

HANDBOOK FOR STUDENTS AND PARENTS 2023-2024



Mission Statement

Sterling Regional High School provides students with a relationship-centered, safe, and equitable school environment that allows them to grow academically, think creatively, and achieve a strong sense of identity.

Vision Statement

Sterling Regional High School students will U-Knight to form an inclusive, active, and forward-thinking school community that provides each student with the opportunities and skills necessary to make meaningful contributions to the world in which they will live.

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EQUAL EDUCATION OPPORTUNITY

The Sterling High School District Board of Education [Policy 5750](#) reaffirms its responsibility to ensure all students equal an educational opportunity and all employees an equal employment opportunity regardless of race, color, creed, religion, sex, ancestry, national origin and social or economic status or handicap. If you feel you have not been given an equal opportunity, please contact Mrs. Debra Sukinik, 856-566-4180.

STERLING HIGH SCHOOL DISTRICT

Board of Education

President: William Hiltner

Vice President: Daniel Radcliff

Board Secretary: James McCullough

Victoria Burckley

Jason Clark

Brian Healey

Shawn Nicholas

Emily Reich

Kellie Stout

Alison Manny

Administrative Staff

Superintendent: Matthew Sheehan

Principal: Jarod Claybourn

Vice Principals: Frank D'Errico and Rachel Ravior

Director of Secondary Education: Robynn Considine

Director of Athletics and Student Activities: Scott Manlove

Supervisor of Special Services: Debra Sukinik

Teacher Leaders

Christina Blankenship – Specialist/Electives

Mike Carty – Curriculum & Instruction

Sharon Galt – Curriculum & Instruction

Sierra Jordan – 9th Grade

Kristin O'Donnell – Special Education

Stephanie Zapisek – Curriculum & Instruction

Sterling High School Telephone Directory

Superintendent	(856) 784-1287
Board of Education Office	(856) 784-3545
Principal	(856) 784-1333 ext. 4169
Vice Principal	(856) 784-1333 ext. 4141
Vice Principal of Curriculum	(856) 784-1333 ext. 4444
Main Office	(856) 784-1333
Affirmative Action Officer	(856) 566-4180
Athletic Director	(856) 784-7061
Athletic Trainer	(856) 566-4191
Cafeteria	(856) 784-1333 ext. 4132
Custodian/Maintenance	(856) 784-1333 ext. 4193
Guidance/Career Department	(856) 784-1334
Nurse	(856) 784-2239
Youth Study Team	(856) 566-4196
504 Officer	(856) 784-1333 ext. 4617
Teacher Leaders	(856) 784-1333 ext. 4141



STERLING HIGH SCHOOL

HOME OF THE SILVER KNIGHTS

Jarod Claybourn, Principal
501 S. Warwick Road
Somerdale, NJ 08083
Phone (856) 784-1333 FAX (856) 784-7661



My Fellow Knights,

Sterling High School maintains a high standard of citizenship, respect, and discipline. This school year will offer new opportunities to participate in digital citizenship and responsibility as we emerge from a global pandemic. We enter this new school year prepared with a wide range of updated programs and a full selection of activities.

The success of our students is contingent upon the attainment of information and making intelligent decisions. Productive students give themselves a better opportunity to be successful by reviewing the Sterling High School Student-Parent Handbook.

We expect all students to demonstrate pride in their school and take full advantage of the many opportunities available to them. We also expect students to be accountable for their actions and behavior and to respect the rights of others to learn in a supportive and safe environment.

This Student-Parent Handbook clarifies the responsibilities, behaviors, and attitudes expected of students. We urge every parent to read and understand all the information it contains. We encourage every student to give their best effort and look forward to a rewarding school year.

Please do not hesitate to contact your student's teachers, guidance counselor or administrators with any questions you may have.

Go Knights!

Jarod Claybourn
Principal

ALMA MATER

Sterling silver, Sterling blue
Banners bright and bold
Held on high as we go marching,
Brave as Knights of old. Faithful
Ever, falter never, Knights
Crusading on.
Ever up our path will lead us
Till our goal is won.

Faith ever, falter never,
Knights crusading on.
Ever up our path will lead us
Till our goal is won.

STERLING HIGH SCHOOL FIGHT SONG

Onward Sterling, Onward Sterling,
Onward Sterling High.

On to Victory, On to Victory,
Win those Sterling Knights.
FIGHT! FIGHT! FIGHT!

Onward Sterling, Onward Sterling,
Hear our battle cry,

Fight Fight	Fight Fight
(Slower)	(Slow)

Fight	Fight
(Slow)	

Bell Schedule

REGULAR DAY

	Entrance Bell	7:22
	Warning Bell	7:28
1	7:30 - 8:50	80 min.
2	8:53 - 10:18	85 min.
3a	10:21 - 11:01	40 min.
3b	11:03 - 11:43	40 min.
4	11:46 - 1:06	80 min.
5	1:09 - 2:29	80 min.

LATE OPENING

	Entrance Bell	8:45
	Warning Bell	8:51
1	8:53 - 9:53	60 min.
2	9:56 - 10:58	62 min.
3a	11:01 - 11:41	40 min.
3b	11:43 - 12:23	40 min.
4	12:26 - 1:26	60 min.
5	1:29 - 2:29	60 min.

ASSEMBLY

	Entrance Bell	7:22
	Warning Bell	7:28
1	7:30 - 8:40	70 min.
2	8:43 - 10:52	
	Assem. A 8:45 - 9:45	
	Assem. B 9:50 - 10:50	
3a	10:55 - 11:35	40 min.
3b	11:37 - 12:17	40 min.
4	12:20 - 1:23	63 min.
5	1:26 - 2:29	63 min.

HALF DAY/EARLY DISMISSAL

	Entrance Bell	7:22
	Warning Bell	7:28
1	7:30 - 8:35	65 min.
2	8:38 - 9:43	65 min.
4	9:46 - 10:51	65 min.
5	10:54 - 11:59	65 min.

PEP RALLY

	Entrance Bell	7:22
	Warning Bell	7:28
1	7:30 - 8:35	65 min.
2	8:38 - 9:48	70 min.
3a	9:51 - 10:31	40 min.
3b	10:34 - 11:14	40 min.
4	11:17 - 12:22	65 min.
5	12:25 - 1:30	65 min.
PR	1:30 - 2:29	60 min.

Special bell schedules below will only be used in the event of inclement weather

2 HOUR DELAY

	Entrance Bell	9:22
	Warning Bell	9:28
1	9:30 - 10:25	55 min.
2	10:28 - 11:28	60 min.
3a	11:31 - 12:01	30 min.
3b	12:03 - 12:33	30 min.
4	12:36 - 1:31	55 min.
5	1:34 - 2:29	55 min.

EARLY DISMISSAL SCHEDULE

	Entrance Bell	7:22
	Warning Bell	7:28
1	7:30 - 8:31	61 min.
2	8:34 - 9:40	66 min.
3a	9:43 - 10:13	30 min.
3b	10:16 - 10:46	30 min.
4	10:49 - 11:50	61 min.
5	11:53 - 12:55	62 min.

AUTOMOBILE REGULATIONS AND STUDENT PARKING REGISTRATION

Student operated vehicles will be permitted to park on campus when parent permission is presented, and office approval has been granted. All student cars must be registered in Officer Smith's Office and the driver must abide by school automobile regulations.

1. All cars must be registered with Officer Smith's Office.
2. Driving or occupying a vehicle during the school hours is forbidden. Any student driving or occupying a vehicle during school hours will be subject to suspension and or loss of parking privileges.
3. All student drivers are required to have parental permission on file with Officer Smith's Office.
4. Parking will be on first come basis in the student parking area only.
5. Strict observation of all safety and speed laws and regulations is mandatory. The Speed limit on Campus is **5mph**.
6. All vehicles must have a permit. They are to be displayed on the rear-view mirror. Parking in the student parking area without registration is not permitted. A driver will be given disciplinary action if a permit is not displayed, or the vehicle is parked illegally. Repeat offenders will be denied driving privileges.
7. Student may not leave campus or go to the parking lot without permission during lunch periods or any other time during the school day.
8. All students securing driving privileges must participate in the Pupil Random Drug Testing Program ([Policy #5536](#))
9. All cars parked in the school property are subject to search and seizure.

Penalty for students violating parking privilege:

1st offense	Warning and vehicle moved to proper location
2nd offense	Loss of parking privileges for 30 days
3rd offense	Loss of parking privileges for 60 days
4th offense	Loss of parking privileges for 180 days

[Policy #5514: Student Use of Vehicles on School Grounds](#)

CAFETERIA REGULATIONS

1. The cafeteria is for your dining pleasure. Please cooperate with staff and each other to maintain a pleasant atmosphere.
2. Students may purchase food from the cafeteria before school and during lunch periods only.
3. When not waiting in line, students should be seated. Please wait patiently in line. No cutting in line or horseplay is allowed at any time.
4. You must have your I.D./money to purchase a school lunch.
5. All food is to be eaten in the cafeteria. No food or drink is to be taken out of the cafeteria.
6. Students are not permitted to order out. No deliveries of pizza, hoagies, fast food, etc., will be allowed. Food purchased from the outside “fast food” restaurants and remaining in original packaging (i.e. bags and wrappers), is not permitted in school.
7. GLASS BOTTLES ARE PROHIBITED: Students bringing lunch to school may not bring drinks in glass bottles. All drinks are to be in cans, plastic bottles, or boxes and should remain sealed until lunch time.
8. Students are required to clean up after themselves. Please clean your area; dispose of your tray, wastepaper and garbage in the receptacles provided. Clean-up should take place when you are finished eating or the last ten minutes of the lunch period. Students found guilty of leaving trays, food or garbage will be sent/referred to the Vice Principal’s office for disciplinary action.
9. Students should not stand by the doorways before the bell rings; they should remain in their seats.
10. Students are expected to report to the cafeteria at their assigned period and may not leave without the approval of the staff member on duty.

All students are asked to cooperate in complying with these rules. Students who violate these regulations will face disciplinary action and may be relocated to an alternative location for lunch. Students and parents should refer to the [Policy & Regulation #5331, Management of Life-Threatening Allergies in Schools](#).

CAFETERIA FINES

Lunch Policy [#8550 Meal Charges/Outstanding Food Service Bill](#)

Students who maintain an outstanding balance may be unable to participate in some upcoming school events, which may include but are not limited to purchasing event tickets, participating in the Junior/Senior Prom or Senior trip. Fines may be paid by cash or check payable to Sterling Cafeteria or at: <http://schoolpaymentportal.com/>.

For more information on lunch at Sterling High School, please visit our website at [Lunch Information - Sterling High](#).

Please bring any payments to our school cafeteria. If you have any questions concerning the fine, please contact Ms. Smith at (856) 784-1333 ext. 4132 or the Vice Principal’s office at ext. 4141 if you have further questions.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students may have a cellular phone on their possession while in the school cafeteria, study hall during school hours. However, cell phones or other electronic devices may be used for educational purposes at the discretion of the teacher. Any cell phone or electronic device used dishonestly (i.e., cheating) in an academic classroom will be subject to disciplinary action. **Cellular phones should not be visible and should be on silent during school hours and may not be used in the nurse's office. – See discipline chart under electronic devices.**

Special circumstances: If a student can demonstrate a special need for an electronic communications device (i.e., a special medical condition), the student may obtain written permission from a School Administrator. In such cases, the student shall use the electronic device only in accordance with the terms of the written permission.

Student Photography and Videotaping: While electronic communication plays an important role in our lives today, please note that photography and/or videotaping of student activities and events are not permitted. Students are advised not to post to social networking sites that are public, including Facebook, YouTube, Instagram, Twitter, etc. Such posting may invade the rights of other students and may pose a security risk for students. Failure to adhere to the above stated policy, which prohibits the unauthorized photography/videotaping of students and school's events, **will result in a disciplinary consequence at the discretion of the administration.**

Device Confiscation: If a student displays or uses (leaves on) an electronic device without written permission or uses the device beyond the scope of his or her permission, an Administrator will immediately confiscate the device for the *remainder of the school day*. Any student who refuses to turn in their electronic device will be subject to further discipline which may result in being sent to internal or required to be picked up from Sterling High School for the remainder of the day. **The administrator will not be responsible for electronic devices confiscated. Electronic devices lost or stolen is not the responsibility of the school.**

With permission, students can use cell phones in the Principal's, Vice Principal's, or Guidance Office.

[Policy #5516 Use of Electronic Communication and Recording Devices](#)

LOST AND FOUND

It is a mark of individual responsibility to safeguard and manage one's personal belongings. However, it is important that any person finding lost articles shall immediately turn them in to the Vice Principal's Office. Any person losing an article shall first report it to his/her teacher and then if not found, inquire at the Vice Principal's Office.

It is recommended that students not bring large amounts of money, expensive jewelry, or other valuables to school. **The school cannot be responsible for such items.**

DISTRIBUTION OF MATERIALS

Any proposal to distribute items from the student body such as student expression pamphlets, handbills, leaflets, advertisements, etc. must be submitted to the administration a minimum of two school weeks in advance of the proposed distribution date.

The administration will evaluate the material to ascertain whether it is suitable for distribution. Suitability should not be read to mean only non-controversial, popular, majority point of view expressions of opinion, but might well include materials representing any kinds of opinions on a variety of subjects. Anything aimed at creating hostility and/or violence, pornography, and/or similar materials, are not suitable for distributing in the schools.

The administration will, within two school weeks, determine whether said materials may be distributed and define the times and places for distribution so as not to interfere with the working of the school. This policy seeks to accommodate the maximum degree of freedom of expression by means consistent with the preservation of good order in the schools.

