

KEYPORT HIGH SCHOOL  
351 BROAD STREET  
KEYPORT, NEW JERSEY 07735



Dear Parents:

Welcome to the Keyport High School Student Handbook. Our school has a long and proud history which will serve as the foundation for academic excellence. The pride and commitment of our community members serves as a strong foundation for our students' futures. The mission of the KHS staff is to provide a safe, warm, nurturing learning environment that will prepare students for college, career paths, and any other challenges that students may face. The path our students choose is their own. KHS staff will provide the guidance and support so as many options as possible are available. The information contained in this handbook is aimed at opening the passageways of communication and setting up expectations and guidelines for a successful high school experience. High school is not only about academic success. You are urged to make the most of your opportunities. Now is your chance to try new things, meet new people, experience unique clubs and activities, thrive athletically, and build yourself into a well-rounded citizen.

Principal

Michael Waters

**“The rules you are about to read in this handbook are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.”**

# KEYPORT PUBLIC SCHOOLS

## 2016-2017 CALENDAR

BOE Approved 2/17/16

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

8/29,30,31 New Teacher Orientation

9/1 Professional Day for Staff  
 9/2 Schools Closed  
 9/6 First day of School/Early Dismissal for Students  
 9/7 Early Dismissal for Students  
 9/8 KHS Back to School Night  
 9/13 CS Back to School Night  
 10/10 School Closed for Students  
 10/19 Delayed Opening Seniors Only

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

11/8 End of Marking Period 1  
 11/10,11 School Closed Teacher Convention  
 11/16 CS Afternoon/Evening Conferences  
 11/17 CS Afternoon/KHS Evening Conferences  
 11/23 Early Dismissal for Staff/Students  
 11/24,25 School Closed Thanksgiving

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

12/23 Early Dismissal Staff/Students  
 12/26-30 School Closed Winter Break  
 1/2 School Closed Winter Break  
 1/16 School Closed MLK Day  
 1/17 School Closed for Students, In – Service  
 1/23 End of Marking Period 2

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

2/6 School Closed In-Service  
 2/17 Early Dismissal Staff/Students  
 2/20 School Closed President's Day  
 4/5 CS Afternoon/Evening Conferences  
 4/6 CS Afternoon/KHS Evening Conferences  
 4/10 End of Marking Period 3  
 4/14-21 School Closed Spring Break  
 5/26 Early Dismissal Staff/Students  
 5/29 School Closed Memorial Day

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

6/16 Central School Graduation  
 6/19 Last Day of School  
     High School Graduation  
 6/20 High School Graduation Rain Date

- School Closed For Students/Staff
- School Closed for Students
- Early Dismissal
- Delayed Opening

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

NOTE: This calendar includes 2 snow days. Should there be unscheduled and/or weather closings, days will be added to the end of the year 6/20 and 6/21. Additionally the Board may consider eliminating days from Spring Break if needed. These options will be considered as the winter progresses.

**Total Days 186 Staff 182 Students**

JANUARY 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2017						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2017						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## Section 1. General Information

### **KEYPORT BOARD OF EDUCATION**

Elena Malinconico – President  
Evelyn King-Cote – Vice President  
Al Litwak  
Cecil Bright  
Kim Kutschman  
Carol Fox  
Peter Henning  
Ann Panzarelli  
Courtney White  
Angela Cocuzza - Union Beach Representative

### DISTRICT ADMINISTRATION

Dr. Lisa Savoia - Superintendent of Schools  
Mr. Anthony Rapolla - Business Administrator / Board Secretary  
Mr. Anthony DePasquale – Director of Guidance  
Ms. Laura Godlesky - Director of Curriculum  
Mrs. Denise Cleveland - Director of Pupil Personnel  
Mrs. Christina Egan - Supervisor of Language Arts  
Mr. Stephen Slater - Supervisor of Mathematics, Economics, and Assessment

### HIGH SCHOOL ADMINISTRATION

Mr. Michael Waters – Principal  
Mr. Kevin Flynn – Assistant Principal / Director of Athletics

The Keyport Board of Education meetings are held in room 108 at the high school and all meetings begin at 7:30 P.M. For information regarding meetings, please call the Board of Education Office at 732-212-6120 or visit [www.kpsdschools.org](http://www.kpsdschools.org)

**Keyport High School**  
**(732) 212-6100**  
[www.kpsdschools.org](http://www.kpsdschools.org)

**DISTRICT ADMINISTRATION**

Lisa Savoia – Superintendent of Schools	Ext. 1000
Anthony Rapolla – Business Administrator / Board Secretary	Ext. 1001
Anthony DePasquale – Director of Guidance	Ext. 3257
Laura Godlesky – Director of Curriculum	Ext. 2007
Denise Cleveland – Director of Pupil Personnel	Ext. 3152
Christina Egan – Supervisor of Language Arts	Ext. 2246
Stephen Slater – Supervisor of Mathematics, Economics & Assessment	Ext. 2246

