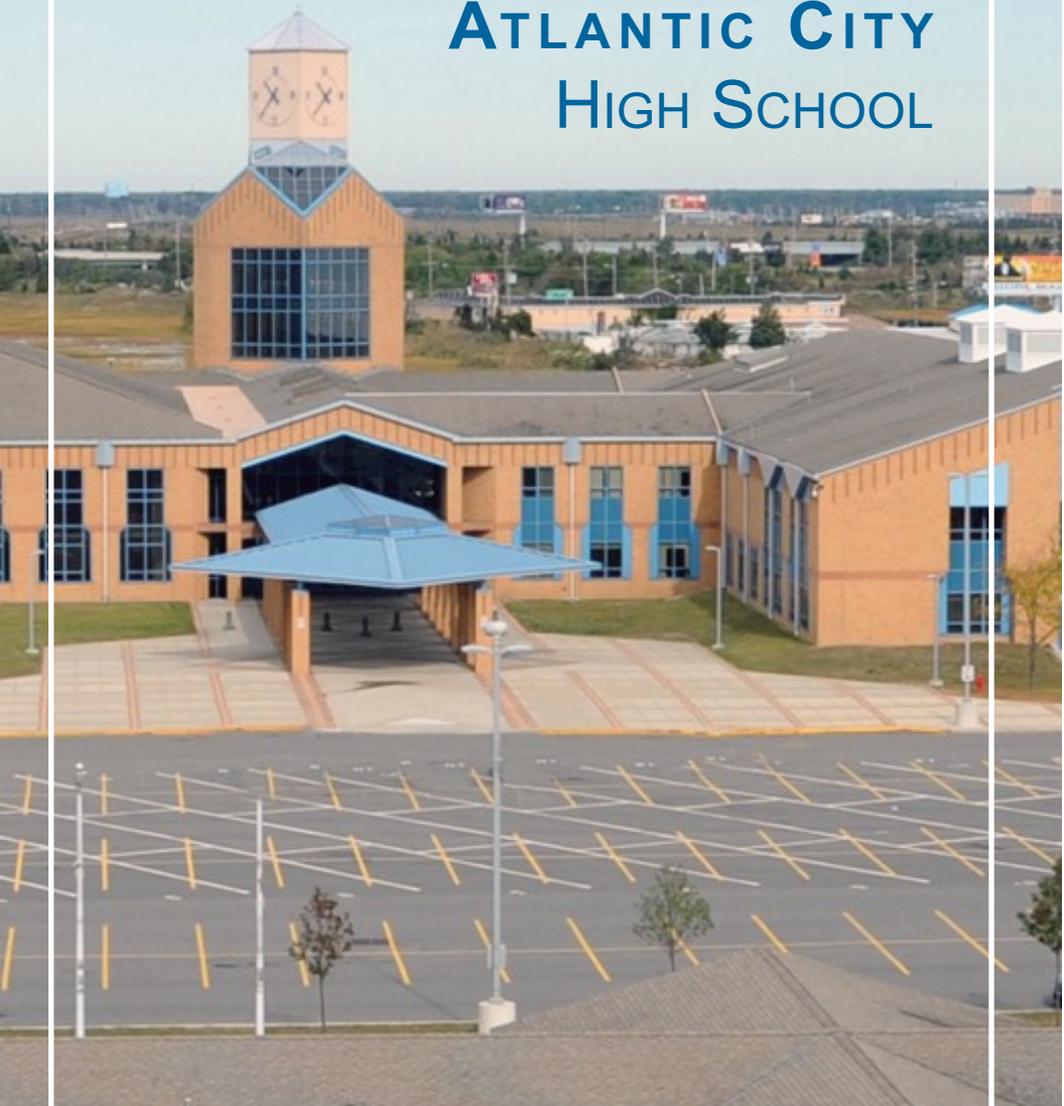


# ATLANTIC CITY HIGH SCHOOL



**2019-2020**  
**STUDENT**  
**HANDBOOK**



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# Atlantic City High School

Student Handbook 2019-2020

*Principal*

**Dr. La'Quetta S. Small**

*Assistant Principals*

**Dr. Sheree N. Alexander**

**Mr. Stephen Brown**

**Mr. Jason Grimes**

**Mr. Kendall Williams**

*Director of Secondary Education*

**Donald M. Harris**



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Atlantic City High School Website: <http://achs.acboe.org/>

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# Atlantic City Board of Education 2019-2020