POSTER AREAS – Student Advertising Procedure

- Standard limit of eight.
- Size not officially limited.
- Poster units of several related elements to count as one poster. Exception: Student Council elections.
- All posters are to be displayed only on the cork strips and/or bulletin boards.
- All posters must be initialed by the Vice Principal.
- Violations are to be removed by faculty or custodial personnel.
- All posters must be removed at the conclusion of the event.

EMERGENCY SITUATIONS

In the event of a school wide or local, state, or national emergency parents may not immediately be allowed in or around school property. Re-unification sites will be established and instructions to parents will be given by the Superintendent or his/her designee. Parents are encouraged to follow all instructions and requests by school administration or emergency personnel to effectively respond to the situation occurring.

EMERGENCY SCHOOL CLOSING

In the event it becomes necessary to close the school because of a serious storm or other emergency, you will receive an automated voice message from the school.

Please check Twitter for updates. You may also refer to the Sterling High School Webpage at www.sterling.k12.nj.us.

When it is necessary to close school in an emergency, all school functions and activities are cancelled.

FIRE/LOCKDOWN DRILLS

By law there must be one (1) fire drill and (1) security drill every month, when school is in session. Promptness and silence are required. The large number of exits in our building facilitates moving quickly to safe distances from the school. Students are to proceed immediately to the assigned exit and walk to the assigned area with their classroom, where they are to stand in a double file line until the signal to return is sounded. Students should remember that perfect order is essential for complete safety. Directions are posted in each classroom and will be reviewed by their classroom teachers.

VISITORS

Visitors will be directed to the high school general office. No visitors will be allowed in the building unless an appointment has been made prior to arriving at the high school campus. All visitors must be approved by the school Administration, before, during or after school visitation with the exception of a school sponsored activity (i.e. basketball game). Visiting classroom teachers is not permitted during classroom hours. Students are not to bring visitors into the school with them during the school day. Visiting coaches or practices is not permitted during practice times. No visitors will be allowed in the building or grounds during practice unless an appointment has been made prior to arriving at the high school campus. Parents/guardians/families/friends are not permitted to attend practices unless an appointment has been made prior to arriving at the high school campus. Please provide a valid driver's license to the front office to gain access to the school and receive a visitor's badge which should be turned in at the conclusion of your visit.

[School Visit Policy #9150](#)

FAMILY VACATIONS AND DRIVING LESSONS

1. Days absent from school because of family vacation will not be considered excused absences; it is recommended that all family vacations be taken during days when school is not in session. (Please refer to school calendar)
2. Students will not be excused early or late for driving lessons. Students are encouraged to arrange driving lessons before or after school hours.

RULES GOVERNING SCHOOL SPONSORED EVENTS

- Participants at events are to be courteous, friendly, and polite. School regulations always apply during school events.
- Students are required to obey the directions of chaperones in authority at an event. A student may not return to a school function once he/she leaves the event.
- All social events will be scheduled at the discretion of Sterling High School's Administration.
- Students will be asked to present a student **photo I.D. card** upon entrance to an event.
- Students are not to loiter on or near school property after school events. At "away" events, the same rules apply.
- Smoking is prohibited at school events and on school property.
- Students suspected of alcohol or other drug use will be refused admission to school events and are subject to the conditions set forth in Sterling High School's [Policy NO. 5530, "Substance Abuse"](#).
- **Any student on External or Internal Suspension may NOT attend any school activity.**

SCHOOL ATTENDANCE AND PARTICIPATION IN CO-CURRICULAR ACTIVITIES

IN ORDER TO PARTICIPATE IN CO-CURRICULAR ACTIVITIES A STUDENT MUST BE PRESENT IN SCHOOL THE DAY OF THE ACTIVITY. In case of Saturday or holiday events, the student must have been present the last school day before the activity unless cleared by administrative decision. In all cases where the student had been absent, the eligibility of the student to participate in extra-school activities shall be left to the discretion of the Administration. IF A STUDENT IS LATE TO SCHOOL, THE STUDENT MUST BE SIGNED IN BY 9:00 A.M. THE DAY OF THE ACTIVITY IN ORDER TO BE ELIGIBLE TO PARTICIPATE. Students who sign out prior to the end of the school day; the eligibility of the student to participate in extra-school activities shall be left to the discretion of the Administration.

*IF A STUDENT HAS **INTERNAL SUSPENSION** for the day, they will be unable to participate in any CO-CURRICULAR ACTIVITIES for that day.

See [Policy No. 2430, Co-Curricular Activities](#) for more information.

Any changes of policies, rules or regulations are subject to approval in writing by the Athletic Director, Vice Principal, Principal, Superintendent, and the Board of Education.

***Please be aware of any illness which is documented by a physician's written certification, received within five (5) school days after returning from absence.**

STUDENT FINES

Textbooks issued to students should be cared for properly since they are the student's temporary personal property and responsibility.

1. Students are responsible for their own books. Students must pay for any books damaged, lost or stolen. Students will be fined for damaged books. The amount of the fine will be determined by the extent of damage but will not exceed the cost of the book.
2. A student who loses a book must obtain a lost book slip from his/her subject teacher. The teacher will complete the necessary information and forward the slip to the Vice Principal's Office. In the interim, the student may be issued a replacement book. After payment is made by the student in the Vice Principal's Office, the fine will be removed from the student's account.
3. If a book is lost, remember to check in the lost and found in the General Office.

Students owing fines for books or other materials are not to be issued report cards, books or materials until the fines are paid or the obligation satisfied. **Students may also be prevented from participating in extracurricular activities, school events such as field trips, and or be restricted from OnCourse access (these are examples and not an exhausting list of restrictions).** All school records, transcripts and schedules of pupils who have outstanding fines will be held and will not be released until payment is made by cash or money order to the Vice Principal's Office. All fines must be taken care of before paying on any school trips, events or participating in activities or athletics (i.e., senior trip or prom).

STUDENTS AND PARENTS RIGHT TO KNOW HAZARDOUS SUBSTANCES

The Sterling High School District Board of Education, "The Board", is required to make an annual notification regarding the use or storage of hazardous substances in a construction or non-routine maintenance activity as per Public Law 1998, c.364.

As per the requirements of P.L. 1998, c.364, the Sterling High School Board of Education will make every attempt to ensure that hazardous substances are not utilized in a construction or non-routine maintenance activity in or on the Board's buildings or its grounds while children are expected to be present, unless it is deemed an emergency condition by the Board.

If the Board initiates construction or non-routine maintenance activity, we are required under P.L. 1998, c.364, to comply with the following requirements:

- Post a notice of any construction or other activity involving the use of any hazardous substances on a bulletin board in the appropriate facility two days prior to the commencement of the activity.
- Hazardous substances are anticipated to be stored at the facility during construction or non-routine maintenance activities at various times throughout the year.
- Hazardous substance fact sheets for any of the hazardous substances being used or stored are available at the facility for your inspections.

If the Board is involved in what is deemed an emergency, a notice will be posted as soon as possible on a bulletin board in the appropriate facility.


Any questions regarding the requirements of P.L. 1998, c.364 can be directed to Mr. Jim McCullough, Board Secretary, at the Board of Education Office (856-784-3545).

WORKING PAPERS


The Child Labor Law requires that you obtain an employment certificate before you begin full time or part time work. This is true until you are 18 years of age, whether you are a high school graduate or not. You must be at least 16 years old and have a job to secure a regular employment certificate or full-time work. You must be at least 14 years old to secure a part time or vacation certificate for work done after school or during vacation, including summer vacation time. Students can now obtain their working papers online, click here [Working Papers](#).

NJ WORKING PAPERS PROCESS

FOR EMPLOYERS	FOR MINORS	FOR CAREGIVERS
<p>Here's how to get started:</p> <p>1. Create an account. Enter your business details and email address at myworkingpapers.nj.gov. We'll send you a link to confirm your email address.</p> <p>2. Complete your employer profile. Once we have this information, we'll assign your business a unique 8-digit code. Give this code to every minor you hire so we can link their Working Papers application to your business. Helpful hint: For businesses with more than one location, we assign a unique code to each worksite.</p> <p>3. Check your email. We'll notify you every time a minor submits a Working Papers application for a job with your business. After you verify their information and approve their application, the minor's caregiver will be prompted to do the same from their own account. You'll get an email to let you know when the application is approved or rejected. If the application is rejected, the email will tell you the reason why and offer next steps for you to take.</p> <p>4. Schedule their first day! Once an application is approved, employers, minors and caregivers will receive an email, and the minor can begin working.</p>	<p>CONGRATULATIONS on your job offer! Here's what to do next:</p> <p>1. Create an account. Enter your name and email address at myworkingpapers.nj.gov. We'll send you a link to confirm your email address.</p> <p>2. Complete the application. You'll need your employer's unique 8-digit code and your caregiver's name and email address to submit your part of the application. Helpful hint: If your employer is not registered, give us their email address and we'll send them a link to create an account.</p> <p>3. Track your progress. You may need to follow up with your caregiver and employer, who need to submit their parts of the application before you can start working. If your application is rejected for any reason, you can't work until you submit a new application that is approved.</p> <p>4. Get to work! You can start working after your application is approved.</p> <p>Don't forget: If you add or change jobs, you need to submit a new Working Papers application.</p>	<p>1. Check your email. A minor applying for working papers provides their caregiver's name and email address. The caregiver receives an email with a link to complete their part of the application.</p> <p>2. Review the application. If everything looks good, upload the minor's proof of age and approve the application.</p> <p>Acceptable proof-of-age documents:</p> <ul style="list-style-type: none"> Birth certificate or certified transcript Minor's driver's license or learner's permit Baptismal certificate Bona fide contemporary record of the date and place of the minor's birth Passport Certificate of arrival in the United States issued by the United States Citizenship and Immigration Services (USCIS) showing age of minor Life insurance policy (provided the policy is at least one year old at the time it is offered as evidence) <p>3. Not sure about this job? If you are concerned about an aspect of the job – hours, description of duties, etc. – you can reject the application and the minor will not be able to start the job.</p> <p>Note: If you do not take action on the application within two weeks, the application will be presumed approved and the minor can begin working. However, if you later reject the working papers application, the minor must stop working at that time.</p>



MYWORKINGPAPERS.NJ.GOV



MW-575 (5/23)

DATING VIOLENCE

As per policy state law, [Policy 5519](#) prohibits acts or incidents of dating violence at school, whether verbal, sexual, physical, or emotional. Such acts will not be tolerated and will be dealt with in accordance with the school's Discipline Reference Chart.

HARASSMENT, INTIMIDATION, AND BULLYING [Policy # 5512](#)

Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

To this Policy, the term "parent", pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

Harassment, Intimidation, and Bullying Definition

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

1. 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
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to; a telephone, cellular phone, computer, or iPod.



STERLING HIGH SCHOOL

HOME OF THE SILVER KNIGHTS

RACHEL RAVIOR, VICE PRINCIPAL

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SOMERDALE, NJ 08083

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Dear Parent/Guardian,

We are excited to inform you that our school has enrolled with STOPit! STOPit is an online reporting tool designed to deter and mitigate bullying, cyber abuse, and other inappropriate behaviors, consisting of an app and a back-end incident management system for school administrators.

Our students will have access to the STOPit mobile app, which has two simple but powerful features:

REPORT *can be used by students to report incidents to school contacts anonymously.*

MESSENGER *can be used to engage in anonymous two-way communication with school contacts.*

Both **REPORT** and **MESSENGER** empower students to stand up for themselves and for one another. Students have the power to help put an end to harmful and inappropriate behavior they see online through social media and other means. They can use STOPit to reach out for help if they or a peer are facing a personal crisis or experiencing bullying, abuse, or are otherwise in need of assistance. Our goal with STOPit is to create safer, kinder, school communities both online and off.

No student information is needed to use STOPit. The only way personally identifiable information will be accessible through STOPit is if a student voluntarily includes it within the content of a report or message. Both our school and STOPit are committed to protecting the privacy of student data. STOPit is a signatory to the Student Privacy Pledge, spearheaded by the Future of Privacy Forum and the Software & Information Industry Association. You may review STOPit's Privacy Policy for details, including more information on how anonymous reporting works.

Please note that we will be launching STOPit at the beginning of the school year. At that time, your child will be invited to download the STOPit app from the App Store on his or her smartphone or tablet at no charge.

More information and resources can be found online at www.stopitsolutions.com.

Mrs. Rachel Ravior,
Vice Principal

DISCIPLINE

RULES WITH REGARD TO STUDENT CONDUCT

Courtesy and self-control should be always exhibited by students.

Always keep to the right in the hallways, while navigating through the building.

WALK – DO NOT RUN.

Avoid loud talk and boisterousness.

Fire drills and other necessary drills require absolute silence.

The TEACHER, NOT the bell, dismisses classes.

Writing on or defacing school property will be subject to prosecution by the law.

Students shall not ask to use the office telephone except for URGENT reasons.

[Policy #5500 Expectations](#) for Pupil Conduct

The Board expects all pupils in this school district, commensurate with their age and ability, to:

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior;
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;
6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parent(s) or legal guardian(s) and appropriate school staff members.

EXTRACTS FROM AN ACT ENTITLED “AN ACT CONCERNING DISORDERLY PERSONS”

2a:170-28. Any person who by noisy or disorderly conduct disturbs or interferes with the quiet or good order of any place of assembly, public or private, including schools, churches, libraries and reading rooms, is a disorderly person.

2A:170-36. Any person who maliciously destroys, defaces, damages, or injures property may, where the damage does not exceed the sum of \$200, be adjudged a disorderly person.