**HIGH SCHOOL ADMINISTRATION**

Michael Waters – Principal	Ext. 3250
Kevin Flynn – Assistant Principal / Director of Athletics	Ext. 3251

**MAIN OFFICE**

Kelly Ann Applegate – Secretary to the Principal	Ext. 3250
Liz Maher – Secretary to the Assistant Principal/Director of Athletics	Ext. 3251

**GUIDANCE OFFICE**

Cheryl Questore – Secretary to the Director of Guidance	Ext. 3257
Stacey Oxley – Guidance Counselor	Ext. 3255
Kristen Corsale – Guidance Counselor	Ext. 3258
Lindsay Thein – Student Assistance Counselor	Ext. 3260

**HEALTH OFFICE**

Barbara Salvadore – Nurse	Ext. 3159
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**Bell Schedule for Regular School Day  
2016 – 2017**

Homeroom  
7:55 – 7:59

Block 1	8:02 – 9:22
Block 2	9:25 – 10:45
<b>OPEN 1</b>	<b>10:48 – 11:18</b>
<b>OPEN</b>	<b>10:48 – 11:48</b>
Block 3	11:51 – 1:11
Block 4	1:14 – 2:34

**Bell Schedule for **Early Dismissal** School Day  
2016 – 2017**

**Morning** Homeroom  
7:55 – 7:59

Block 1	8:02 – 8:49
Block 2	8:53 – 9:40
Block 3	9:44 – 10:31
<b>OPEN 1</b>	10:35 – 11:05
<b>OPEN</b>	10:35 – 11:35
Block 4	11:38 – 12:25

**Bell Schedule for **Delayed Opening** School Day  
2016 – 2017**

**Morning** Homeroom  
9:55 – 9:59

Block 1	10:02 – 10:52
Block 2	10:55 – 11:45
<b>OPEN 1</b>	11:48 – 12:18
<b>OPEN</b>	11:48 – 12:48
Block 3	12:51 – 1:41
Block 4	1:44 – 2:34

# KEYPORT HIGH SCHOOL

## Conferences

The staff welcomes conferences with parents. This year, two scheduled conferences will be held on **November 17th**, and **April 6th**. However, teachers and parents are encouraged to schedule conferences at any time during the year. **Please remember, however, that the teacher cannot be called away from class to answer phone calls.**

## Progress Reports

Distributed to Student
October 7, 2016
December 16, 2016
March 3, 2017
May 17, 2017

## Back-To-School Night

September 8, 2017

## Report Cards

Report cards are issued approximately every 10 weeks. Please continue to monitor student progress through our parent portal system. To access the parent portal system, you must obtain a username and password. You can easily receive this information by visiting [www.kpsdschools.org](http://www.kpsdschools.org) to download the form from our website, or simply visit our office for the proper paperwork.

Periods	Marking Period Dates	Report Card Distribution
1	September 6, 2016 - November 8, 2016	November 17, 2016
2	November 9, 2016 - January 26, 2017	February 3, 2017
3	January 27, 2017 - April 3, 2017	April 12, 2017
4	April 4, 2017 - June 19, 2017	June 19, 2017

## KEYPORT HIGH SCHOOL CODE OF CONDUCT

At Keyport High School, we believe that all members of our school community should act with character and dignity at all times. Listed below are the standards, (Core Values) we have set for our students to follow:

- Caring – I will be sensitive to the beliefs, ideas, feelings and experiences of others.
- Citizenship – I will take pride and be a role model in my country, my town and my school.
- Respect – I will be considerate of the feelings and property of others and treat them without bias or judgment.
- Self-Discipline – I will be reliable, honest, dependable, and accountable for my actions, not only at school, but all of the time.

It is part of our Code of Conduct that every KHS student has the capacity to be compassionate and giving; to be perceptive, creative, and informed; to be industrious and ethical; to be poised; to persevere and to become lifelong learners.

- Demonstrate social skills which promote respectful interaction, responsible collaboration, and effective communication with others.
- Utilize expanding technological resources to access, analyze, and present information in academic and personal pursuits.
- Exhibit an awareness of, an appreciation for, and respect toward our diverse cultural backgrounds.
- Demonstrate commitment to Keyport High School and the Keyport community through service and participation in all activities.

## ACADEMIC POLICY

GRADES - Students are given an alphabetical grade at the end of each marking period for the midyear examination and for the final examination. The grades and their numerical range are as follows:

97-100	=A+
93- 96	= A
90- 92	= A-
87- 89	= B+
83- 86	= B
80- 82	= B-
77- 79	= C+
73- 76	= C
70- 72	= C-
67- 69	= D+
65- 66	= D
0 – 64	= F

IN– Incomplete - Course work or midyear/final examination must be completed two weeks after the close of the marking period. If the work is not completed then a zero (0) is given as a grade.

