

## **GENERAL INFORMATION**

### **ID Badges**

- **An official identification badge will be presented to the high school student at time of scheduling. It must be carried with you during school hours.**
- **Badges should be attached above the waist by using the clip provided to all students.**
- **The security officer will check all students for badges. Those students who do not have their ID's will be sent to the office.**
- **Lending or giving this card to others is strictly prohibited.**
- **The replacement charge for this card is \$5.00.**

### **Lost and Found**

- **All lost and found items will be kept in the adult high school office, cafeteria.**

### **Textbooks**

- **Textbooks are the property of the NPAHS and remain on loan to the student to use in his/her classes.**
- **The student is responsible for the textbooks loaned to him/her and will be charged for lost or damaged books. The same holds for any school equipment or materials loaned to a student.**

### **Visitors**

- **All visitors to the NPAHS must have permission from the principal to be on site at the school.**

### **Change of Address/ Phone Number**

**It is the responsibility of the student to notify the North Plainfield Adult High School Office immediately of any change in his/her address and/or telephone number by calling (908) 769-6090 Extension 2181 or by stopping at the adult high school office.**

## **STUDENT INFORMATION**

### **Attendance Policy**

- **Attendance requires participation in a learning activity for a minimum of one hour. Participation for less than one hour does not constitute attendance.**
- **Students taking *group instruction* courses *must attend the entire class each week.***
- **Students taking *directed studies* courses *must meet with each subject area teacher for a minimum of one hour every other week.***
- **Students taking seminars must meet the attendance requirement for each particular seminar.**
- **Students must meet attendance requirements to be eligible to receive credit.**
- **Students must contact the office if they have an attendance problem.**

## **Affirmative Action/Non-Discrimination**

The North Plainfield School District guarantees each student equal education opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, or economic status.

The North Plainfield School District does not discriminate against handicapped persons in admission to or access to or treatment of employment in its program, activities, and vocational opportunities.

## **Electronic Communication Devices**

Students are not permitted to have electronic communication devices such as beepers, paging devices, walkie-talkies or other forms of electronic communication in school during the evening school hours or while attending school-sponsored activities.

Audio and video devices are also not permitted in school.

Students may have in their possession a cell phone which is to be turned off during the evening school hours and kept out of sight.

If a student is found to have the cell phone displayed, on, or in use during the evening school hours, the cell phone will be confiscated.

If a student is in attendance as an active member of a volunteer emergency fire or medical services organization, these devices may be permitted.

Any person who violates this policy will have the unauthorized ECD confiscated.

## **Drug/Alcohol Policy**

The North Plainfield Adult High School recognizes that the use of drugs by any student seriously interferes with the student and threatens the welfare of the entire school community. The North Plainfield Adult High School is committed to the prevention of drug abuse and will take necessary steps to protect the school community from harm or exposure to drugs.

For the purpose of this policy, “drugs” shall mean the following:

- all controlled dangerous substances as designated by law;
- any chemical or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, or dulling of the brain or the nervous system;
- all alcoholic beverages;
- all related paraphernalia for the ingestion of any of the above.

**The North Plainfield Adult High School prohibits the use, possession, and/or distribution of any controlled dangerous substance on school campus. Students suspected of being under the influence of such substances will be immediately removed from the program.**

**A student who uses, possesses, or distributes controlled dangerous substances on or off the school campus will be reported to the proper authorities, and prosecution will be sought to the fullest extent of the law.**

### **Smoking**

**Smoking is prohibited in the school building and on school grounds.**

### **Harassment, Intimidation, Bullying**

**All students must demonstrate appropriate behavior by treating others with respect, and refusing to tolerate harassment, intimidation or bullying through any gesture, written, verbal or a physical act that takes place on school grounds.**

**Any student who witnesses any act of harassment, intimidation or bullying motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical, or sensory disability must immediately report this incident to the principal or supervisor in charge.**

### **Weapons**

**Students in possession of any type of weapon will be immediately removed from the program. Violators of this regulation will be reported to the appropriate authorities, and prosecution will be sought to the fullest extent of the law.**

### **Inappropriate Behavior**

**Students exhibiting inappropriate behavior will be immediately removed from the program. Students or their friends may not loiter in the building.**