2C:33-16. Any person of legal age who purchases alcoholic beverages, who knowingly and without the express written permission of the school board, its delegated authority, or any school principal, brings or possesses any alcoholic beverages on any property used for school purposes which is owned by any school or school board, is guilty of a disorderly person's offense.

DISCIPLINE DEFINITIONS

To assist the efforts of the classroom teachers, the administrative staff will employ the following guidelines in hope of reinforcing positive behavior patterns.

Teacher Detention: Students are given after or before school detention which is assigned and conducted by individual teachers for the purpose of conferences and/or study. Students must abide by teacher's requests (24hour notice). Parents are contacted to be made aware of discipline, and a conference with student.

Administrative Detention: Students are given after school detention which is assigned by the Principal/Vice Principal. Administrative detentions will be a "study" session. Students should come prepared to do his/her homework. All Administrative detentions will run from 2:35 PM until 3:20 PM (45 minutes). **Students must use the restroom before detention begins, they will have 6 minutes to collect their belongings from their lockers and use the restroom before 2:35 PM, once detention begins students are not permitted to leave.** Administrative detentions will be held on Monday, Tuesday, Wednesday, and Thursday each week (4 days per week), except on days preceding a holiday.

Administrative detention will be served without exception. Students will be excused on by the Principal/Vice Principal from the Administrative detentions for the day. The student will be required to make up the day. Absences can only be excused by the Vice Principal for verified reasons. If a student needs to reschedule a detention, they must come down to the VP office for approval prior to the end of the school day. After approval by the Vice Principal, the detention will be reassigned for the next detention day. **If a student is absent from school the day that the detention is assigned for, they must make up the detention on the day of their return to school.**

Lunch Detention: Lunch detention will be served during 3A and 3B lunches. Students must report to the designated lunch detention room immediately after Block 2 dismissal; their lunch order will be brought to detention. Students will not be permitted to use any electronics except for their laptops to complete instructional work. **If a student is absent from school the day the detention is assigned, they must make up the detention on the day they return to school. Lunch detention may be issued on the same day as an infraction or for late arrival. Failure to adhere to the expectations of lunch detention will result in further student discipline and may require an early student pick up from Sterling High School.**

Temporary Removal (AIP): Students may be held in an alternative instructional placement that maybe but not limited to the internal suspension room for a time to be determined by the Sterling Administration. A temporary removal will not count towards any discipline assigned to the student if given.

Saturday Detention: Students will be assigned detention on a Saturday from 8-11 A.M, students who arrive late will not be let in. Failure to comply with the expectations or show up will result in an alternative disposition. Parents may make a request of one rescheduled Saturday per semester in advance prior to the assigned detention.

Suspension: Students are excluded from classes or school for a specified period. A parental conference is necessary for a student to be readmitted to regular classes.

Internal Suspension: Students will be assigned from 7:30 AM to 3:20 PM.

In-school suspension (Internal Suspension) is also assigned to students as a disciplinary measure. During this time of restriction, the student is directed to **remain in the Internal Suspension room for the entire school day and continue beyond 2:29 PM until 3:20 PM Monday through Thursday. The students will serve the remaining time of 2:29 PM until 3:20 PM in the after school administrative detention room.**

The duration of the 1st suspension is 1-10 days depending on the offense. The 2nd suspension is 3-10 days. The 3rd suspensions are generally for a minimum of 5 or more days and require a procedure with the principal which includes a parent conference with teachers of the student, the student's Guidance Counselor, Youth study Team personnel, the school Nurse and/or other such professional staff as required to develop a complete assessment of the student's progress to date. A formal record of the meeting will be kept and shared with all concerned personnel including the Superintendent. Any future suspensions may require the assignment of an external suspension and referral to the Superintendent.

Class work will be assigned by the student's regular teachers. It will be the student's responsibility to obtain and make up work to the satisfaction of his classroom teachers while in Internal Suspension. Teachers will maintain a record of work assigned and completed and grades will be entered for the work assigned. If a student does not complete the assignment, no credit will be recorded. **Additional assignments may be required by the Internal Suspension Teacher.**

Students will not be permitted to remain in Internal Suspension beyond the suspension period. Should a parent not report for a required conference by the end of the suspension period, they will be notified, and the student will be excluded (placed on External Suspension) from school pending a conference unless the Administration deems otherwise.

*Students will be required to always do schoolwork while in Internal Suspension. The Internal Suspension Teacher will maintain a check list and will monitor students each block. **Should a student receive two (2) unsatisfactory marks in each day for failure to work or discipline, the student will be required to redo the full day of Internal Suspension, until a parental conference is held with the Vice Principal.***

The student cannot participate nor attend any curricular or extra-curricular activities or programs until the terms of the suspension have been satisfactorily met by the student as determined by the Administration.

In addition, students who have been suspended three times, Internal or External, waive the privilege of attending any field trips for the remainder of the year. Seniors who have been suspended 3 times will not attend the senior trip. Students who have been suspended four or more times will not be permitted to participate and/or be a spectator for all student activities. This includes, but is not limited to, the Sterling prom, Outside High School Prom Dances/Activities, graduation ceremony, athletic teams, and any other event or program identified by the Administration ([Policy Regulation 5600](#)). Students will not be permitted to use any electronics except their laptop for the completion of instructional work.

Absences while a student is on suspension do not count toward credit reduction provided assignments are completed satisfactory.

External Suspension (Out of School)

When students have been externally suspended from Sterling High School, they cannot participate in any capacity in any school sponsored activity or extra-curricular program, nor can they be on the school grounds or in the school building until the suspension period has been properly terminated.

The only exception to this policy is for a pre-arranged scheduled Administrative or Board of Education conference meeting with the students and/or their parents, guardians, or legal counsel. To receive credit for quizzes, tests, and other related work missed during suspension, the student must make up the work in accordance with [Policy # 5610](#), Marking System, and Section 10. Students should contact their Guidance Counselor to arrange for assignments.

Restorative Practices:

Sterling High School will continue working with the student body systematically for transformative student-initiated change. Sterling High School will continue to build upon our Code of Conduct by utilizing, when applicable, Restorative Practices. Restorative Practices are a process by which an individual acknowledges wrongdoing and takes steps to repair harm while making changes necessary to avoid this behavior in the future. The school community welcomes the student back, fostering a culture that elevates dialogue and values relationships.

Below is a list of possible Restorative Practices, this list is near suggestions and not limited to the following:

Restorative Justice Questions:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right?

***Restorative Actions:** reflective writing, service, instructional projects and groups, restitution from property or time, authentic apology, restorative conferences intended to repair relationships, recommend services, clear misunderstandings, suggest ways to restore the harm, etc., possible IR&S referral.

***Reflective Assignment:** this is a harm assessment. The student will reflect with a staff member on the behavior, the harm, the individual or institution harmed, the consequence of the harm on the victim or institution, better choices, determining what corrective action could restore the harm, and what corrective action the administration or staff has at their disposal.

***Restorative Conference:** This can also be held in addition to a disciplinary corrective disposition, or as an alternative. This is a way to review the steps of actions and reflect in a group setting with the individuals harmed and then agreeing to carry out the recommendations of the group for a restorative action in order to repair the relationship that was damaged (with self or others) or to prevent any further harm. This will require two willing parties to participate in this process.

***Conflict Mediation:** If all parties agree conflict mediation and conflict resolution can take place. This will occur if a counselor or staff feels the mediation will be productive.

DISCIPLINE REFERENCE CHART

INFRACTIONS	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 TH OFFENSE
Student ID Badge Violation (administrative warning 1st-3rd offense)	4th/5th Offense -1 Lunch/ Administrative Detention -Payment for replacement of ID Badge -Parent Notification	6th/7th Offense -Saturday Detention -Payment for replacement ID Badge -Parent notification	8th/9th Offense -3 Lunch/ AD -2 Sat Detentions -Payment for replacement ID Badge -Parent Notification	10th Offense and Beyond -Internal suspension until parent conference
Temporary ID	-Warning (1-2)	3 Temps - 1 Lunch detention /AD	6 Temps -2 Lunch detentions/AD -Parent contact	9 Temps Sat Detention/ -1 day of Internal suspension -Parent conferences
LATENESS Same day lunch detention can be administered	3rd Lateness -1 Administrative detention -Parental contact Lunch Detention Restorative Practice 15th Lateness -2 days ISS -Parent Contact	6th Lateness -3 Administrative \Lunch Detentions/1 Saturday Detention -Parent contact Restorative Practice 18th Lateness -1-day ISS -Parent Conference -Possible loss of credit	9th Lateness -5 Administrative/ Lunch Detentions/2 Saturday Detentions -Parent contact Action Plan 21st Lateness -3 days ISS -Parent Conference	12th Lateness -I-day ISS -Parent conference requested 24th Lateness -5 Days ISS -Referral to Principal
Cut class/access	-3 Administrative Detentions -3 Lunch Detention -Restorative Practice Failure for work missed. -Parent conference	-1-day Internal Suspension -Saturday Detention -Action Plan -Parent Conference	-3 days Internal Suspension -Parent Conference pending parent conference with Vice Principal	-5 days Internal Suspension -Removal from class (WF) -Parent conference
Cutting Administrative Detention	-2 Administrative detentions -Reassign Administrative detention -Parent Notification	- 3 Administrative Detentions -Parent Conference Action Plan	-1-day Internal Suspension -Parent conference	-3 days Internal Suspension -Parent conference with Principal
Cutting Lunch Detention	-2 Lunch detentions -Reassign Lunch detention -Parent Notification	-2 Administrative detentions /Saturday -Parent Notification Action Plan	- 3 Administrative Detentions or Sat Detention -Parent Conference Action Plan	-1-day Internal Suspension -Parent conference
Cutting Saturday Detention	-2 Saturday detentions Or ISS	-ISS/OSS until parent conference	- OSS/Behavior action plan	
Cut Teacher Detention	-1 Administrative detention	-2 Administrative detentions -Parent conference	- 3 Administrative Detentions -Parent Conference	-1-day Internal Suspension

INFRACTIONS	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Inappropriate Cafeteria Behavior (Throwing food/objects)	-Removal from cafeteria for 1-3 days -Restorative Practice -Restorative conference Lunch Detention/AD -Parent contact	-Removal from cafeteria 3-5 days -1-day Saturday detention Do restorative reflection assignment. Parent Conference	-1-3-day Internal Suspension -Parent Conference -Action Plan	-3-5 days Internal Suspension - Parent conference
<u>Dress Code Violation:</u> Students will not be permitted to wear clothes to cover up the dress code violation, student must change to meet school dress code.	-Change clothes -Parent notification -1 lunch/Admin detention See policy.	-Change clothes -Parent notification -3 Administrative detentions/Saturday Detention	-Change clothes -Parent Conference with Vice Principal -5 Administrative Detentions/ISS/Saturday	-Change clothes -Parent Conference with Principal -Internal Suspension until conference
<u>Dating Violence</u>	-Mediation -3 Administrative Detentions - Suspension as determined by Administrator in charge -parent notification/parent conference	-Mediation -Internal Suspension as determined by Administrator in charge -parent notification/parent conference	-External Suspension as determined by Administrator in charge -Referral to Principal	-Referral to Superintendent
Overuse of Fragrances (spraying perfume/cologne)	-Verbal warning	-1 lunch detention -Parent contact -Restorative practice	-2 lunch detentions/AD -Parent contact -Restorative practice	
False alarms and/or bomb scare – involvement in generation of false alarms or bomb scare	- External Suspension -Parent conference -Police Notification -Charges filed with municipal authorities	-External suspension -Expulsion hearing -Parent conference -Police notification -Charges filed with municipal authorities		

INFRACTIONS	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Relational Conflict/Aggression (Verbal, Physical, social media)	<ul style="list-style-type: none"> - Restorative Practice - Restorative Conference - Conflict mediation - Parent contact And or 1-2 Lunch/Admin Detention	<ul style="list-style-type: none"> - 2 administrative detentions or Sat Detention - Restorative Conference - Conflict mediation - Parent contact 	<ul style="list-style-type: none"> - 1-2-day internal suspension - Parent contact 	<ul style="list-style-type: none"> - 3 days Internal Suspension - Parent Conference
Assault on another person and/or terrorist threats	<ul style="list-style-type: none"> - External suspension - Parent conference - Police notification - Possible charges filed with police authorities - Referral to Superintendent for possible hearing with the Board of Education for an expulsion hearing 	<ul style="list-style-type: none"> - External Suspension - Possible expulsion hearing - Police notification. Charges filed with police authorities 	<ul style="list-style-type: none"> - External Suspension - Possible expulsion hearing - Police notification. Charges filed with police authorities 	
Inappropriate use of technology (social media, text, videotaping students/staff. distribution/air dropping)	<ul style="list-style-type: none"> - Parent contact - AD/Saturday Detention/ISS pending severity 	<ul style="list-style-type: none"> - Parent contact - 1-3 Saturday detentions/1-3 ISS pending severity 	<ul style="list-style-type: none"> - Parent contact - Action plan - 1-3 OSS pending severity 	<ul style="list-style-type: none"> - Parent contact - Action plan - 1-3 OSS pending severity
Electronic devices – possession and use of devices during the school day Examples: Earbuds Cell Phone Violation (Nurse Office) Calling/Answering/receiving phone calls during school	<ul style="list-style-type: none"> - Parent contact - Confiscation of item to be returned to student at the end of the school day - 1 Lunch/ Administrative Detention - Refusal to comply results: internal or parent pick up 	<ul style="list-style-type: none"> - 1-2 Administrative detentions - Confiscation of item to be returned to student at the end of the school day - Parent conference with Vice Principal - Refusal to comply results: internal or parent pick up 	<ul style="list-style-type: none"> - 1-3 AD/ISS or Sat Detention - Confiscation of item to be returned to parent - Parent conference with Principal - Refusal to comply results: internal or parent pick up 	<ul style="list-style-type: none"> - Internal Suspension pending parent conference - Parent contact - Confiscation of item - Parent conference with Superintendent - Refusal to comply results: internal or parent pick up
Safety Violation	<ul style="list-style-type: none"> - 1 Administrative detention - Internal/External Suspension - Restorative Practice - Parent contact 	<ul style="list-style-type: none"> - 2 Administrative Detentions /Saturday - Internal/External Suspension - Restorative Practice Action Plan - Parent contact 	<ul style="list-style-type: none"> - Internal/ External Suspension - Restorative Practice Action Plan - Parent Conference 	<ul style="list-style-type: none"> - 3 days Internal/external Suspension - Parent conference
Safety hazard – creation of a situation that could lead to the injury of self or others	<ul style="list-style-type: none"> - 1-3-day external suspension or 3-day internal suspension - Parent conference - Restorative Practice 	<ul style="list-style-type: none"> - 3-5-day external suspension or 5-day internal suspension - Parent conference - Action Plan 	<ul style="list-style-type: none"> - External Suspension - Referred to Principal 	<ul style="list-style-type: none"> - Refer to Superintendent
Fighting	<ul style="list-style-type: none"> - 3 days External suspension - Parent conference - Police notification - Possible charges filed with police authorities - Restorative action/mediation when applicable 	<ul style="list-style-type: none"> - 3-5 days External suspension - Parent conference - Police notification - Possible charges filed with police authorities - Restorative action/mediation when applicable 	<ul style="list-style-type: none"> - External suspension - Referred to Principal - Charges filed with police authorities 	