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Bailey**

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**Constance Days-Chapman**

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**Barry Caldwell**

Superintendent

**Sherry Yahn**

Assistant Superintendent

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## ATLANTIC CITY HIGH SCHOOL ADMINISTRATIVE DIRECTORY

<b>ACHS Directory (Dial 609-343-7300 and then dial the extension.)</b>	
<b>Principal &amp; Assistant Principals</b>	
<b>Lina Gil</b> Principal Evelyn Padilla, Secretary	Office: G112 ext. 2180
<b>Dr. Sheree N. Alexander</b> , Assistant Principal La'Tasha Lewis, Secretary	Office: H217 Ext. 2168
<b>Stephen Brown</b> , Assistant Principal Carla Davis-Smith, Secretary	Office: E101 ext. 2416
<b>Jason Grimes</b> , Assistant Principal Marba Davis, Secretary	Office: H117 ext. 2458
<b>Kendall Williams</b> , Assistant Principal Tina Boyer-Hedelt, Secretary	Office: C117 ext. 2417
<b>Director of Secondary Education</b> Donald M. Harris	Office: G121
<b>Guidance Office</b> Ganeen Brooks, Secretary TBD, Secretary Marc Mollineaux, Secretary-Home Instruction	Office: G200 ext. 2185 ext. 2427 ext. 2445
<b>Christopher Ford</b> , Director of Athletics Mary Bradley, AD Secretary	Office: B111 ext. 2010
<b>OFFICES</b>	
<b>Child Study Team</b> Katrice Cornett, Secretary	Office: G200 ext. 2187
<b>Job Placement</b> TBD	Office: G200 ext. 2425
<b>Nurses' Office</b> Christy Feehan Zina Thompkins	Office: G201 ext. 2438 ext. 2159
<b>Police Liaison</b> Timothy Smith, Kevin Francis	Office: E101 ext. 2259
<b>Records</b> Marc Mollineaux	Office: G200 ext. 2186
<b>Student Assistant Coordinators</b> Kelly Bird Michele Farrell	Office: G118 ext. 2161 ext. 2350
<b>Teen Services Center</b> Ada Lopez, Secretary	Office: G200 ext. 2348

## **Atlantic City High School Mission Statement**

The Mission of Atlantic City High School is to provide each student and staff member with a stimulating and challenging learning environment that promotes intellectual growth, creativity, respect for self and others, and physical and mental health. Our primary goal is that all students achieve their maximum potential as lifelong learners.

## **Atlantic City High School Belief Statements**

- ❖ The chief propriety of the school is to provide a safe and physically comfortable environment that promotes student learning.
- ❖ Students need to apply their learning in meaningful contexts, enabling them to become confident, self-directed, lifelong learners.
- ❖ Challenging expectations increase individual student performance.
- ❖ Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- ❖ A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- ❖ Extra-curricular programs are an important element in developing well-rounded individuals and involving the community in our school.

Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.

Advance Placement Test (AP)  
<http://www.collegeboard.com/testing/>

<b>2019 Exam Schedule – Week 1</b>		
Week 1	Morning 8 a.m.	Afternoon 12 noon
5/6	United States Government and Politics	Environmental Science
5/7	Seminar, Spanish Language & Culture	Physics 1: Algebra Based
5/8	English Literature and Composition	French Language and Culture European History
5/9	Chemistry, Spanish Literature and Culture	Psychology
5/10	United States History	Computer Science Principles  Physics II: Algebra Based
	Studio Art – Portfolios due	

2019 Exam Schedule - Week 2		
Week 2	Morning 8 a.m.	Afternoon 12 noon
5/13	Biology	Physics C: Mechanics
5/14	Calculus AB Calculus BC	Art History Human Geography
5/15	English Language and Composition	Italian Language and Culture Macroeconomics
5/16	Comparative Government and Politics World History	Statistics
5/17	Microeconomics Music Theory	Computer Science A Latin

SAT and ACT Test Dates

<http://sat.collegeboard.org/>

<http://www.actstudent.org/>

# ATTENDANCE

## Chronic Absenteeism - High School

Chronic absenteeism In New Jersey's ESSA State Plan Is defined as the percentage of a school's students who are not present for 10% or more of the days that they were "in membership" at a school. ACHS is committed to addressing and decreasing the chronic absenteeism rate.

## Minimum Attendance Requirements- High School

Frequent absences from regular classroom-learning experiences disrupt the continuity of the instructional process. The benefits of regular classroom instruction cannot be entirely regained, even by after-school instruction.