## **AF-Attendance Failure**

Attendance Probation/Loss of Credit-A student will not receive credit for a course (s) if the student has over ten (10) unexcused absences in an individual class/classes. Students and parents/guardians are encouraged to closely monitor student attendance via the Genesis Parent Portal. Once a student reaches five (5) unexcused absences in a class an "Attendance Probation" letter will be sent home as a warning. The parent/guardian of a student who has been absent over ten (10) school days for a course shall receive a "Loss of Credit" letter indicating that his/her child will not receive credit for that course (s). Upon receipt of this notice parents/guardians should call the Attendance Office immediately in order to set up an appeal meeting with the Attendance Review Committee if they wish to appeal the loss of credit. Don't wait!

Avenue of Appeals for Loss of Credit-After receipt of a loss of credit letter, the parent/guardian should call the Main Office to arrange for a meeting with the ATTENDANCE REVIEW COMMITTEE in order to discuss any extenuating circumstances and present documentation that may legitimately explain excessive absenteeism. Appeal requests made more than two weeks after receipt of the loss of credit letter may negatively impact the outcome of the appeal. Meetings are held by appointment only.

Unsuccessful appeals to the Attendance Review Committee may be appealed further to the Principal upon request by the parent. Contact Mrs. Applegate, the Main Office Secretary, for an appointment.

A student who has lost credit for any academic required course because of the absentee policy must remain in and report to the class as well as repeat that course or go to summer school in order to move on to the next course(s) in the curriculum sequence. A student who has lost credit for any elective course because of the attendance policy may, with special permission from the department supervisor, move on the next course(s) in the curriculum sequence.



## **ATTENDANCE POLICY**

The Board of Education requires the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation.

The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance at school may be excused for certain absences as defined by the Board. All absences for reasons other than excused, shall be unexcused.

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No pupil excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level or loss of credit toward the high school diploma in accordance with policies of this Board.

Pupils shall be subjected to the school district response for unexcused absences during the school year as outlined in N.J.A.C. 6A:16-7.8(a)4 and Regulation 5200. In addition, unexcused absences from school or from classes within the school day shall subject a pupil to the disciplinary rules of the Board, which may include the denial of a pupil's participation in co-curricular activities and/or athletic competition. Repeated truancies that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the suspension or expulsion of any pupil from the course of study during which absences have occurred or the suspension or expulsion in accordance with Policy Nos. 5610 and 5620.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate for the district or for a school in the district does not meet the New Jersey Department of Education requirements, the Superintendent or designee shall develop performance objectives to improve pupil attendance pursuant to N.J.A.C. 6A:32-12.2(a)3.

Tardy-Students are expected to arrive on time to school every day by 7:55 a.m. Students with excessive tardiness will be referred to the administration for investigation and possible disciplinary consequences. Upon the 3rd late to school, the student will be charged with an absence from school. Students will continue to be charged with an Absence with every 3rd late. If a student arrives 10 minutes or later to class it will be counted as an absence.

## **PROCEDURE FOR SIGNING IN LATE TO SCHOOL**

1. You are considered late for school if you have not crossed the threshold of the classroom when the bell (7:55 a.m.) stops ringing, signifying the beginning of A Block.
2. Students arriving late to school, excused or unexcused, will report promptly to the front desk and sign in.
3. Parents of students late to school should notify Attendance (732) 212-6111 on the day the lateness occurs. Parental verification does not mean that a student will receive an excused lateness. Students without parental verification of lateness will be penalized in accordance with the Keyport High School Discipline Policy.
4. Unexcused Reasons for Tardiness
  - Oversleeping
  - Loitering (inside or outside of the building)
  - Running errands
  - Working (at part or full time job)

\*Any repeated reason for lateness (i.e. illness, auto problems) will be thoroughly investigated by administration and may result in disciplinary consequences.

## **CUTTING POLICY**

Cutting is defined as deliberately missing an assigned class and/or any other scheduled assignment. Students who leave class without the teacher's permission, including visits to the nurse or guidance office will be considered cutting class. Any absence considered a cut will automatically result in a zero for the day without the option of making up missed work. A total of three (3) cuts in a course will result in a loss of credit in the course.

\* The student is to remain in the class for the duration of the course.

A student may appeal his/her noncredit status by contacting the Assistant Principal. The Assistant Principal will form an Appeal's Committee, comprised of the student's Guidance Counselor, two academic teachers and the Assistant Principal. The Assistant Principal will forward the recommendation of the committee, in writing, to the Principal and a record will be kept on file with the Assistant Principal, and a copy will be sent to the parent/guardian.