INFRACTIONS	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 TH OFFENSE
Harassment and Bullying – any activity that causes others to feel threatened or uncomfortable within the school setting *Add HIB policy*	-Mediation/ restorative action, when applicable 1 to 2 -Administrative detention -Internal/External suspension as determined by Administrator in charge -Parent notification/parent conference	-Mediation/ restorative action when applicable -1 to 3 days' External suspension as determined by Administrator in charge. -Parent notification/parent conference	-1 to 3 days' External suspension as determined by Administrator in charge. -Referral to Principal	-Referral to Superintendent
Incitement to Fight (Verbal), Physical Aggression/Inappropriate Contact	-1-day Internal Suspension or Saturday Detention -Referral to the Vice Principal -Parent Conference -Mediation/ restorative action, when applicable	2-3 days Internal Suspension -Referral to the Vice Principal -Parent Conference -Mediation/ restorative action, when applicable	3-5 days Internal Suspension -Referral to the Vice Principal -Parent Conference	-3 days External Suspension -Referral to the Principal -Parent Conference
Insubordination Failure to respond to the direction of a member of the staff	-1-AD/ Internal suspension -Referral to the Vice Principal -Parent Conference *Restorative Practice	-2 days' Internal suspension Or Saturday Detention -Referral to the Vice Principal -Parent Conference -Possible removal from class upon recommendation of Principal	-3-5 days' Internal suspension -Referral to Principal	-3 days' External suspension -Referral to Superintendent -Possible Board of Education hearing/placement in alternative school
Inappropriate Behavior/Horseplay	Restorative Practice -Conference -Conflict mediation 1–3-day lunch det/AD -Parent contact	2-day AD/Internal Suspension Or Saturday Detention -Action Plan -Referral to the Vice Principal -Parent Conference	-3-5 days Internal Suspension -Referral to the Vice Principal -Parent Conference	-5 days Internal Suspension -Referral to the Vice Principal -Parent Conference

INFRACTIONS	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 TH OFFENSE
Profanity toward staff members/Adults - verbal & nonverbal	-1-3 Internal suspension /1 Saturday Detention -Parent conference -Restorative Practice	-3 days Internal/OSS suspension/2 Saturday Detentions -Parent conference -Referred to Principal	-1-3 days External suspension -referred to Superintendent	
Use of Profanity	-lunch/Administrative Detentions (1 to 2) -Parent contact Restorative Practice	-lunch/ Administrative Detentions (2 to 5)/Saturday Detention -Parent contact	-1-3 days' Internal suspension -Parent conference	-1-3 days' External suspension -Parent conference
Disrespect to staff/Uncooperative	- Restorative assignment - Restorative Conference -Parent contact Lunch Detention/AD 1-3)	-Administrative Detentions (2 to 5) Restorative assignment - Restorative Conference -Parent contact Action Plan	-1-3 days' Internal suspension Restorative assignment - Restorative Conference -Parent conference	-1-3 days' External suspension Restorative assignment - Restorative Conference -Parent conference
Racial or ethnic slurs or inflammatory remarks	1-3-day internal/OSS suspension -Parent conference -Restorative action	-5 days' external suspension -Parent conference -Referral to Principal -Restorative action	-Referral to the Superintendent for possible hearing with the Board of Education for an expulsion hearing	
<u>Weapons</u> – use of any instrument as a weapon to cause bodily harm or threaten any individual. *Pepper spray included	-External suspension pending hearing -Board of Education hearing for expulsion -Police notification. Charges Filed	-External suspension pending hearing -Board of Education hearing for expulsion -Police notification. Charges Filed	-External suspension pending hearing -Board of Education hearing for expulsion -Police notification. Charges Filed	-External suspension pending hearing -Board of Education hearing for expulsion -Police notification. Charges Filed
<u>Weapons</u> – convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm (on or off school property)	-External suspension -Board of Education hearing for expulsion -Removal from regular education program for 1 year -Police notification. Charges Filed	-External suspension pending hearing -Board of Education hearing for expulsion -Police notification. -Charges Filed	-External suspension pending hearing -Board of Education hearing for expulsion -Police notification. Charges Filed	-External suspension pending hearing -Board of Education hearing for expulsion -Police notification. Charges Filed
<u>Weapons</u> – Possession of a look-alike weapon including water guns	-External suspension -Parent conference -Police notification -Referral to the Superintendent for a possible Board of Education hearing for expulsion -Police notification. Charges Filed	-External suspension -Parent conference -Police notification -Referral to the Superintendent for a possible Board of Education hearing for expulsion -Police notification. Charges Filed	-External suspension -Parent conference -Police notification -Referral to the Superintendent for a possible Board of Education hearing for expulsion -Police notification. Charges Filed	-External suspension -Parent conference -Police notification -Referral to the Superintendent for a possible Board of Education hearing for expulsion -Police notification. Charges Filed

INFRACTIONS	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Drugs and/or Alcohol Possession , use, and/or distribution of controlled dangerous substances and/or alcohol	-External suspension -Refer to Policy #5530 for complete details	External suspension -Refer to Policy #5530 for complete details	External suspension -Refer to Policy #5530 for complete details	External suspension -Refer to Policy #5530 for complete details
Use of Substances- Smoking – Use of any tobacco, including e-cigarette/tobacco vape devices	-3 days Internal suspension -Parent notification -\$50 fine -Filing of charges with Municipal court -Referral to Substance Awareness Coordinator Screening Restorative Practice	-3 days external suspension -\$100 fine -Parent notification -Filing of charges with Municipal court Restorative Practice Action Plan	-3-5 days external suspension -\$150 fine -Mandatory counseling and court notification	-5 days External suspension -Each additional offense requires an additional \$25 to the previous fine amount -Board hearing
Use of substances- Smoking situation – Being present in a location when smoking is taking place and/or possession of smoking/tobacco items	-1-day Internal suspension or Saturday Detention -Confiscation of materials -Parent notification -Referral to substance Awareness Coordinator /Screening Restorative Practice	-3 days’ Internal suspension -Parent Conference -Confiscation of Materials	-3 days’ external suspension -Parent Conference -Confiscation of Materials	-5 days’ external suspension -Parent Conference -Confiscation of Materials

INFRACTIONS	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Truancy – Cutting more than one class in a single day	-1-day Internal suspension -Parent conference	-3 days’ Internal suspension -Parent conference	-5 days’ Internal suspension -Parent conference	-Withdrawal from class -No credit status -Parent conference
Leaving building or grounds without permission / In an unauthorized area	-Internal suspension until conference -Referral to the Vice Principal -Parent conference	-3 days’ Internal suspension -Referral to the vice Principal -Parent conference	-1-3 days’ External suspension -Referral to the Principal -Parent Conference	-3-5 days’ External suspension -Referral to the Principal -Parent Conference
Loitering on School Property	2 days lunch/AD Parent Contact	1 Saturday/ISS Parent Contact/Conference with VP Action plan (pass restriction)	1 day ISS mandatory parent conference before returning to class	Off Campus Letter
Parking Violations	-Warning -Vehicle moved	-Loss of parking privileges for 30 days	-3 Administrative detentions and loss of parking privileges for 60 days	-Internal suspension -loss of parking privileges for 180 days
Violation of Technology Contract (*Include Tech agreement) Acceptable Use Policy 2361	- Lunch/Administrative detention -Parent notification -Restorative Action	-3 Administrative detentions /Sat Detention	-5 Administrative Detentions/Sat Detention/ISS	-Internal/external suspension until parent conference
Student Tablet Violation (*Include Tech agreement) Acceptable Use Policy 2361	4th/5th Offense -1 Administrative Detention -Parent Notification	6th/7th Offense -2 Administrative Detentions -Parent notification	8th/9th Offense -3 Administrative Detentions -Parent Notification	10th Offense and Beyond -Internal suspension until parent conference

INFRACTIONS	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Vandalism and Theft Intent to steal Destruction of Property	-Internal/external suspension -Parent conference -Full restitution to damages -Possible referral to Police Restorative Action when applicable	-Internal/external suspension -Parent conference -Full restitution to damages -Notification of Police	-External suspension - Full restitution to damages -Notification of Police -Refer to Principal	-Refer to Superintendent
Public Displays of Affection	-lunch detention/Administrative detention -Parent contact	-2 lunch detention/Administrative detentions -Parent contact	-Parent conference -5 Administrative detentions	-Internal Suspension -Parent conference
Cheating/Plagiarism and/or participation in situations where cheating or plagiarism has taken place * Please refer to the Cheating/Plagiarism section for further details	-Failure for work assigned -Counselor referral -Parent notification Restorative Practice	-Failure for work assigned -Parent conference -Counselor referral -1 administrative detention	-Failure for work assigned -Parent conference -Counselor referral -1-day Internal Suspension	-Failure for work assigned -Parent conference -Counselor referral - 3 days of Internal Suspension
Forgery	-Internal Suspension -Parent Conference	-Internal Suspension -Parent Conference	-Internal Suspension -Parent Conference	
Fireworks – Possession or use of fireworks and/or chemical devices	-Internal/External suspension as determined by Principal -Police Notification -Possible Board hearing			
Gambling or exchanging of money or property resulting from a game of chance or risk	-1-day Internal Suspension -Parent Conference	-3 days Internal Suspension -Parent Conference	-3 days External Suspension	
Gang Activity – Any action taken by a group, or two or more persons joined together for destructive or violent purposes	-External suspension as determined by Principal -Referral to Superintendent for possible Board hearing for expulsion -Police Notification	-External suspension as determined by Principal -Referral to Superintendent for possible Board hearing for expulsion -Police Notification	-External suspension as determined by Principal -Referral to Superintendent for possible Board hearing for expulsion -Police Notification	-External suspension as determined by Principal -Referral to Superintendent for possible Board hearing for expulsion -Police Notification

Restorative Practices:

Sterling High School will continue working with the student body systematically for transformative student-initiated change. Sterling High School will continue to build upon our Code of Conduct by utilizing, when applicable, Restorative Practices. Restorative Practices are a process by which an individual acknowledges wrongdoing and takes steps to repair harm while making changes necessary to avoid this behavior in the future. The school community welcomes the student back, fostering a culture that elevates dialogue and values relationships.

Below is a list of possible Restorative Practices, this list is near suggestions and not limited to the following:

Restorative Justice Questions:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right?

***Restorative Actions:** reflective writing, service, instructional projects and groups, restitution from property or time, authentic apology, restorative conferences intended to repair relationships, recommend services, clear misunderstandings, suggest ways to restore the harm, etc., possible IR&S referral.

***Reflective Assignment:** this is a harm assessment. The student will reflect with a staff member on the behavior, the harm, the individual or institution harmed, the consequence of the harm on the victim or institution, better choices, determining what corrective action could restore the harm, and what corrective action the administration or staff has at their disposal.

***Restorative Conference:** This can also be held in addition to a disciplinary corrective disposition, or as an alternative. This is a way to review the steps of actions and reflect in a group setting with the individuals harmed and then agreeing to carry out the recommendations of the group for a restorative action in order to repair the relationship that was damaged (with self or others) or to prevent any further harm. This will require two willing parties to participate in this process.

***Conflict Mediation:** If all parties agree conflict mediation and conflict resolution can take place. This will occur if a counselor or staff feels the mediation will be productive.

***Note:** The Administration recognizes that extenuating and mitigating circumstance may warrant adjustment to the penalties listed herein. Sterling High School is an equal educational opportunity school district.

ASSAULT ON A STAFF MEMBER [Policy #5612](#)

Any student who commits an assault, as defined pursuant to N.J.S. 2C-12-1 upon a teacher, Administrator, Board Member, or other employee of a Board of Education acting in the performance of their duties and in a situation where their authority to so act is apparent, or as a result of the victims relationships to an institution of public education of this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings which shall take place no later than 21 calendar days following the day on which the student is suspended.

THEFT

Possession of or taking another person's private/personal property or belongings without consent or related involvement which includes keeping valuables and failure to turn in valuable property found to the Vice Principal or authorized school authority. Please refer to discipline reference chart for consequences.

