED TO WEAR THE APPROVED SCHOOL ATTIRE. RECYCLED POLO SHIRTS ARE OFTEN AVAILABLE ON A LIMITED BASIS.

INTERNATIONAL HIGH SCHOOL: The dress code consists of khaki pants, burgundy long or short sleeve logo imprinted polo shirt, black or brown properly fitting belt. The polo shirt must be tucked in at all times and the belt visible for both males and females. **NO other clothing item should be visible under your short sleeve polo shirt unless it is a solid burgundy/maroon shirt.**

Students may purchase a grey logo sweatshirt, any of the Logo Burgundy Fleece jackets or the Khaki V-Neck logo sweater directly from the Main Office to wear during the school day. **HOODIES, JACKETS OF ANY TYPE, OTHER SWEATERS OR SWEATSHIRTS NOT PURCHASED THROUGH THE SCHOOL WITH THE LOGO WILL NOT BE PERMITTED AS PER SCHOOL DRESS CODE AS WELL AS DISTRICT POLICY #5511.**

CARGO PANTS OR SKINNY JEANS (Pants) OF ANY TYPE ARE NOT PERMITTED

PANTS THAT DO NOT COVER THE ENTIRE LEG ARE NOT EVER PERMITTED FOR EITHER MALES OR FEMALES.

NOTHING IS EXPECTED TO BE SEEN UNDER THE PANTS, NO GYM SHORTS, BOXERS OR UNDERWEAR, THEREFORE, PANTS MUST BE UP ON A STUDENTS WAIST. "BAGGING", OR "SAGGING" WILL NOT BE TOLERATED BY ANYONE UNDER ANY CIRCUMSTANCE. THIS BEHAVIOR CAN BE CONSIDERED TOTALLY OFFENSIVE, DISRESPECTFUL, AND INDECENT. THIS "STYLE" IS A DISTRACTION TO THE EDUCATIONAL PROCESS, WHICH DETRACTS FROM THE SCHOOL'S PURPOSE AND VISION.

The following items of clothing shall not ever be permitted on those days when students are permitted to wear clothing other than required school attire :

1. Fashion or materials which exaggerate, emphasize, reveal or call attention to anatomical details.
2. Torn or cut articles of clothing
3. Muscle shirts, tank tops, mesh shirts, bare midriff, halter, low cut tops, biker shorts/pants, see through revealing, suggestive apparel.
4. Skirts shorter than the tips of the fingers

5. Messages on clothing by picture or word may not be lewd, obscene, drug-oriented, profane or violence/gang oriented.

Footwear

Footwear should provide a firm walking surface and good balance. Therefore, platforms, flip-flops, slippers, athletic slippers, open-back strapless shoes and shoes with loose or untied laces or straps because this type of footwear poses a safety hazard to all students and staff. Students have fallen up and down the many stairs in this facility causing injury to themselves and others.

Coats, Jackets and Hats

Students will be required to place coats, jackets, and hats, in their lockers or designated areas during school hours. All head coverings (hats, bandanas, wave caps, etc.) worn OR SEEN during the course of the regular school day will be confiscated by the teacher or administration unless worn for religious or medical reasons). Caps are not expected to be attached to belts or carried by hand for any reason.

School ID

The purpose of the ID card is to identify a person as a student or staff member. The ID Card is also be used to receive lunch and to access the bathrooms in the building. Students will be required to wear their ID at all times. This expectation is included in our school's safety plan and is therefore considered extremely serious.

1. ID cards must be hung on the lanyard provided around the neck during the entire school day.
2. ID cards must not be defaced or altered (no stickers, no coloring, etc.).
3. ID cards must be worn on the outermost layer of clothing.
4. Temporary IDs will be sold in the main office for \$1.00.
5. Replacement lanyards will be sold in the main office for \$3.00
6. Replacement IDs will be sold for \$10.00

NOTE: STUDENTS WILL NOT BE ALLOWED TO ATTEND CLASS WITHOUT AN ID OR A TEMPORARY ID CARD (WITH CORRECT DATE).