\*\* The appeal conference will take place at the end of the course.

Note: Administration reserves the right to withhold any student from school sponsored functions due to excessive absences/cuts, and tardiness. This includes Academic Clubs, Band Activities, Sports, Class Trips, Prom and participation in the Graduation Ceremony.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the US Statute: 20 U.S.C. 1232, Regulation 34 CFR Part 99, parents have the right to:

- Inspect and review their children's educational records.
- Seek to amend their children's educational records.
- Consent to the disclosure of personally identifiable information from education records.

If you want more information on FERPA, go to [www.ed.gov/policy/gen/guid/fpco](http://www.ed.gov/policy/gen/guid/fpco).

## **HIGHLY QUALIFIED TEACHERS**

Parents have the right to ask about highly qualified teachers in the Keyport School District. If you want more information, please go to the NJ Department of Education Web site at <http://www.state.nj.us/education/profdev/nclb>.

## **HOMEWORK POLICY**

The Keyport Board of Education recognizes that homework is an integral part of a student's academic program. Homework is a critical extension and enrichment of a student's class work. It is important that both parent and school encourage students to do their homework. Homework is due as assigned and failure to hand in completed homework assignments on time will have a negative impact on the marking period grade and could lead to social restrictions.

## **MAKE-UP OF MISSED ASSIGNMENTS**

The following is the policy for missed assignments:

- It is the student's responsibility to see the teacher about missed homework.
- If a student is absent for one day, that student has until the day after returning to school to make up all work.
- If a student is absent for two days the student has three days to make up all missed assignments.
- For an absence of three or more days, the student must make arrangements with the individual teacher.
- When a student receives an incomplete for a marking period, all make-up work is due two weeks after the first and third marking periods and two weeks after mid-terms.
- Students should make every attempt to obtain missed assignments before returning to school after an absence. If this is not possible, students are required to obtain assignments from their teachers immediately upon returning to school.

If a student feels ample time has not been given for make-up, a conference with his/her counselor should be scheduled to discuss the matter immediately.

**\*STUDENT REQUESTS FOR EXTENDED TIME WHILE SCHOOL IS IN SESSION  
MAY NOT BE APPROVED (Example of extended time; Vacation).**

Time in which to make up work missed will not be granted. If the request for extended absence is granted, all work is due the day student returns to school.

Report Cards-Reports of student's grades are issued every nine weeks of school. If a parent wishes further information concerning your achievement, he/she should contact your teacher, or your guidance counselor to make a mutually convenient appointment. Parents can also log on to the Parent Portal.

**GRADUATION REQUIREMENTS-Policy # 5460**

In order to be graduated from Keyport High School and receive a state endorsed board of education diploma, a student must:

- A. Meet both state and district proficiency standards in languages arts (reading and writing) and mathematics; (Class of 2015) achieve or exceed a passing grade on the High School Proficiency Assessment (HSPA), (Classes beyond 2015) achieve or exceed a passing grade on the (PARCC).
- B. Must successfully complete district required course work as well as additional elective courses to meet the district minimum of 135 credits for this course work. Successful completion of courses means that the student has demonstrated the degree of proficiency required by the district under its grading policy to indicate achievement of the district academic proficiencies for each course and has attended the required number of course sessions as specified in the district high school attendance policy.

**Credit Hours**

- C. A state endorsed diploma issued by Keyport High School will be granted after successful completion of 135 hours of course work. 135 credits are required for the class of 2015 and beyond.
- D. The above credit hours for graduation must be included in Grades 9-12:
  - a. Twenty credits in English (Grades 9-12) – Advanced Placement English courses may be substituted for English 11 and 12.
  - b. Fifteen credits in mathematics which must include Algebra I and Geometry.
  - c. Ten credits in U.S. History.
  - d. Five credits in World History/Cultures.
  - e. Fifteen credits in science which must include the following: Lab Biology, and two other Lab Sciences (i.e. Chemistry, Advanced Lab Biology, AP Biology, Lab, Physics, AP Physics, Lab Environmental Science).
  - f. Twenty credits in Physical Education.
  - g. Five credits in health and/or driver safety education.
  - h. Five credits in Visual and Performing Arts.
  - i. Five credits in Practical Arts/Life and Career Skills.
  - j. Five credits in World Languages.

- k. Two and one half (2.5) credits in Economics or Financial Literacy.
- l. 27.5 additional credits must be taken in electives offered. Required or pre-requisite courses must be successfully completed before electives can be taken.

**TRANSFER REGULATIONS**-Transfer pupils must meet all state and local requirements in order to receive a Keyport High School diploma. Please note...transfers must be enrolled for 10 marking periods at Keyport High School to qualify as Valedictorian and Salutatorian.