LATENESS TO SCHOOL/CLASS

A minimum of 2 to 3 days internal Suspension will occur after the fifteenth (15th) lateness and a parental conference with the principal will be required.

Students who arrive late to school (unexcused) and miss more than half the class period, will be considered cutting and will be charged with an unexcused absence from class. Disciplinary action will follow those procedures described for cutting class. (See Section VI)

If a student is late to school, that student is subject to discipline as outlined in the discipline policy. (Three (3) lateness's to school will equal one (1) day of absence. Three (3) early dismissals from school will equal one (1) day of absence.)
[\(See Policy 5230\)](#)

TRUANCY

Unexcused absence from school, cutting 2 or more classes in the same day, or missing 2 or more classes due to unexcused absence or lateness will be considered truancy.

SUSPENSION [Policy #5610](#)

Any of the above major offenses are also subject to police action with disorderly person charges (N.J.S. 2A:170-29-2B), assault and/or battery charges (N.J.S. 2A:170-26), and threat to do bodily harm charges (N.J.S. 2A:170-26). Chronic offenders of any of the above shall be referred to the Youth Study Team as necessary.

NEW JERSEY STATUTES ANNOTATED (18: A37-2) CAUSES FOR SUSPENSION OF EXPULSION OF PUPILS

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 a student or the use of profanity or of obscene language, or who shall cut, deface, or otherwise injure school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

- Continued and willful disobedience.
- Open defiance of the authority of any teacher or person having authority over a student (insubordination). Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils or staff.
- Threats or physical assault upon another pupil or any teacher or other school employee.
- Taking, or attempting to take, personal property or money from another student or from their presence, by means of force or fear.
- Willfully causing, or attempting to cause, substantial damage to school property.
- Participation in an unauthorized occupancy by any group of students or others of any part of the school or other buildings owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility. Incitement which is intended to a does' result in Incitement which does result in truancy by other students
- Use or possession of unsafe or illegal articles
- Use, possession, or sale of controlled dangerous substance
- Turning in a false alarm
- Sexual harassment of a staff member or another pupil
- Tampering with or damaging property of other pupils or staff members

SUSPENSION AND EXPULSION/PUPIL DUE PROCESS

Should a student or parent feel that the content of this policy has been incorrectly imposed; the student and parent have a right to present a written appeal within 24 hours at the level the action has been taken. The Administration has 48 hours to present to the student and parent a determination of the appeal. Should an appeal reach the level of the Superintendent and be denied, the student and parent then have a right to request that the matter be heard by the Board of Education ([Policy #5710](#) AND [#5620](#)).

No suspension may continue beyond the second regular meeting of the Board following the suspension without Board action. No suspension for assault may be continued beyond 21 days without board action. A suspended pupil may be reinstated by the Superintendent before board action.

Each pupil shall be afforded an informal hearing before the suspension or, if circumstances prohibit, as soon as possible after the suspension except that, when extraordinary circumstances involving the health and safety of the pupil or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit.

In cases where a hearing before the Board is required, such hearings shall be closed to the public, but should all parties thereto agree, the hearing may be publicly held. Each suspended pupil who had requested a formal hearing shall be

restored to the regular educational program pending the outcome of the hearing, except when, in the opinion of the Superintendent, the presence of the pupil in school poses such danger to the student or other as to warrant continued absence. Each such pupil suspended from school shall receive individual instruction commencing not later than two weeks after the suspension occurs, except that the Board may, on the recommendation of the Superintendent, assign the pupil to an alternate educational program to meet the student's particular needs.

The pupil must receive:

- Notification of the charges against the student
- The names of the adverse witnesses
- Copies of the statements and affidavits of those adverse witnesses
- The opportunity to be heard in the student's own defense
- The opportunity to present witnesses and evidence in the student's defense
- The opportunity to cross examine adverse witnesses
- The opportunity to be represented by counsel
- Juvenile authorities and law enforcement agencies shall be notified or consulted if necessary

The Board will consider expulsion only if:

- The Superintendent with the Administrative staff has attempted to bring about a correction of repeated misconduct
- The nature of a single act presents such a clear possibility of danger to others that immediate definitive action is indicated

The parent(s)/guardian(s) of the pupil will be advised of the reasons why expulsion is being considered, of the rights of the pupil to a full hearing which will afford the student procedural due process, and the right of parent(s)/guardian(s) to appeal to the Superintendent. Before expulsion proceedings are started, the Administration may require a full evaluation of the student by the Youth Study Team, observing all due process required by N.J.A.C.6:28.

SUSPENSION PROCEDURES

Suspension is identified as the exclusion of a student from school for a specified period of time due to a major violation of school policy. Students who are suspended from school are prohibited from participating in any school activities or athletics (i.e., dances, athletic teams, sports events, club activities, etc.) Each suspension requires parental contact/conference with a Vice Principal/Principal before the student can be reinstated. The length of the suspension will vary with the seriousness of the violation and the number of previous suspensions.

Three suspensions will remove a student from the Senior Trip. Four suspensions will remove the student from all activities (note: all students, grades 9-12) including the graduation ceremony and the Prom. The appeal process is for specific suspensions only. It is not for an accumulation of suspensions leading to these additional disciplinary sanctions. Students may be placed on probation at Sterling High School when they commit major disciplinary infractions, commit a series (3 or more suspensions) or pattern of less major disruptive disciplinary infractions. Infractions that may result in immediate probation contract include but are not limited to assault, fighting, drug use, drug possession, possession of a weapon other than a firearm, or threatening a teacher. ([Policy #5610](#) and [#5600](#))

When a student violates his/her probation contract by committing a major disciplinary offense such as those listed above, or by otherwise continuing to disrupt the school environment, the parent/legal guardian is informed of the violation and will be asked to participate in a conference regarding their son/daughter placement at Sterling High School.

ASSEMBLY RULES

1. Teachers are to accompany students to and from the assembly site, and remain with the students during the assembly, students must remain with their teacher or be subject to discipline.
2. Students are to be seated as soon as they reach their assigned area.
3. Behavior such as talking, calling out, whistling, using cell phones for video or pictures is not allowed, and will not be permitted. **Any violations will be referred to the Vice Principal for discipline.**

NAVIGATING TO AND FROM CLASS

The Administration has allotted 3 minutes in between the change of classes, which is reflected in the School Bell Schedule. It's being recommended that each student use their lockers during the entrance of School and pick-up their first and second block books. Then return to their lockers during 3A or 3B and pick-up their fourth and fifth block books. Please be advised, if a student needs assistance with Navigating successfully through the building, they can speak with any Administrator or staff member for assistances. Students should take the most direct route when traveling to their classes.

CORRIDORS

There is to be no loitering in the corridors before school, after school, or between classes. This includes the bathrooms, the locker room, breezeway, and parking lot.

LOITERING ON SCHOOL PROPERTY AND ADJACENT PROPERTIES TO THE SCHOOL

This applies to before and after school scheduled hours. In the interest of safety for all students, it is required that all students who arrive at the school site must come directly on the school property and proceed to the cafeteria entrance until permitted to enter the building. Students who must stay after school for work or activities must remain with the teacher/coach in charge of that activity. Student's loitering will be subject to disciplinary action.

CUTTING CLASS

- Any student without permission misses a class or an assigned area will be considered cutting
- More than five minutes late to class will be considered cutting as reported by the teacher.
- Presenting false information so a class can be missed will be considered cutting
- No student is permitted in the halls during class time unless he/she has a pass from a teacher. In the event a pass is issued, the destination is to be reached by the closest route; the student is not to wander to other areas of the building. All faculty or staff members have the responsibility and authority to check students for a pass.

Any student cutting more than one class (including cutting lunch and/or study hall) in a given school day as a result of unexcused lateness or cutting classes will be charged with truancy and disciplined accordingly.

OTHER INFRACTIONS INCLUDING ALCOHOL, DRUGS, AND SUBSTANCES

Other offenses such as leaving the building without permission, fighting, insubordination, vandalism, theft, carrying dangerous objects (weapons), carrying, or setting off fireworks, use and/or possession of alcoholic beverages and/or drugs are referred immediately to Alcohol/Drugs/Substances: Students, Staff, and Parent(s)/Guardian(s) and others.

Such offenses will result in severe administrative penalties including suspension, financial payment, and possible recommendation to the Board of Education for expulsion.

I. SUSPECTED SUBSTANCE ABUSE PROCEDURES [Policy #5530](#)

Whenever a teacher or staff member suspects that a student is under the influence and/or in possession of any controlled substance, the following procedures shall be adhered to 1. Verbally report the suspicion to an administrator. 2. Medical review of student by school nurse, if necessary. 3. Parent/guardian and/or police contacted. 4. Student's locker and possessions may be searched. 5. Referral to physician or hospital for immediate proper Drug Screening Test. If the school's designated Doctor is not used, the evaluation used must match Sterling's toleration standards. Copies of all results must be submitted to the School Nurse / SAC. Once tested, admittance to school requires a note from a physician stating that the student is physically and mentally able to return. Substance abuse incidents are considered cumulative in nature and may carry over each year while in attendance at Sterling High School.

Prohibited Items and Controlled Dangerous Substances

In the event the principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance or a controlled dangerous analog pursuant to N.J.S.A. 2C:35-2, the Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation [5530 – Substance Abuse](#). Principals and designees will be trained to identify controlled dangerous substances in electronic smoking devices.

SURVEILLANCE CAMERAS

Cameras have been placed in corridors, hallways, cafeteria, and exterior throughout the school. These cameras are in place for the security and safety of all. If there is an incident where the Administration must review the cameras and discover an inappropriate incident, discipline will be dispensed according to the infraction in the Code of conduct. **Camera footage is not released to parents/guardians of Sterling High School students for viewing purposes.**

PASSES FROM CLASS

Students are to be excused from class only in an emergency. Going to lockers for books, papers, pencils, etc., should be done during the change of class. It is the responsibility of the student to come to class fully prepared. No student will be permitted to leave class to use the restroom within the **first 10 minutes or the last 10 minutes of the period**.

Sterling High School utilizes a student driven electronic pass system called Minga. Minga's Digital Hall Pass improves safety and security on campus and ensures easy hall access for students for any reason they need. Students are required to create their own passes via laptop and will be verified by staff. Students found to violate our electronic pass system will result in disciplinary action determined by the Sterling Administration.

For more information on Minga please visit: [Minga Pass](#)

STUDENT DISRUPTION AND DISTURBANCE

Any student(s) causing a disruption of the orderly process of the education of other students and/or involved in student demonstration shall be liable to the law as stated in Title 18A: 37:2 (N.J.S.A).

The Superintendent, Principal, Vice Principals, and/or any teacher or person having authority over students shall direct the students involved in school disruption and/or demonstration to immediately disperse, return to classes, and/or to go home.

Any students involved in a school demonstration, or the disruption of classes shall be immediately suspended from school during which time a parent/student conference must be held before the students may return to their classes. A hearing before the Board of Education may be required.

[Policy # 5520 Disorder and Demonstration](#)

STUDENT DRESS CODE

The components of the **Sterling High School Dress Code** are as follows:

- a. Student IDs must be on your person and able to be presented when requested, at all times (Must present ID when entering the building, entering/exiting class, using restroom, entering offices, etc.).
- b. Acceptable footwear with a backing must always be worn unless a course policy and/or procedure dictate otherwise. Open toe shoes/sandals are allowed to be worn **with a back**. For example, Flip-flops, slides, bubble slides/open back Uggs and slippers are considered unacceptable.
- c. Tops must cover from shoulder-to-shoulder and neck to beltline. All tops must have sleeves. Students will not be allowed to wear any jackets or hoodies to cover the top, changing the top will be required.
- d. Cut off shorts are not permitted.
- e. Garments with stylish rips must have more garment material than rips.
- f. Skirts and shorts must fall below mid-thigh. Volleyball shorts, Nike Pros, etc. must be mid-thigh.
- g. Leggings and yoga-type pants may be worn; however, undergarments should not be visible.
- h. Fishnet and other see-through shirts, blouses, sweaters, and pants must have at least a tee-shirt type undergarment under them to be considered acceptable.
- i. Bodysuits may be worn as an undergarment with shorts, dresses, skirts, or pants. under them to be considered acceptable.
- j. Sunglasses may not be worn in the building.
- k. The wearing of scarves on the head, hats, bandanas, wave caps, and gloves in the building is not permitted at any time. This includes all indoor activities, including athletic events, concerts, plays, clubs/activities, etc. Headbands should not be more than 6 inches wide. Administration will work with individuals and student government, SGA, when exceptions are permitted. IE pre prom.
- l. Clothing imprinted with implied, overt, or double meaning obscene vocabulary, inappropriate images, or slogans, or images related to tobacco, liquor, intended to devalue or infringe on the rights of others are not allowed. **The Sterling Administration has the right to make a final decision.**
- m. Tattoos on the body related to the above items must be covered.
- n. Pupils who bring book bags/gym bags or backpacks must be stored in their locker when students arrive, with the exception of school issued laptop bags and bag under ***8 in x 11 in***. School materials and lunches should be stored in **school hallway lockers**. Gym clothes should be stored in **PE lockers** prior to the start of the school day. **School hallway lockers are not to be shared.**
- o. Inappropriate jewelry, chains, pointed rings, rings connecting two (2) or more fingers, dog collars, handcuffs and excessive jewelry are unacceptable, as they present a safety hazard.
- p. Underwear may not be worn as outerwear. Undergarments must be worn and must not be exposed at any time or under any condition.
- q. No blankets are permitted in school at any time.
- r. No outerwear can be worn inside the building except district-approved apparel. Hoods are not to be worn within the building, including the classroom.
- s. No cell phones or headphones during instruction and passing periods. Teachers reserve the right to send students down to VPO to collect cell phones and use discretion on appropriate use of technology and devices in the classroom.
- t. Only reusable bottles and water bottles are acceptable. **NO OUTSIDE BEVERAGES or FOOD.**
- u. Seniors will follow the following code of dress for participation in the graduation ceremony:
Students are required to wear business casual attire. Appropriate attire includes white dress shirt and tie, white dress top, full length dress slacks, skirts, dresses, dress socks, and dress shoes. Jeans, shorts, t-shirts, flip flops or sneakers are NOT allowed. No additional regalia may be worn, unless provided by Sterling High School. Students not meeting the standards as described in the dress code will be required to change or not participate in the graduation ceremony.
- v. This policy shall be reviewed annually and revised as necessary by students, staff, and administration.