Harassment, Intimidation and Bullying (Includes Cyber-Bullying)

The Paterson Public School District strictly prohibits the harassment, intimidation and/or bullying of any student. Prohibited conduct includes written, verbal and physical acts of harassment, intimidation and/or bullying, as well as cyber-bullying. Any act of harassment, intimidation and/or bullying will be considered a Category II offense, at a minimum. A single act of harassment, intimidation and/or bullying may be considered a Category III offense, depending on the nature and severity of the act.

Harassment, intimidation and bullying are defined 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 by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, or on a school bus that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- 1) A reasonable person should know, under the circumstances, this will have the effect of physically or emotionally harming a student or damaging a student's property.
- 2) Placing a student in reasonable fear of physical or emotional harm to his person or damage to his property, or has the effect of insulting or demeaning any student or group of students.
- 3) Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical emotional harm to the student. (Refer to Policy 5512.01)

SEXTING

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images of photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be subject to the disciplinary procedures of the school district; and reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.

Pursuant to Board Policy 5512.01, Consequences of bullying and sexting include:

- | | |
|--|---|
| 1. Admonishment; | 8. Out-of-school suspension (short-term or long-term) - In the event that a classified special education student is to be suspended, check first to ascertain if there is a need for a manifestation determination; |
| 2. Temporary removal from the classroom; | 9. Legal action; and |
| 3. Rescinding of privileges; | 10. Expulsion. |
| 4. Classroom or administrative detention; | |
| 5. Referral to disciplinarian; | |
| 6. In-school suspension during the school week or the weekend; | |
| 7. After-school programs; | |

Pursuant to Board Policy 5512.01, consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A: 37-1, Discipline of Pupils. In addition, cyber-bullying using district technology violates Policy 2361 – Acceptable Use of Computer Network/Computer and Resources and subjects the pupil to discipline and sanctions of violations.

EATING In an effort to maintain a clean environment, chewing gum, eating or drinking in classrooms, auditorium, gym, and the hallways is strictly prohibited and will be fully enforced.

CAFETERIA PROTOCOL International High School has a closed lunch. All students are required to eat their lunch in the school cafeteria. Students are not permitted to leave the school building during their lunch period. Students may bring their own lunch or purchase food in the cafeteria. Our school participates in the Federal Lunch Program; therefore, all students receive free lunch.

Personal grooming (i.e. hair combing/braiding, nails, make-up) is prohibited in the cafeteria. Students are not permitted to play any type of card games during lunch or use any electronic devices.

Students will:

- Take an active role in keeping the cafeteria clean
- Not leave the cafeteria with food
- Remain seated during lunch (unless purchasing food, or leaving the cafeteria)
- Be permitted to leave the cafeteria only with written authorization
(ex. teacher/administrator note, Media Center pass)

Students are not permitted to use the vending machine at any time other than their lunch period.

FIGHTING

Fighting in school, on the way to school, on the way home from school, or at a school sponsored event is considered a Category III Infraction which will result in a 10 Day Out of School Suspension and the inability to participate in any field trips or off campus activities for one Marking Period.

HALL PASSES

A student leaving any designated class or assignment during school must have a dated pass signed by a teacher noting destination (s) and time. Upon returning to the class or assigned area the student must surrender the pass to the teacher.

No hall passes shall be issued to any student for any reason during the first 10 minutes of class and the last 10 minutes of class. Students that are in the hall during such time will receive a detention.

DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION

Students and staff have access to electronic information resources through their classrooms, offices, media centers, and school computer laboratories. Access to the District's computer network(s) and the Internet is a privilege, which may be revoked at any time. Electronic information resources include, but are not limited to, Voice Mail, Local Area Networks (LAN), Wide Area Networks (WAN), Internet access, Electronic mail (e-mail), and instructional management software/courseware. These resources have been established for limited educational purposes and management uses, as approved by the District.

VIOLATIONS

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District Internet access, LAN(s), or WAN.