**CREDITS REQUIRED FOR PROMOTION:**

Grade	Promotion
10	35
11	70
12	105

Basic Skills-If a student fails to pass the grade level district or state standardized test, an individual student improvement plan will be developed and implemented for him/her. Twelfth-grade students, who have satisfied all other graduation requirements but do not pass the New Jersey High School Proficiency Assessment, shall receive a special review assessment as provided by law.

Pupil with Limited English Proficiency-Students with limited English proficiency will be provided with the program opportunities and standardized test modifications as required by law. These students must fulfill state testing and district credit requirements for graduation.

Special Education Pupil/Exemptions for Graduation Requirements-An exempt student's individualized education program (IEP) must include a list of any exemptions from the regularly required education program options or graduation requirements and a rationale for each such exemption, unless for graduation. If the goals and objectives in a pupil's IEP do not include the proficiencies measured by the New Jersey High School Proficiency Test (HSPA) and/or the requirement to demonstrate mastery of curricular proficiencies, the student's IEP will state the reasons for that exclusion. Any exemption from graduation requirements for the HSPA and/or curricular proficiencies must set forth alternate proficiencies, the achievement of which will qualify the pupil for a regular high school diploma.

**CURRICULUM PROFICIENCIES**-Curriculum proficiencies will be issued to students at the beginning of each course or upon entry through transfer. These proficiencies will define the learning outcome expected of the students to involve the student in shared accountability for his/her education and to inform the community of educational specifications.

## **DIPLOMAS**

-All graduates shall receive the same diploma regardless of their choice of program or subject.

-The Board endorses the annual high school and elementary school graduation programs and directs the Superintendent to ascertain that no student be barred from participation for arbitrary or discriminatory reasons.

-The Board reserves the right to deny participation when circumstances warrant it. Such denial shall be treated in the same manner as a suspension, and the pupil so affected shall be afforded the rights of review provided in the policies of this Board. The Board reserves the right to withhold a diploma and transcripts until all fines are paid.

-It is the policy of the Board that caps and gowns shall be worn at High School graduation ceremonies by seniors who are being awarded diplomas.

**GRADES 9 – 12 HONOR ROLL**-Students may earn “Honor Roll” status by achieving one of three Honor Rolls listed below:

1. Principal’s Honor Roll-Students must have an average of 97-100 (A+) with no grade lower than a 90 (A-)
2. High Honor Roll-Students must have an average of 90-96 (A- to A) with no grade lower than a 90 (A-)
3. Honor Roll-Students must have an average of 83-89 (B to B+) with no grade lower than a 83 (B)

Honor Roll will be calculated per marking period. Qualification for Academic Awards will be based on marking periods 1-3 and includes grades at interim marking period 4.

**SUMMER SCHOOL**-Students may repeat subject failures by attending summer school. Summer school approval must be obtained from the guidance department if the student wants credit for the summer school work.

**STUDENTS WHO ARE LEAVING SCHOOL PERMANENTLY**-Students who are leaving school or who are moving to another district must turn in all property belonging to Keyport High School. The student should secure a withdrawal slip from the guidance office. This slip must be signed by every teacher when the student has returned all property belonging to Keyport High School. No transfers or transcripts are issued until all property has been returned or the lost and/or damaged property is paid for.

**CHANGE OF ADDRESS**-Any changes should be reported to the Board Of Education.

**CURRICULUM CHOICE**-Each student has an individual conference with a counselor to select a program of studies for the following school year. Course requirements, individual needs, school rules, and state requirements, etc. are discussed with each pupil. All necessary schedule adjustments are made by guidance personnel.

**COLLEGE COUNSELING**—Counselors conduct a planning meeting for juniors and their parents/guardian to assist with the college process. A financial aid meeting is scheduled to assist with college costs. Individual college conferences are scheduled with each senior in the fall. Each senior receives a copy of “The ABC/s of College Planning”; this resource draws on the collective knowledge, experience and expertise of admission and guidance professionals who have helped thousands of high school students make a successful transition to college life. Students are assisted in making use of both print and computer resources.

**STUDENT GUIDANCE CONFERENCES**-Students may make an appointment to see their counselors by coming into the guidance office before school or after school. Counselors may issue a pass for a specific appointment. Parents are encouraged to make an appointment for a conference whenever appropriate or language.

**MILITARY RECRUITERS**-Military recruiters are allowed access to your records under the No Child Left Behind Act (NCLB). An Opt-out form is available in the guidance office. This provision, however allows parents to tell the district not to give out that information.

**STUDENT ASSISTANCE COUNSLER (SAC)** - Available to students, parents, and staff in dealing with personal issues and specializing in the area of drug and alcohol use and abuse.