Any dress apparel that interferes with the instructional operation of the school is not allowed. Students not meeting the standards as described in the dress code will be referred to the Administration.

The dress code will be in effect for any activities and school trip sponsored by the school and/or booster clubs. I.E. team activities, captains' breakfast, etc. The Code is in effect anytime a student represents Sterling High School in any manner. When the administration determines a student is improperly or inappropriately dressed, they will be given the opportunity to change into appropriate attire if available. If appropriate attire is not available, the student will be removed from class and the parents notified. If contact with the parent cannot be made, or clothing made available students will be placed in the Internal Suspension room for the remainder of the school day. This action could result in an absence from school for the day. Continued violations will also result in further disciplinary actions as stated in the discipline reference chart.

OFFENSES

Pupils not meeting the standards as described in the dress code when referred to administration will be subject to the following disciplinary action:

1st Offense:

- Change of clothes
- Parent notification
- 1 Lunch/Admin Detention

2nd Offense:

- Change Clothes
- Parent notification
- 3 Admin Detentions/Saturday Detention

3rd Offense:

- Change Clothes
- Parent Conference with VPO
- 5 Admin Detentions and 1 Saturday Detention/ISS

4th Offense and on:

- Change Clothes
- Parent Conference with Principal
- Internal Suspension pending conference

Board of Education Policies relating to students are located on the Sterling High School website www.sterling.k12.nj.us.

STUDENT IDENTIFICATION BADGES [Policy #5517](#)

Sterling High School provides every student and employee with a personal identification badge. The badge displays a picture of the individual, his or her name and position in the school (student, teacher, secretary, etc.).

Identification badges allow school personnel to quickly recognize and deal appropriately with unauthorized visitors. They are an important component in the overall school safety program.

Student ID's must be on your person and able to be presented when requested, at all times (Must present ID when entering the building, entering/exiting class, using restroom, entering offices, etc.). If a student is found during school without a Student ID or temporary ID issued by Vice Principal's office, this will result in detention/disciplinary actions. Temporary ID's will be documented at the end of the day. If the temporary IDs are lost, the student will be charged (\$5.00) for the replacement.

1. Students must show ID badge to staff members, resource officer, or police officers working event security upon request.
2. Procedure for passes anywhere in the school.
 - a. Students must show their ID along with an electronic pass from their teacher. When students go to the Media Center, they must have their ID or they will not be permitted to enter and may be subject to the Code of Conduct.

Students may purchase an ID Lanyard in the Vice Principal's Office for (\$2.00) that will allow the badge to be worn around the neck. Students who lose or deface their identification badges will be charged five dollars (\$5.00) for a replacement ID and two dollars (\$2.00) for a replacement Lanyard from the Vice Principal Office staff, if a student doesn't have the \$5.00 or \$2.00 at the time of needing a replacement ID or Lanyard, a fine slip will be issued, and the amount placed on their account.

STUDENT PHOTOGRAPHING AND VIDEOTAPING

While electronic communication plays an important role in our lives today, please note that photography and/or videotaping of student activities and events are for personal use only. Students and families are advised not to post to social networking sites that are public, including, but not limited to Facebook, YouTube, Instagram, Snap Chat etc.

Such posting may invade the rights of other students and may pose a security risk for students. Failure to adhere to the above stated policy, which prohibits the unauthorized photography/videotaping of students and school events, will result in a *disciplinary consequence at the discretion of the school administration, see Code of Conduct*.

[Use of Social Media Networking Sites Policy # 5282](#)

STUDENT TABLETS

1. Students should bring tablets to class daily in the school **issued Tablet Bag only**.
 - a. Students who fail to bring the tablets to class will be considered unprepared for class. Discipline will begin with the teacher and if continued, it will be handled by the VP.
2. Students should move through the halls with their tablets in their assigned bags.
3. Tablet Safety:
 - a. Students are reminded to shut off their computers at the end of the school day. Do not leave the computer powered on. If tablets are hot, students should have it checked out at the Tech Office.

SPECIAL EDUCATION

A range of special education programs and classes are available for students who require specialized instruction and/or related services. Speech/language, occupational therapy and physical therapy may be needed in order to meet your educational needs as outlined in your Individualized Educational Plan (IEP.) Students are considered for the least restrictive environment within a general education class with all the necessary and appropriate supports before considering other placements. Sterling High School offers in-class support, resource center, special class programs, and self-contained placements. Students may also be considered for out-of-district public or private schools, individual instruction at home, medical institutions, or other appropriate facilities. If you have any questions about your IEP, please contact your Case Manager in the YST Office or Mrs. Sukinik, Supervisor of Special Services at (856) 566-4196. To request an appointment with someone from the Youth Study Team, please visit the Sterling High School website and find our page under “Parents”. From there, click on the YST Appointment Request Form link.

SUBSTITUTE TEACHERS

We are using an outside company ESS for our Substitute teachers at Sterling High School. Please give them the same respect and authority as the regular faculty. Students who are found violating the Sterling High School policies under a substitute will be addressed according to the Code of Conduct.

PHYSICAL EDUCATION ADMINISTRATIVE GUIDELINES
(REVISED 8/2023) [Policy #5511 Dress Code](#)

I. ATTIRE:

In order to receive full credit for preparation, a student must be completely dressed in the prescribed attire. Students will be assessed daily for participation and preparation.

All physical education attire must include the following:

- Uniform:
 - Plain school colored t-shirt (blue, white, grey)
- Alternatives:
 - Sterling Club or school sponsored t-shirt
- Shorts/Pants (elastic waist; no buttons or zippers):
 - Blue, gray, or white colors
 - Leggings, tights, and Nike pro type shorts/pants will not be permitted as appropriate PE attire.
- Socks and athletic sneakers:
 - No fashion sneakers (examples but not limited to Vans, Hey Dudes, Yeezy slides, etc.)
- Sweatpants, sweatshirts are permissible according to the activity and the weather:
 - Approved PE uniform should be worn underneath.
 - Athletic sports/club uniforms are not to be worn to PE classes.
- Jewelry:
 - Any type of jewelry that can be considered dangerous to a student or others around them, must be removed in the locker room prior to PE class. This includes but is not limited to necklaces, bracelets, hoop earrings, earrings that dangle, rings and watches. Students may wear small stud earrings if they are not considered dangerous.

II. LOCKS AND LOCKERS:

Locks are issued to each student to be placed on a gym locker DURING the semester. ONLY SCHOOL ISSUED LOCKS ARE PERMITTED. Each student is responsible to secure all individual property. Students are expected to store gym belongings only in this locker. The school will not be responsible for lost or stolen items. The issued lock must be returned upon request or a fee of \$5.00 is charged to the student. Each student is expected to lock all belongings in a locker.

Under no circumstances are students to leave money, watches, or other valuables in a locker room. At no time should valuables be locked in the lockers. The school cannot be responsible for items which might somehow be removed from the lockers and the school district is not responsible for any lost or stolen items.

Students are not to give their combination to friends and are to securely lock their lockers when they leave them. Pupils who either misuse or mistreat their assigned lockers are subject to discipline and a maintenance fine at the conclusion of the school year.

III. EXCUSES FROM PHYSICAL EDUCATION

The following regulations will apply whenever a student is present and requests to be excused from physical education:

- A. Any student who requests medical exemption, whether temporary or permanently, from physical education must channel the excuse to the instructor through the School Nurse and the Guidance Counselor. This applies to notes from home as well as a physician. Up to two parental notes for a maximum of three days during each marking period will be accepted.

NOTE: A visit to the Nurse during P.E. class will count toward credit reduction.

Statements from a physician excluding a student from physical education must include:

1. Type of injury, illness, etc.
 2. The type of activity limitation
 3. The period of time the excuse is in effect. Any medical excuse stating "until further notice" cannot be accepted. If the actual time or duration cannot be predicted, an estimate must be made in order that the medical excuse be updated at the appropriate time.
- B. Students who are excused for minor reasons must be prepared to participate in some form of activity assigned by the instructor providing the activity is not detrimental to the student's health and welfare.
 - C. Students excused "medically" for an extended period.
 1. Those who will miss less than 50% will be placed in a study hall by Guidance and given supplemental work by the instructor and receive a grade for their efforts until they return to class.
 2. Those who will miss a majority of time (51%) will be placed in a study hall by Guidance, given supplemental work by the instructor, and will receive a grade and credit for the course.
 - D. A student has five (5) school days to submit any medical excuse and backdating of medical excuses will not be accepted.
 - E. Unprepared:
 1. If a student is unprepared a total of 3 times IN ANY GIVEN SEMESTER, the parents/guardians will be contacted by the Physical Education Department and notified of unprepared status.
 2. If a student is unprepared a total of 5 times IN ANY GIVEN SEMESTER, the student's Guidance Counselor will be notified and will arrange a meeting with the student to discuss unprepared situation.
 3. If a student is unprepared a total of 8 times IN ANY GIVEN SEMESTER, parent/guardian will be notified.
 4. PE uniform attire will be evaluated in accordance with the Physical Education grading policy.
 - 20% of the student's grade will be given for proper PE attire in the daily academic responsibility category

HEALTH

STUDENTS MUST PASS THE MINI BLOCK IN ORDER TO PASS THE COURSE.

The final average is determined as per [Policy 2624](#).

The New Jersey State Driver's Education written test will be given at the end of each course. In order to be eligible to take the State Test, New Jersey mandates a student must successfully complete 30 hours of Driver's Education instruction in or out of the Health II classroom. You must pass the marking period to take the State test. Also, if you lose credits, due to absences, you are not eligible to take the State Exam.

If a Health II student fails to achieve a passing grade (80%) in the N.J. State Driver's Education Exam and has passed Health II, he/she is eligible to retake the exam with another driver's education class during the school year when they have Health II.

COUNSELING SERVICES

The School Counseling Department is supervised by the Director of Secondary Education and is comprised of five counselors and two secretaries who provide the following:

1. Student Planning and Placement
2. Dissemination of Information – Educational, Vocational, Personal, and Social
3. Testing Program
4. Counseling – Personal, Educational, Vocational, and Career
5. Orientation Programs
6. Consultation with Teachers and Administration
7. Referrals
8. Record Processing
9. Parent Conferences
10. Research and other appropriate functions

The services provide the individual the opportunity to succeed in school and to prepare for future efficiency as an independent, productive member of society.

The counselor's role is that of helping the student explore opportunities for the future. In the final analysis, the choice of appropriate vocational pursuits or further educational institutions should be the result of the student's own evaluation and decision, whether it is a college, industry, or any other institution of continuing education.

Students are assigned to a Counselor alphabetically according to their last name. If you wish to see your Counselor, visit the Guidance tab on the Sterling website. There is a meeting request form for each counselor.

Counseling Assignments

Student Last Name	Counselor	Email
A-Co	Ms. Lauren Kocher	lkocher@sterling.k12.nj.us
Cr-Hi	Mr. Keith Controvich	kcontrovich@sterling.k12.nj.us
Hn-Mc	Mrs. Christine Brennan	cbrennan@sterling.k12.nj.us
Me-Ro	Mrs. Patrice Litle	plitle@sterling.k12.nj.us
Ru-Z	Mrs. Tara Eberly	teberly@sterling.k12.nj.us

Annual Registration

Annual Registration is required for all students at the start of each school year. Parents/Guardians must review and update all personal information, emergency contacts, medical data, and review school district policies.

Permits

Hi-Nella and Laurel Springs residents must obtain a student permit from the appropriate Board of Education at the beginning of each school year.

Change of Custody or Guardianship

If there are changes to the legal custody of your student, please provide updated custody documents to the Guidance Office as soon as possible. Please note, Parents/Guardians will not be able to remove an existing biological parent's contact information from OnCourse without providing a filed court order evidencing a change in custody for the student.

Change of Address

Students and Parents/Guardians are to immediately report any change of address to the Guidance Office and request a Change of Address Form. Parents/Guardians must submit documents to verify the change of address. The completed Change of Address form and supporting documents must be returned to the Guidance Office before a student address can be changed.

Email and Phone Number Change

Students and Parents/Guardians should immediately report any change of phone number or email address. Phone numbers and email addresses can be updated directly through the Parent Portal in OnCourse Connect.

OnCourse

Parents are encouraged to utilize **OnCourse**, Sterling's web-based communication program, to check on their student's progress and communicate with teachers by email. The Counseling Office provides every family with directions and password to access each student's progress on **OnCourse**.

Progress Reports can be viewed in OnCourse after MP 8-1, 8-3, 8-5, and 8-7.

Report Cards will be available after each quarter.