RADIOS/ELECTRONIC DEVICES/TELEPHONES

Radios, CD Players, tape players, cell phones, walk men, beepers, Blackberries, iPods, iPhones and any like electronic devices must be **turned off and kept out of sight at all times**. Students may not use ANY electronic devices of any type within the building at any time including lunch, physical education periods, class sessions, library, computer labs or in the halls. If they are seen or in use during the school day, these items will be confiscated.

According to state and local ordinances, beepers are not allowed in school for any reason.

Violations of this policy will be imposed as follows:

1st offense – confiscation/returned to parent only

2nd offense – confiscation for the balance of the school year

Violations may result in a report to the Police Department

The following items will not be permitted in school:

- Stereo headsets-Earphones-Earplugs
- CD players
- IPODs
- IPHONES
- MP3 Players
- Large amounts of money
- Any electronic device or toy
- Cellular telephones
- Boom boxes
- Sun glasses
- Glass containers
- Two-way

International High School does not and will not take responsibility for any device that is stolen or misplaced. Devices are to be placed in personal individual lockers with the school provided lock during school hours. Do Not place any items of value in the Physical Education Locker Rooms.

STUDENT PASSING TIME

Students are expected to move quietly and quickly while changing classes. Teachers are required to stand at the classroom doors and supervise the corridors while the students are moving. **Four minutes** is allowed for changing classrooms. This is sufficient time to insure that students arrive at their classes on time. Teachers are accountable for each student assigned for each class period. Students will not be permitted to enter a class late unless they have a “Late to Class Pass” **which is an automatic after school detention**. Students arriving late to any class shall receive an automatic detention that must be served on the day it was issued or the next school day. Students failing to attend detention will receive two additional detentions.

Students will **NOT** be allowed to leave a class without a valid reason and pass. Any student found in the corridor without a pass will be referred for a detention.

SENIOR STUDENT EXPECTATIONS:

Senior year of high school can and should be an exciting time. With the many activities and privileges which should occur, members of the graduating class are expected to continue appropriate responsible behaviors. Attending Prom, participating in senior end of year activities and participation in the graduation ceremony are not guaranteed rights, they are privileges which can be revoked by the Administration if behavior warrants. Infractions, inappropriate behavior, disrespect to students and/or adults will jeopardize students' ability to participate. It is our expectation that no student will lose the privilege of participation in the graduation ceremony; thus, disappointing themselves and their family and have to retrieve their high school diploma after the ceremony.

CURRICULAR-ACADEMICS

CURRICULAR EXPECTATIONS

International High School students are required to maintain a high level of performance in all academic areas. In order to perform well, the student must develop and maintain disciplined study habits. In the event that a student's performance falls below a 2.0 GPA, a review of the student's performance will be made to determine a possible alternative placement within the school district if necessary.

GRADUATION REQUIREMENTS

High School diplomas shall be awarded by the Board of Education to those International High School students who successfully fulfill the following requirements:

Credits shall be earned from the following:

A. Required :

English	4 years
Physical Ed./Health	4 years
World Hist./Cultures	1 year
United States History	2 years
Mathematics	3 years
Science	3 years
World Languages	2 years
Career-Tech Ed	1 year
Visual Art	1 year
Electives	4 years
Economics/Fin. Literacy	1 year

** To achieve the rank of Junior, a student must have taken and received credit toward graduation for two years of English, two years of Mathematics and one year of Physical Education. These credits are part of the 60 credit minimum attainment.*

High School diplomas awarded by the district shall be based on learning achievements, not restricted to mere attendance. Diplomas shall be granted only to students who have completed the requirements for graduation, as established in the curriculum approved by the State Board of Education