## **STUDENT ACTIVITIES**

In order to take place in any school function, event or athletics, students cannot be on the 2 Suspension Policy list and must be Academically Eligible. This includes all dances, trips and the Junior/Senior Prom.

\*Please refer to 2 Suspension Policy on page 10 of handbook.

**CLASS ORGANIZATION**-Each class - freshman, sophomore, junior and senior - has its own class organization, its own officers and its own faculty advisor. Any student may run for any office providing he/she meets the prescribed requirements. Each class holds executive and class meetings to plan educational, social and fund raising activities.

**STUDENT COUNCIL**-The Student Council of Keyport High School is an organization of the student’s faculty and the administration. The purposes of this organization are to form a medium for expressing the opinions of the students on matters of general interest and to provide unity and cooperation between the pupils and the faculty in the extra-curricular activities of the school. The Student Council helps in elections, Back to School Night, Orientation Day, assemblies and takes care of many problems that arise during the year. Student Council membership is one of the highest honors one can achieve, and every student should strive to become a member of this organization.

**MUSIC ACTIVITIES**-Every member of the student body of Keyport High School is eligible to participate in the music activities. These activities include: the concert band, the marching band.

The music department performs two concerts every year, one winter and one in the spring of the year.

**THE YEARBOOK**-Keyport High School's yearbook is written and compiled by the students under the direction of the faculty advisor. It is devoted chiefly to the history of the graduating class. All classes are represented; all activities are featured. The KEY is your permanent record of events during your four years at Keyport High School.

**KEY CLUB**-The Key Club is a service organization associated with the Keyport Kiwanis. Students who are interested in helping others are urged to join.

**DRAMA CLUB**-All students are eligible to participate in the Drama Club, either as an actor or actress or as a member of the production crew. The Drama Club performs one play a year in the spring.

**SCHOOL LITERARY MAGAZINE**-It is open to students from grades 9-12 who like to write poetry or prose, and to those who are interested in reporting on various happenings throughout the school. We are always open to new ideas and welcome new members at any time during the school year.

**THE VIPS**-Teens Helping End Violence in Public Schools. Club is open to all KHS students who want to improve the quality of life in KHS working towards ending verbal and physical violence.

**LIFE LINE**-The Life Line Program is designed to train and supervise a select team of high school students to provide cross-age teaching to classes in the elementary school to supplement the Comprehensive Chemical Health Curriculum in the areas of drug, alcohol, and self-esteem and peer pressure. On the high school level the Life Line team provides peer support to identified students encouraging responsible, appropriate behavior and coping skills. The purpose of the Life Line Program is to develop self-esteem and decision-making skills through positive peer role models for the student population.

### **PROCEDURES:**

1. Train volunteer faculty team
2. Select student team
3. Train student team in leadership, standup skills
4. Student team to provide cross-age teaching
5. Train student team in listening/support skills
6. Match identified students with Life Line students to provide rapport
7. Evaluation and wrap-up of year's program



**STUDENT OF THE MONTH**-The “Student of the Month” program is a recognition program for all students. At the conclusion of each month a select group of students are recognized for their positive contributions to Keyport High School. Faculty members recommend these students. The committee, composed of the Principal and teachers, meets to discuss teacher recommendations and to decide on the recipients. Students are recognized in the areas of School Spirit, Academics, Vocational, and School pride.

**MEDIA CENTER**-A well balanced and growing collection of books, periodicals and pamphlets are available for circulation. All other materials may be taken out for two weeks, and two renewals are allowed.

**CAFETERIA**-All students may purchase lunch in the cafeteria or they may bring their own lunch. An open lunch period will be introduced this year however, students may not leave the school. Students are permitted to go to classrooms where teachers are present. Only the lavatories on the basement level (between cafeteria and room 109) are to be used during lunch period.

## **HEALTH SERVICES**

Keyport High School provides a comprehensive health program for the students. All students must have required immunizations mandated by the State of New Jersey in order to attend school. The school nurse works in connection with the community health officials and school physician to protect the health of the student.

A definite routine of health screenings are carried out. During their stay at Keyport High School, students are given routine physical, optical, and hearing examinations under the supervision of the school nurse and physician. All referrals are made based upon screening results.

All students who want to participate in school sports must first be examined by the school doctor and pronounced physically fit in order to participate. If a student wishes to see the nurse, he/she must first obtain a nurse's pass from the classroom teacher.

**GENERAL INSURANCE PLAN FOR STUDENTS**-Insurance is available to all students of Keyport High School. The insurance plan covers the student to and from school, during school hours, and during school sponsored/supervised activities (including social events). Students participating in interscholastic activities, marching band, and cheerleading are covered by a separate Board of Education insurance policy.