2023-2024 Semester Calendar							
Semester 1 9/5-1/25				Semester 2 1/29-6/13			
Quarter 1 9/5-11/8		Quarter 2 11/13-1/25		Quarter 3 1/29-4/10		Quarter 4 4/11-6/13	
8-1 9/5-10/5	8-2 10/6-11/8	8-3 11/13-12/14	8-4 12/15-1/25	8-5 1/29-2/29	8-6 3/1-4/10	8-7 4/11-5/10	8-8 5/10-6/13

Assessment Calendar

Assessment	Grades	Administration Window	Requirement Source	Results Available
LinkIt! Benchmarks	ELA: Grades 9-11 Math: Algebra I, Geometry, Algebra II	S1: Form A: Week of 9/5/23 Form C: Week of 1/15/24 S2: Form A: Week of 1/29/24 Form C: Week of 6/10/24	Local	Immediately
New Jersey Graduation Proficiency Assessment (NJGPA) Fall Administration	11 and 12 Note: If needed to meet State graduation assessment requirement	October 10, 2023 to October 16, 2023 Makeup: October 17, 2023 to October 20, 2023	State	TBD
New Jersey Student Learning Assessment (NJSLA)-English Language Arts (ELA) and Math Fall Block Administration	9	November 27, 2023 to December 15, 2023 Makeup: December 18, 2023 to December 22, 2023	Federal and State	TBD
Portfolio Appeals	12	January 2, 2024 to May 3, 2024	State	TBD
New Jersey Graduation Proficiency Assessment (NJGPA) Spring Administration	11	March 11, 2024 to March 15, 2024 Makeup: March 18, 2024 to March 22, 2024	State	TBD
NJSLA-ELA and Math Spring Block Administration	9	April 29, 2024 to May 24, 2024 Makeup: May 28, 2024 to May 31, 2024	Federal and State	TBD
NJSLA-Science Administration	11	April 29, 2024 to May 24, 2024 Makeup: May 28, 2024 to May 31, 2024	Federal and State	TBD
ACCESS and Alternate ACCESS for ELLs	ACCESS: 9-12	February 5, 2024 to March 29, 2024	State	TBD

GRADING

Grade Scale	
Letter Grades	Numeric Grades
A	93 – 100
B	85 – 92
C	77 – 84
D	70 – 76
F	< 70
NG*	Only if passing grade

*Student will receive an NG if they exceeded allowable number of absences as outlined in [Policy # 5463](#).

Promotion		
From	To	# Credits Required
9	10	30
10	11	60
11	12	90
12	Graduation	130*

*Students with IEPs may only need 120 credits for graduation.

ACADEMIC ELIGIBILITY

All student-athletes' grades 9-12 should be familiar with the eligibility rules required by the New Jersey State Interscholastic Athletic Association (NJSIAA). Copies of all regulations are available in the Athletic Director's office as well as the NJSIAA's website: www.njsiaa.org

Academic eligibility is an integral part of the entire eligibility process, and a student-athlete must meet the standards set forth by the NJSIAA before participation is granted. Below are some of the main points in regard to academic eligibility. For a complete list of guidelines pertaining to athletic eligibility please visit: www.njsiaa.org

1. To be eligible for the 1st semester (from September 1 to January 31): A student in 10th grade or above must accumulate a minimum of 30 credits from the previous school year, including make-up work during the summer. (Note that all incoming 9th graders are declared academically eligible to participate in fall and winter sports)
2. To be eligible for the 2nd semester (from February 1 to the end of the school year): A student from 9th grade or above must accumulate a minimum of 15 credits from the first semester.
3. A student may not have reached the age of 19 prior to September 1.
4. Students may only participate in athletics for 8 consecutive semesters following the student's enrollment in ninth grade.

INTERVENTION REFERRAL SERVICES TEAM

[Policy # 2417](#)

Several groups have been organized within the school to help teachers and students prevent disciplinary action from disrupting the working environment and the climate of the school for teachers and students. The Intervention Referral Services Team had been formed to help teachers and students intervene in respect to substance abuse issues and situations and to identify students in need of intervention to maintain a serious approach to their studies. Please contact the HIB Specialist/Counselor at 856-784-1333 ext. 4164 for more information.

CHEATING/PLAGIARISM

If a student cheats on or plagiarizes an assignment that is required for course completion, and the student has a passing grade in the course **despite receiving a zero for the cheated-on/plagiarized assignment**, that student may resubmit the assignment, for no credit, within five school days. If the resubmission meets the minimum guidelines, it will be considered for course completion.

[Board Policy #5701 Plagiarism](#)

CONSULTING WITH STAFF AND PARENTS

Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observation or knowledge of the originator of the records.

Sterling High School does not compile any other records except mandated and permitted records.

Mandated student records are those student records which the school has been directed to compile by the New Jersey Statute, regulation, or authorized administrative directive. Examples are identifying data such as student's name, address, date of birth, name of parents and/or guardians, citizenship and sex of student; record of daily attendance; description of student progress; history and status of physical health compiled in the accordance with State regulations; and all other records required to be kept by the State regarding the education of handicapped students.

Permitted student records are those which a local Board of Education authorized the district to collect by resolution adopted at a regular public meeting to promote the educational welfare of the student. Examples are group achievement and intelligence tests; aptitude tests and interest inventories; systemically gathered teacher or Counselor ratings; and observations and verified reports of serious or current behavior patterns.

Parents and students have a right to individual privacy and the right to know concerning information gathered by the school. This protection should help you maintain faith and trust in your local school systems and will also assist School Administrators and other staff members to maintain effective functioning of our educational institutions.

Upon a student's graduation or permanent departure, Sterling High school will maintain in perpetuity a permanent record of the student's name, date of birth, sex, address, telephone number, grades, attendance record, classes attended, grade level completed, year completed, names of parents or guardians and citizenship status.

Student Records

Parents of students may examine their child's record file by making an appointment with the Guidance/Career Office (784-1335). A complete copy of the [Pupil's Records Policy \(No. 8330\)](#) is available from the Guidance/Career Office.

Upon graduation or permanent departure of a student from Sterling High School, a copy of the student's record will be provided upon written request.

NCAA ACADEMIC ELIGIBILITY REQUIREMENTS

The following information is taken from the 2011 NCAA Guide for the College Bound Student Athlete. This information is intended as a guide to a general understanding of NCAA rules and regulations.

KNOW THE RULES:

Core Courses

NCAA Division I require 16 core courses as of August 1, 2008. This rule applies to any student first entering any Division I college or university on or after August 1, 2008. See the chart below for the breakdown of these 16 core-course requirements.

NCAA Division II requires 14 core courses. See the breakdown of core-course requirements below. Please note, Division II will require 16 core courses as of August 1, 2013.

TEST SCORES

Division I has a sliding scale for test score and grade –point average.

Division II has a minimum SAT score requirement of 820 or an ACT sum score of 68.

The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.

The ACT score used for NCAA purposes is a **sum** of the four sections on the ACT: English, mathematics, reading, and science.

All SAT and ACT scores must be reported directly to the NCAA Eligibility Center by the testing agency. Test scores that appear on transcripts will not be used. When registering for the SAT or ACT, use the Eligibility Center code of 9999 to make sure the score is reported to the Eligibility Center.

GRADE-POINT AVERAGE

Only core courses are used in the calculation of the grade-point average.

Be sure to look at your high school's list of NCAA-approved core courses on the Eligibility Center's Website to make certain that courses being taken have been approved as core courses. The Website is www.eligibilitycenter.org.

Division I grade-point average requirements are based on the students cum average or GPA. (2.3)

The Division II grade-point average requirement is a minimum of 2.000.

DIVISION I

16 Core-Course Rule

16 Core Courses:

4 years of English

3 years of mathematics (Algebra I or higher).

2 years of natural/physical science (1 year of lab if offered by high school).

1 year of additional English, mathematics, or natural/physical science.

2 years of social science

4 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

DIVISION II

14 Core-Course Rule

14 core Courses:

3 years of English

2 years of mathematics (Algebra I or higher)

2 years of natural/physical science (1 year of lab if offered by high school).

2 years of additional English, mathematics, or natural/physical science.

2 years of social science

3 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

Please Note: Beginning August 1, 2013, students planning to attend an NCAA Division II institution will be required to complete 16 core courses.

If you have a learning disability or are physically handicapped, contact the NCAA Office for additional information.

These requirements do not apply to Division III. Students must register and send SAT scores to the National Clearing House. See your Guidance Counselor for more information.

FINANCIAL AID

Student-Athletes at Division I or II Colleges may receive tuition and fees, room and board, and books for each academic year. You are eligible for this aid as a freshman if you have met the above requirements.

There are no guaranteed four-year athletic scholarships. An athletic scholarship is awarded for no more than one academic year. It may be renewed each year for a maximum of five years within a six-year period.

In some cases, you may receive additional financial assistance from certain governmental programs, such as the G.I. Bill of Rights or Pell Grants. Ask your College's Financial Aid Office for more information.

If you receive a scholarship from your High School or local civic or booster club, tell your College Recruiter so he or she can notify the School's Financial Aid Officer.

A Student-Athlete's aid at a Division III College is based on financial need and may not be associated with athletic ability.

HEALTH SERVICES

School Accident Insurance

The Board of Education provides insurance coverage for all students. This insurance is an excess insurance plan and therefore only provides coverage of costs which are in excess of the parent's insurance coverage up to the policy limit.

SOME INJURIES MAY NOT BE COVERED IN FULL. INSURANCE IS FOR SCHOOL TIME ONLY AND FOR SCHOOL RELATED ACTIVITIES. All bills are to be submitted through the parent's insurance carrier first, before payments can be considered.

If you are in an HMO or similar plan, you must utilize the HMO first or the claim will not be accepted by our insurance.

When an accident occurs in school, an accident form must be immediately filled out by the student in the Nurse's Office and signed by a teacher or coach sponsoring the activity. Forms should be made in triplicate with one copy going to the Principal's Office, one copy to the School Nurse and one copy to the Business Office.

The insurance is placed through the Hardenbergh Insurance Agency, Marlton, N.J.

IF YOU HAVE ANY QUESTION CONCERNING SPECIFIC COVERAGE LIMITS OR ANY OTHER MATTER RELATING TO CLAIM. PLEASE CALL HARDENBERGH INSURANCE AGENCY AT (856)489-9100 FOR CLARIFICATION. PLEASE DO NOT CALL THE SCHOOL.

Medical Examinations

In accordance with new requirements set for in the New Jersey Administrative Code Title 6A, Chapter 16 – "Each student medical examination shall be conducted at the medical home of the student and a full report sent to the school". The medical home is defined as "a healthcare provider (physician or advanced practice nurse) and that provider's practice site chosen by the student/guardian for the provision of healthcare". The following is a list of required physical examinations:

- Students who are in 10th grade
- Students who enter the school from outside the district
- Students who apply for working papers
- Students who try out for a school athletic team/band

Student physical examinations must be done by the students' own physician or advanced practice nurse. If your child does not have a medical home, you may contact the General Office so they can schedule the required physical examination with the School Physician, Dr. Gigliotti. The official school physician examination form MUST be used to provide the full report to the school. These forms may be obtained from the General Office.

In order to ensure the health and safety of our athletes, all students must have a school approved medical examination before taking part in any practice or game, sports physical forms can be printed from Sterling's website and the medical forms can also be printed from website. The physical examination must occur on or after June 1st, to participate in athletics for the following school year.

Only one medical examination per school year is required, after June 30th and before August 1st as per NJSA 18 A: 40-4 and NJAC 6:3-8-1. This exam is good for 365 days from time of exam.

Administering Medicines [Policy # 5330](#)

If necessary, for a student to take medication (prescription/non-prescription; aspirin, Tylenol, etc.) during the school day the following procedures must be followed:

- The medication should be brought to the Nurse's Office in the original container, appropriately labeled by the pharmacist, by the parent/guardian.
- Written orders are to be provided to the school from the physician.
- Written consent from the child's parent/guardian must accompany the medication.
- Parent/Guardians to file out in OnCourse for permission.

Students with [asthma](#) or other potentially life-threatening illnesses deemed sufficiently responsible by their physician and parent shall be permitted to have in their possession prescribed medication for treatment and prevention of life-threatening illnesses or conditions during school hours, athletic events and practices, and field trips. In order to institute this procedure, the following guidelines must be followed:

- Physician's written authorization – The Self Medication Dispensing Form will be provided by the School Nurse.
- Students must report to the School Nurse with medications.

Any student taking medication of any type outside of the Nurse's Office without proper consent or giving medication of any type to another student, will be subject to disciplinary action.

NATIONAL HONOR SOCIETY

PROCEDURES FOR SELECTION OF NATIONAL HONOR SOCIETY MEMBERS BASED ON FOUR CRITERIA OF SCHOLARSHIP, LEADERSHIP, CHARACTER, SERVICE

Scholarship

Every junior and senior over 93 cum average is eligible.

Service

Students who are eligible to apply based on scholarship will be mailed a letter and an application during the month of October. Applications will be required to be returned to the National Honor Society Moderator with approximately two weeks (exact dates vary from year to year). No student will be eligible for consideration without turning in a completed application, on time.

Leadership & Character

The faculty is given a rating sheet for each eligible student. Each student is evaluated according to established criteria for character and leadership.

Application Process

- a. The applications are processed and judged in a system of assigned points for each type of activity. Each number is multiplied by the number of years of participation and divided by the total years the student is here (four years maximum).
- b. The faculty's responses are added and then divided by the number of faculty who rated each student.
- c. The four criteria are then weighted as follows:
 1. Grade Point Average 40%
 2. Service 20%
 3. Character 20%
 4. Leadership 20%
- d. Students are then ranked on their combined numerical average, (GPA, Service, Character, and Leadership) and a faculty committee meets to determine the cut offline.

Following the selection process, a check of the current marking period grades is done by the national Honor Society Advisor. Two C's or 1 D or 1 F eliminates a student from membership.