HOMEWORK DURING ABSENCE :Per the Paterson Board of Education Policy #6154, homework is “relevant” to material presented in class and provides an opportunity to broaden, deepen or reinforce the pupil’s knowledge. Teachers must use discretion in deciding the number and length of assignments. The Board of Education encourages the use of interrelated major homework assignments such as research papers, themes and project-based assignments. Homework shall not be used as a punitive measure. Pupil being excused or absent from classes for any reason must make-up ay assignments or homework. **This includes schools sponsored field trips. Students are responsible for checking with the teacher in advance for assignments given while the student attends a field trip. Students will have two (2) days from the date of return to complete missed assignments and or homework for every day not in class.** This is a school policy and will be strictly enforced by all teachers. It is the students’ responsibility to report to the teacher(s) to find out what assignment/homework was missed. The teacher is responsible for informing the pupil of the work missed and citing consequences. **Failure to complete homework in the prescribed amount of time will result in the student receiving “no credit” for the missed assignments, which will affect the marking period grade.**
HOMEWORK ASSIGNMENTS ARE DUE WITHIN 2 DAYS. STUDENTS FAILING TO SUBMIT ASSIGNMENTS IN A TIMELY MANNER WILL RECEIVE A ZERO (0) FOR SAID ASSIGNMENT AND WILL BE CALCULATED TOWARDS THEIR FINAL GRADE. HOMEWORK IS 15% OF A STUDENT’S GRADE.

SUPPLEMENTARY REPORTS

During the middle of each marking period each student will receive a progress/supplementary report which is mailed home. These reports will indicate deficiencies in academic performance and/or attitude suggest avenues of improvement or recognize good performance and achievement. These reports will be mailed home for parent/guardian review.

REPORT CARDS

Students will receive report cards four times per year, approximately every 45 days. Report cards will be distributed only to parents/guardians during scheduled Parent Conference Night at the end of marking periods 1, 2 and 3. Only the final report card will be mailed to the student's home. Parents/Guardians are expected to visit the school to receive Report Cards. This will allow parents to clarify any attendance issues which are indicated on the Report Cards.

HONOR ROLL

Principal's Honor Roll: "A's" in all subjects, 4.0 Grade Point Average or higher
Honor Roll: 3.0 average, "B" with no grade of "D" or "F" and no more than one grade of "C" provided the "C" is balanced by an "A" in another subject.

NATIONAL HONOR SOCIETY

To be considered for the National Honor Society, students of grades 11-12 must meet the following requirements: Grade Point Average-3.5 cumulative, Community Service-30 Hours, Evidence of strong leadership and high standards of character, respectful, good attendance and punctuality.

SATISFACTORY GRADE POINT AVERAGE (GPA)

A student must have at least a 2.0 grade point average to participate in any field trip or activity that requires him/her to be **excused from a class or will detract from completing assignments, homework after school hours. This includes District athletic programs, Century 21, or the NJCDC-TEEN Center's Open Gym Program.**

TESTING

Teachers will assess student progress. At the end of each 10-week period, a marking period test will be given. A schedule for midterm and final examinations will be announced well in advance of the time prescribed for examinations.

FINAL EXAMS

Students will only be allowed to make-up exams with permission granted by the appropriate administrator.

GRADING POLICY

Final **marking period** grades will be determined by these weights.

Categories	Weights
Test	40%
Quiz/Class work	20%
Homework	15%
Project/Lab/Research Paper	20%
Class Participation/Notebook	5%

Final grade for the **year** will be determined by these weights.

Categories	Weights
Marking Period 1	20%
Marking Period 2	20%
Midterm Exam	10%
Marking Period 3	20%
Marking Period 4	20%
Final Exam	10%

INFINITE CAMPUS

Every student and parent has access to the Infinite Campus Portal which documents daily attendance, assignments and grades as well as behavioral issues. Every student has been provided their Username and Password to access Campus Portal, if you need your Username and Password, please see an Administrator. Please visit:

<https://patersonnj.infinitecampus.org/campus/portal/paterson>

TEXTBOOKS

Each student will be issued a series of textbooks throughout the year. Student identification should be placed on the inside cover. All textbooks should be brought home for further study and homework. Fines and replacement costs will be assessed at the end of the year **before** a report card will be issued.