## **ATHLETICS**

Every student has an opportunity to learn team and individual sports after school hours. At the present time, the following sports are offered on an interscholastic basis: football, basketball, softball, baseball, track, cross country, field hockey, cheerleading, bowling and wrestling.

Awards for participating in these sports are made at the Keyport High School Sports Banquet.

Athletic Director

732-212-6100 - Ext. 3251

## **SCHOOL CLOSING**

When Keyport High School is to be closed all day because of weather conditions or other unforeseen causes, there will be four (4) blasts of the fire sirens at 6:30, 7:00, and 7:30 a.m.

There will also be an announcement from radio stations WJLK, 94.3 F.M., WBUD, 101.5 F.M., and WHTG, 106.3 F.M., between 6:00 and 8:00 A.M. We will now be posted on Channel 15 T.V., web site [www.kpsdschools.org](http://www.kpsdschools.org) or you may call the following phone number to hear a message: (732-739-1739)

## **STUDENT BEHAVIOR CODE**

The purpose of this code of behavior is to outline acceptable/unacceptable behavior for Keyport High School students, so that they can be provided with the best possible education. Our educational objectives can best be met if we have order and mutual respect for the rights of all. It is the responsibility of students, teachers, administrators and parents to see that student conduct is appropriate for the learning process to proceed without interference-interruption.

It is the particular responsibility of the student to understand the provisions of this document and make every reasonable effort to comply with it on a daily basis. The provisions of this code: (1) are stated explicitly and simply so that all may understand them; (2) provide for a rational objective and consistent judgment of student behavior; (3) incorporate consequences; (4) indicate a due process mechanism.

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts the educational process and will not be tolerated.

Consequences for inappropriate behavior will be immediate and range in severity from Central Detention (A.M. or P.M.) to an extended 2-hour Detention, and Suspensions.

**TWO SUSPENSION POLICY**-Upon the second incidence of suspension, In School, Out of School, or Friday 2-hour Detention within a semester, a student is not permitted to participate in any extracurricular or co-curricular activities, including Academic Clubs, Band Activities, Sports, Class Trips, and Social events for the remainder of that semester.

A student may appeal his non-participatory status by contacting the Assistant Principal. The Assistant Principal will form an Appeal's Committee, comprised of the student's Guidance Counselor, two academic teachers, the Assistant Principal and if possible, a Board of Education Member, who will be a non-voting member. The Assistant Principal will forward the recommendation of the committee, in writing, to the Principal and a record will be kept on file with the Assistant Principal, and a copy sent to the parent/guardian.

**PARENT NOTIFICATION OF EXCLUSION (SUSPENSION)**-If a student is suspended, a copy of the suspension letter will be given directly to the student at the close of the school day to present to his/her parents/guardians or for his/her information if he/she is an adult. A phone call shall be made to the student's parent/guardian to notify him/her of the suspension. A copy of the suspension letter will be mailed directly to the parent/guardian. No student may participate in any school function while on suspension.

**2-HOUR EXTENDED DETENTION**-Keyport High School, in an effort to provide the best educational atmosphere for students and ensure educational cohesiveness, provides 2-Hour Extended Detention. We believe that 2-Hour Extended Detention is beneficial to the education of the student in that it avoids the loss of instructional time, due to out of school suspension. Furthermore, it provides the student with the opportunity to make-up schoolwork missed due to attendance problems. The regulations concerning 2-Hour Extended Detention are outlined below:

1. 2-Hour Extended Detention begins precisely at 2:40 p.m. and ends at 4:40p.m. It is your responsibility to arrive on time. **PLEASE NOTE THAT THE DOORS WILL BE CLOSED AT 2:40 P.M. AND NO ADDITIONAL STUDENTS WILL BE ADMITTED. IF YOU ARRIVE LATE YOU ARE CONSIDERED ABSENT AND MAY BE SUBJECT TO FUTHER DISCIPLINE.**
2. **NO FOOD, CANDY, GUM, BEVERAGES OR LISTENING DEVICES WILL BE ALLOWED INTO THE DETENTION ROOM.**
3. It is your responsibility to report to the proctor(s) in charge. If you do not report you may be counted absent and may be subject to further discipline.
4. Students who fail to report to Friday 2 Hour Extended Detention will be suspended out of school, pending a parental conference (Notice of the suspension and the reasons for its imposition are subject to due process requirements).

### **Intervention And Referral Services (I&RS)**

Intervention & Referral Services (I&RS) is a forum from which school personnel, parents or students can seek assistance or solutions to students' academic, social, behavioral, and attendance issues and/or a combinations of these issues. I&RS utilizes the resources of the entire school district and community services including, but not limited to, the substances abuse counselors and organizations, hospitals, churches, service clubs, big brother/sister, guidance counselors, social workers, teachers, student groups, mentors, administration, etc... Others may be called upon to provide expertise such as a speech therapist, an occupational therapist, other teachers, doctors, the school nurse, agency counselors, and the adaptive physical education

teacher. The I&RS process involves pre-referral interventions, observations of the student during the school day, the initial I&RS meeting with referring teacher, monitoring, and follow-up meetings with parent involvement.