CONSTITUTION OF THE STUDENT BODY OF STERLING HIGH SCHOOL

Preamble

We, the students of Sterling High School, with equal representation, respect, value and recognition of all students and staff, and for the promotion of good government, good sportsmanship, student activities, and the general welfare of the students of Sterling High School, establish this Constitution of the Student Body of Sterling High School.

Article 1. Student Government Association

Section A. It is resolved that the name of this organization shall be the Associated Student Body of Sterling High School.

Section B. The name of the mascot for all extracurricular activities shall be Sir Wins A Lot.

Article 2. Purpose

The principal purpose of this organization shall be:

Section A. To unify all student organizations under one general contract.

Section B. To increase student involvement in school management.

Section C. To develop in all students an understanding and appreciation of the democratic process.

Section D. To promote mutual respect and communication.

Section E. To encourage student involvement and enthusiasm in all school activities.

Section F. To discuss and settle disputes which arise between organizations and activities.

Section G. To establish traditions and responsibilities that promote a positive atmosphere.

Article 3. The student Council shall have powers to:

Section A. Help make rules and/or guidelines for the betterment of the school, its life, or its interests. For example:

- Student Council
- Social Activities
- Assemblies
- Preservation of school and personal property

Section B. Help promote clubs and organizations.

Section C. Investigate and report on matters referred to it by the student body or faculty.

Section D. Approve all student body financing and spending.

Section E. The powers of the Council are delegated to it by the Principal or Assistant Principal, who shall have the power to veto any measure adopted by the council, if he/she feels the measure unreasonable.

Article 4. Membership

Section A. The student body of the Sterling High School shall consist of all the students from the ninth, tenth, eleventh and twelfth grades and the members of the faculty of those grades.

Section B. The Student Council shall be comprised of six executive members plus class representatives, a representative from every club, two faculty members.

Section C. The Executive Council shall consist of the following:

1. President: must be a Senior
2. Vice President: must be a Senior
3. Treasurer
4. Secretary
5. Social Chair
6. BIU Representative

Article 5. Duties of Student Council Members

Section A. Duties of the SGA President

1. Enforce the Constitution
2. Veto an issue within reason
3. Receive committee reports
4. Appoint committees (class officers will be head of committees)
5. Be a representative at school related community functions
6. Be a no-voting member at Student Council Meetings, except in the event of breaking a tie vote
7. Attend all BOE meetings with reports from the school
8. Attend all class meetings
9. Assist with Fundraising
10. Plan all pep rallies
11. Plan monthly meetings with Administration for check-ins

Section B. Duties of the SGA Vice President

1. To fulfill the duties of the President in the President's absence or in case of resignation or incapacity of the President
2. To be an ex-officio member of all committees
3. To be a representative at all school related functions, in the President's absence
4. Attend half of the BOE meetings to watch
5. Assist with fundraising
6. Be a representative at school related community functions

Section C. Duties of the SGA Secretary

1. To keep accurate and up-to-date minutes of all regular and special student council and executive meetings
2. To make copies of the minutes for all members of Student Council and the faculty office
3. To be responsible for all correspondence from student council and the faculty
4. To supply members with eh agenda prior to meetings
5. Assist with fundraising
6. Plan all pep rallies
7. Be a representative at school related community functions

Section D. Duties of the SGA Treasurer:

1. Approve all bills authorized by the Student Council
2. To make financial reports and accounts for all SGA expenditures
3. Assist with SGA finances
4. Chair the SGA Budget Committee
5. Assist with finding quotes
6. Assist with fundraising
7. Plan all pep rallies
8. Be a representative at school related community functions

Section E. Duties of Social Chair

1. To attend all SGA, BIU, and Class Meetings
2. To record on social media the events at Sterling High School
3. To use social media to promote events, Superfans social media accounts, in charge of mascot
4. To assist with the Sterling High School social media accounts – reporting to the faculty member to assist
5. Plan all pep rallies
6. Be a representative at school related community functions

Section F. Duties of the BIU Representative

1. To run BIU meetings
2. To report all Student Council action to BIU
3. To assist in student body activities
4. To keep an up-to-date notebook of all student council meetings and correspondence
5. Plan all pep rallies
6. To assist with monthly themes for BIU
7. Be a representative at school related community functions

Section G. Major Officers: President and Vice President must be seniors.

1. President (elected)
2. Vice President (elected)
3. Treasurer (elected)
4. Secretary (elected)
5. Social Chair (elected)
6. BIU Representative (elected)

Section H. The Council

1. All class officers
2. Class representatives
 - a. Ten to fifteen from each grade (non-officers)
 - b. Will be voted on, no speeches made

Article 7. Eligibility of Student Council Members

Section A. All Student Council members must have and maintain a level of respect and dignity for the school. They must maintain at least 13 credits each semester to be eligible for office and the maintain office.

Section B. Requirements for all Student Council Members during their period of service shall be:

1. President and Vice President must be seniors
2. Must participate in a minimum of one extra-curricular activity (sport/club/activity)
3. Loss of credit in a class due to absences or tardiness will result in loss of position in office
4. No repeated disciplinary offenses *always subject to the discretion of the administration

Article 8. Student Government and Class Officers

Section A. Student Government will hold monthly meetings with the class officers to address events and concerns happening at the school. All must be present during these meetings.

1. Class officers will hold monthly meetings with their whole class to discuss concerns and events of the school.

Section B. Student Government will appoint class officers to committees that are needed for the school. Committees will meet once a month and will have to report to the council. (Committees could include spirit week, homecoming, pep rallies, service projects, themes, U-Knighted, etc.)

Article 9. Jurisdiction over Vacant Offices

Section A. Any officer or member of Student Council missing here or more meetings without a reasonable and acceptable excuse may be suspended from the Council. Due process will be observed as related to Student Rights and Responsibilities.

Section B. Any student who drops below the required GPA shall be suspended from the office or position. Due process will be observed as related to Student Rights and Responsibilities.

Section C. In the event of permanent vacancies in office:

1. New major officers will be appointed by Student Council
2. Intermediate and minor officers will be re-elected by the group they represent

Article 10. Voting

Section A. Each member of the Student Council is allowed one vote for the office/organization that they represent.

Section B. A person may represent only one organization at Student Council.

Section C. Any student may attend a student council meeting (with teacher's permission prior to the meeting) but may not vote unless a member.

Article 11. Meetings

Section A. The Executive Council will meet prior to every Student Council meeting to plan the agenda. All persons must request a place on the agenda at that time. Agendas will be given to all members at least two days prior to that meeting.

Section B. All Class Officers will hold a meeting before the scheduled student council meeting in order to gather input for the next meeting to report on that meeting.

Article 12. Elections

Section A. All SGA officers shall be for a twelve-month period beginning the day of inauguration and continuing to the next inauguration.

Section B. Any student who wishes to run for an office may do so by filing a declaration of candidacy with the SGA advisor.

Section C. SGA elections will happen before class elections at the end of May/June. Students will run for an office and the student body will elect the 6 offices.

Section D. SGA candidates will prepare to say a speech and have an answer and question session during study halls prior to the election.

Article 13. Amendments to Student Body Constitution

Section A. The student body can purpose their ideas, changes (within reason) in a written form to their class officers. Class officers/the student will then present the petition to the SGA. SGA will have time to discuss and ask questions. SGA will vote to move the idea/change up to administration. SGA/Class Officer/student will then present to administration. This will be in favor of a presentation and the results of the vote will be disclosed at that time. Administration will have to discuss the proposed idea/change and decide to present to the BOE, if the idea needs to go the BOE. SGA/Class Officer/Student will present to the BOE.

Section B. A petition for an amendment must be signed by one-third of the student body and presented to the Council for approval in the form of an amendment. A copy of the petition shall be presented to the Principal or Assistant Principal.

Section C. The amendment must be visibly posted for one week around campus.

Section D. Students will vote on all amendments in a single class period. In order to pass, the amendment must be carried by a three-fourths majority of the student body and is subject to approval by the Principal or Assistant Principal.

Section E. Amendments can only be proposed two times per year.

Adopted on this _____ day of _____, 20_____.

By:

Approved by:

CLASS ELECTIONS

During the month of May, grades 9, 10, and 11 elect officers for the next school year.

Offices and responsibilities:

- President: Must exert leadership and give direction toward greater achievement for class and school.
- Vice-President: Must fulfill the duties of the office and the President's in his absence.
- Secretary: Must maintain all minutes, correspondence, and records accurately and reports the same as required.
- Treasurer: Must maintain accurate financial records and reports.

Student requirements for officer positions:

1. Twenty-five student signatures on a petition.
2. Five Teacher signatures.
3. Students must meet Co-Curricular Activities Eligibility Requirements (See [Policy 2430](#))
4. Each candidate should be prepared to attend and participate in all meetings and activities sponsored by the class.
5. Student will be cleared by the Vice Principal confirming that they don't have a discipline record that prevents them from serving on student government.

STUDENT PUBLICATIONS

The Accolade

To produce an outstanding yearbook requires much hard work and dedication but can be a rewarding experience for a student. The yearbook staff learns to work as a team to make a major contribution to the school and student. Scheduling pictures, writing articles, proofreading, and typing are just a few of the many jobs handled by the yearbook staff. The staff's achievement is a permanent record that will be continually reviewed. It deserves the most dedicated work possible. The Accolade has proven it possesses these qualities and is now recognized as one of the outstanding yearbooks in South Jersey.

Silver Scroll

The school newspaper offers approximately (4) issues per year. Students who are interested in writing, photography or illustrating have an opportunity to practice their talent. Most articles and editorials deal with subjects of interest to the school population and the community at large.

CO-CURRICULAR ACTIVITIES INTERSCHOLASTIC ACTIVITES

Fall

Sport	Var.	JV	Fr
Cross Country (boys and Girls)	X	X	
Cheerleaders	X	X	
Football	X	X	X
Hockey (Girls)	X	X	X
Soccer (Boys)	X	X	X
Soccer (Girls)	X	X	X
Tennis (Girls)	X	X	
Volleyball (Girls)	X	X	X

Winter

Basketball (Boys)	X	X	X
Basketball (Girls)	X	X	X
Cheerleaders	X	X	
Wrestling	X	X	
Swimming (Boys and Girls)	X	X	
Winter Track (Boys and Girls)	X	X	

Spring

Baseball	X	X	X
Golf (Boys and Girls)	X	X	
Softball	X	X	X
Tennis (Boys)	X	X	
Track (Boys)	X	X	
Track (Girls)	X	X	
Volleyball (Boys)	X	X	
Lacrosse (Girls)	X	X	
Lacrosse (Boys)	X	X	

INTRA-SCHOLASTIC ACTIVITES

Academic Challenge	National Honor Society
Greater Arts & Sciences Festival	Jazz Band
Audio Visual / TV	Believe In U
Band	SADD
Color Guard	Silvertones
Musical (Spring)	Stage / Tech Crew
Anime Club	Student Council
Knowledge Club	Yearbook
Dance Team	Orchestra
Interact	World Cultures Club
E-Sports	

MEDIA CENTER SERVICES

The Sterling High School Media Center is available for the use of students and faculty members. Most books may be borrowed for a period of three weeks. Reference books are to be used in the center but may circulate overnight. Magazines are to be viewed in the center only. A copy machine is available in the center.

The Media Center is open to all students from 7:30 AM to 2:29 PM. Students must go to their study hall/lunch and receive a pass before coming down to the Media Center. Students are expected to work quietly when in the center and to sign for all materials removed from the center.

Fines will not be charged for overdue books unless they are kept for a prolonged period without renewing or are not returned when requested.

Audio-visual material, computers and video equipment are available for use in the Media Center.

VOTER REGISTRATION

Any student who is 18 years of age and a U.S. citizen is eligible to vote. In order to vote, a person must be registered. To vote in New Jersey, a person must be a resident of the State and county where one plans to vote for at least 30 days prior to the election.

Students may register to vote at their local municipal building or with the Camden County Board of Elections at 600 Market Street, Camden, NJ. Sterling High School Student Council also conducts voter registration.

SCHOOL POLICIES

The following policies will be available on the [Sterling High School Website](#); the website may be accessed via any internet accessible computer, including those in the county library. Hard copies may be obtained from the General Office (856-784-1333).

<u>Policy</u>	<u>Number</u>
Affirmative Action Program	1140
Equal Employment Opportunities	1530
Affirmative Action Program for Employment and Contract Practices	1550
Affirmative Action Program for School and Classroom practices	2260
Sexual Harassment Teaching Staff	3362
Sexual Harassment Support Staff	4352
Effects of Attendance on Credits	5463
Sexual Harassment Pupils	5751
Equity in Educational Programs and Services	5755
School Integrated Pest Management Plan	7422
Non-Discrimination	1510
Philosophy of Education/District Mission Statement	2110
School District Goals and Objectives	2132
Equal Educational Opportunity	5750
Exceptions for Pupil Conduct	5500
Entrance Age	5112
Harassment, Intimidation and Bullying	5512
Rights of Persons with Handicaps or Disabilities/Policy on Non-Discrimination	1510
Pupil Discipline/Code of Conduct	5600
Dress and grooming	5511
Locker Searches	5770.1
Substance Abuse	5530
Pupil Random Drug Testing	5536
Pupil Grievance	5710
Honoring Pupil Achievement	5440
High School Graduation	5460
Grading System	2624
Homework	2330
Field Trips	2340
Co-Curricular Activities	2430
Home Instruction Due to Health Condition	2412
Pupil Assessment	2622
Attendance	5200
Use of Technology	2360
Smoking on School Grounds	7434
Late Arrival and Early Dismissal	5230

[Sterling High School Board of Education Policies](#)