PHOTO RELEASE

Since the local media, as well as our school media, regularly recognize International High School, students, faculty and staff are photographed in our promotional and publicity efforts. These photographs may be used in a publication, print ad, or electronic transmission. **If the parent/guardian of an International High School student does not wish to have their student’s likeness used for the aforementioned reasons, please contact the main office at the start of the school year.**

EMERGENCY EVACUATIONS

Emergency evacuations are rarely necessary. However, emergency exit procedures are posted within each room in the building. Each teacher will review procedures. Silence and proper behavior must be observed during emergency evacuations. Directions must be strictly followed during an emergency evacuation. Students are expected to return to the building once instructed to do so. Failure to do so will be considered truancy. Students that do not follow the proper code of conduct during emergency evacuations or drills are subject to detention or suspension.

SCHOOL SCHEDULE 2016-2017 TIME SCHEDULE

The regular daytime schedule for everyone begins at 7:35 am dismissal time is flexible from 11:30 to 2:30.

FINES

Because school equipment and books are expensive, any loss or damage to equipment, books or school property will mean a fine for the student responsible for its care. Remember to pay such a fine if imposed on you. The school expects you to fulfill your obligations and can withhold your report card or prevent you from participation in the graduation ceremony for this reason.

SEARCH AND SEIZURE & METAL DETECTORS/WANDS

Lockers, desks, and other school property provided for storage of school supplies are school property and therefore, subject to search by the school administrator at any time.

- **All students may be required to submit to metal detector/wand screenings.**
- **Any student who refuses to comply with the search and seizure policy will result in an automatic category III offense.**

(The administrator will determine whether a student's conduct constitutes a refusal)

Administrators or designated personnel may search a student if there is reasonable suspicion that the search will turn up evidence that the student has violated either the law, school board policy or a rule of the school. A particular student's effects (e.g. purse, book bag or personal electronic device) are also subject to being searched by school officials and are subject to the same rule.

The scope of the search must be reasonably related to the objectives of the search and not excessively intrusively in light of the age and sex of the student and the nature of the suspected infraction.

A search should be conducted in private, to the extent practicable. In all circumstances in which the search of a student appears necessary, school officials should inform the student of the action to be taken and the reason(s) for the search. School officials should initially request voluntarily consent for the search. If a student resists or otherwise refuses to consent to a search, the student will be immediately removed and be reasonably isolated until a parent(s) and/or law enforcement representative arrives to assist with the situation in order to observe or minimize disruption.

If the student presents any danger to self or others, or if there is reasonable suspicion to believe that the student possesses a weapon, drugs or alcohol, the student (within reason) will be searched by a school administrator or designee. An uncooperative or disruptive student will remain subject to disciplinary action.

If a pat-down search of a student's person is conducted, a school official and security will conduct it.

If school officials conclude that a more intrusive search (e.g. a search that would involve exposure of or contact with particular sensitive bodily areas) is needed, they will seek the assistance of local law enforcement. Any strip search is prohibited.

LOCKERS According to state law 18A: 36-19.2 Inspection Lockers and other storage areas used for pupil's possessions are the property of the Paterson Public Schools and may be inspected at any time by school personnel without consent or prior notice in accordance with State Law 18A: 36-19.2. Pupils shall not have such an expectation of privacy as to prevent examination by a school official of his or her locker or other storage facility. Administration and certified teaching staff are charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, a certified staff member may search or request the search of the person or property of a pupil if there is reasonable suspicion that a violation of school rules and regulations has taken place. In order for a search to be reasonable, there must be reasonable grounds at its inception for suspecting that the search will turn up evidence that the student has violated or is violating either

the law or the rules of the school and the search must be reasonably related in scope to the circumstances which justified the interference in the first place (*New Jersey v. T.L.O.*)

The extent of the search will be governed by the seriousness of the alleged infraction, the pupil's age and disciplinary history. Each student is loaned and assigned a school locker. Lockers must be kept clean and locked at all times. Students not keeping their lockers clean or who misuse their lockers in any way may have their locker privileges withdrawn.

THE PATERSON PUBLIC SCHOOLS ACCEPTS NO RESPONSIBILITY FOR PROPERTY KEPT IN THESE LOCKERS. School property or materials kept in these lockers, if lost or stolen, must be paid by the locker user. Do not share your locker combination or your locker with anyone. International High School will provide combination locks to all students. No other locks are permitted and will be removed by an Administrator.