### **Records**

The Pupil Records Act, N.J.A.C. 6:3-21, requires every Board of Education to notify, annually, all parents within the school district of their rights in regards to pupil records. According to this statute, parents and guardians have the right to access their child's school records. The records may be viewed during normal business hours in the office of the Principal of the school in which the child is enrolled.

### **Family Educational Rights and Privacy Act**

Under the US Statute: 20 U.S.C. 1232, Regulation 34 CFR Part 99, parents have the right to:

- Inspect and review their children's educational records.
- Seek to amend their children's educational records.
- Consent to the disclosure of personally identifiable information from education records except as specified by law.

If you want more information on FERPA, go to [www.ed.gov/policy/gen/guid/fpco](http://www.ed.gov/policy/gen/guid/fpco)

### **Emergency Health Procedure**

The school nurse will contact the parent at home or at work in accordance with the instructions on the student emergency card if a child becomes ill during school and must leave early. The child can only be released to the person(s) designated on the emergency card. This person must sign the student out from the main office. It is the parent's responsibility to provide necessary transportation.

When a child is directed by a physician to take prescribed medication during school hours, the parent must deliver to the school nurse a separate prescription with instructions from the doctor. These medications will be administered by the nurse from her office at the designated times.

### **School Security Drills**

Pursuant to 18A:41-1, every principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one security drill each month within the school hours, including any summer months during which the school is open for instructional programs.

Schools are required to hold annually a minimum of **two** of each of the following security drills: active shooter, evacuation (non-fire), bomb threat and lockdown.

### **Highly Qualified Teachers**

Parents have the right to ask about highly qualified teachers in the Keyport School District. If you want more information, please go to the NJ Department of Education website at <http://www.state.nj.us/education/profdev/nclb>.

**Policies for Parent/Student Handbook are available at:**

[www.kpsdschools.org](http://www.kpsdschools.org)

<b>Number</b>	<b>Title</b>
2110 M	Philosophy
2260 M	Affirmative Action for Classroom Practices
2361 M	Acceptable Use of Computers
2415.20 M	No Child Left Behind Complaints
2464 M	Gifted & Talented Program
<b>5000</b>	<b>Pupils</b>
5111 M	Eligibility of Resident/Nonresident Pupils
5200 M	Attendance
5310 M	Health Services
5330 M	Administration of Medication
5331 M	Management of Life - Threatening Allergies
5332 M	Do Not Resuscitate Orders
5335 M	Treatment of Asthma
5410 M	Promotion and Retention
5420 M	Reporting Pupil Progress
5460 M	High School Graduation
5465 M	Early Graduation
5500 M	Expectations for Pupil Conduct
5512 M	Harassment, Intimidation, and Bullying
5513 M	Care of School Property
5516 M	Remotely Activating Communication Devices - Pagers & Cellular Telephones
5600 M	Pupil Discipline/Code of Conduct
5611 M	Removal of Pupils From The General Education Program for Weapons/Firearms Offenses
5612 M	Assault by Pupils on Board Members or Employees
5750 M	Equal Educational Opportunity
5751 M	Sexual Harassment
5752 M	Marital Status and Pregnancy
5755 M	Equity in Educational Programs and Services
<b>8000</b>	<b>Operations</b>
8505 M	School Nutrition
8506 M	School Lunch Program Biosecurity Plan
<b>9000</b>	<b>Community</b>
9120 M	Public Information Program
	Revised 9/2016

### **Loitering**

Students are encouraged to seek out a teacher for extra assistance; but need to make arrangements in advance. Students are not permitted in the building unsupervised outside of school hours.

### **School Visitations**

\*\*\*Parents are welcome to visit school. Visitors may only enter through the Broad Street doors during the school day. All visitors must report to the office before going to any other area of the building to obtain a visitors pass.

### **Special Education**

The Keyport School District provides a free, appropriate public education program and related services for handicapped pupils (ages 3-21) in a least restrictive environment. Free programs and services are offered to all those in need, including migrant and homeless students. Students are referred to the Child Study Team (CST) through several means. If your child is performing poorly in school and his/her teacher is concerned about this performance, the teacher may seek assistance from the Intervention and Referral Services (I&RS) Team. In addition, a parent can refer a child to the CST for an evaluation to determine eligibility for special education and related services by submitting a written request to the CST. An adult pupil can also initiate a request for an evaluation on himself or herself as well. Questions regarding Special Education can be answered by calling the office of the Director of Special Services at (732) 212-6100 ext. 3152.