*A. Students will be held accountable for all unexcused absences. The high school guidance counselors will become involved when students incur chronic unexcused absences.*

1. Students are required to bring in documentation of absences from a parent/guardian, doctor (medical), funeral home, court, or other institutions to the Guidance secretary. All notes must be **originals** and will be kept for your records. Students will be given a copy and must show their note to their teachers immediately upon entering class.
2. When a student has acquired between **11 to 20 unexcused absences**, the student will be required to attend credit completion in order to satisfy the attendance requirement of the class or classes involved. If a student does not attend credit completion, they will be at a **loss of credit** status.
3. When a student has acquired **21 or more unexcused absences**, the student will be at a **loss of credit** status.
4. When a student is late three times it will count as an unexcused absence.

*B. When a student acquires a total of 35 excused or unexcused absences, the student will be at a loss of credit status. Absences when students receive homebound instruction will be excluded from the above total.*

*C. Attendance Review Process/ Credit Completion*

1. Student attendance will be reviewed at least once a year. At the end of May, an attendance review will be held. Students and

parents/guardians will be notified via homeroom notices and by mail regarding the appeal process. All appeals must be held before the last day of the school.

2. All absences and corresponding appeals (documentation) will be subject to administrative review to determine if they are excused or unexcused.

### **Make-Up Work**

Students absent from school are required to make up work missed in each class. **It is the student's responsibility** to obtain all make-up work from his/her teachers immediately upon return to class. If students must be absent for several days, they should call the Guidance Office (343-7300 Ext. 2427) in the morning and request to have assignments collected. Arrangements must be made for someone to pick the assignments up at the end of the day. Prolonged absences may warrant Home Instruction; details of this service may be obtained from the Guidance Office.

### **Lateness to School**

Students late to school (after 7:50) must sign in at the security desk in the main entrance. A student who is unable to complete a 4 1/2 hour school day, will be marked absent for the day. Every three days late to school will equal 1(one) day of unexcused absence.

### **Lateness to Class**

Students arriving late to class must present a pass to the teacher signed by a staff member explaining the reason for their lateness. Teachers will notify the parent/guardian and assign a detention to those students who are late to class without this pass. Continued lateness will result in a referral to the student's Assistant Principal. Students reporting to class 5 or more minutes late will receive a discipline referral for cutting class. If your class is not there or if there are issues entering the class, the student is to report to the nearest Assistant Principal's office.

### **Cutting Class**

Students found in the halls without a pass or in an unauthorized area (i.e. the gym, study hall, cafeteria, or a substitute's class) without permission will be suspended. Hall sweeps will also be conducted at the discretion of the principal or assistant principals.

### **Closed Campus**

Students are not permitted to leave school property during lunch periods

or at any other time during the school day. Failure to comply with this rule will result in suspension from school.

## **Signing out early**

The Principal or Assistant Principal may **excuse** for “cause” the late arrival and early dismissal of a student on the **prior written request with phone number to verify** of the pupil’s parent(s) or legal guardian(s). Good cause may include, but need not be limited to, medical and dental, medical disability, motor vehicle driver’s test, interviews for college entrance or employment, and court appearances. Students will not be permitted to leave the school before the end of the school day except in the presence of the pupil’s parent(s) or legal guardian(s), or their agent who has written authorization, or in the custody of state agents acting in their legal capacity. Any student who leaves prior to 12:15 pm, without an excusable absence, will not receive credit for attendance, as he/she is unable to complete a four and one half hour instructional day. Students leaving without being signed out by a legal parent or guardian will be subject to disciplinary action.

### **Checklist For Signing Out Early:**

The legal parent/guardian submits a letter with attached documentation stating the reason for the absence.

Assistant Principal reviews the documentation and determines if the absence will be excused.

The legal parent or guardian signs out the student in the main office.

The final determination if a student is permitted to leave school will be made by the Assistant Principal.

## **COMMUNICATIONS**

### **Emergency School Closing**

In the event of inclement weather or any other emergency, ACHS openings and closings will be announced by local radio and television stations. Whenever possible, school closings will also be announced through the school messaging system, listed on Atlantic High School’s TV Station, and Channel 2 in Atlantic City. Please listen to the following radio or television station for emergency closing information:

WAYV, WOND, WFPG, WTTN, WMGM TV

343-7200 ext. 5678- School delays, closings, and emergencies

### **Telephone Calls (Emergency Only)**

Phone messages for students will be accepted only in the case of an emergency. Office telephones are business phones and may be used by students only in emergencies, and only with the approval of the occupant of the office. Students are not permitted to use their cell phone during school hours.

## Cellular Telephones and Electronic Devices

Students are permitted to possess cellular telephones and electronic devices on school district property. However, all cellular telephones and electronics must be **turned off and secured in the students assigned school locker during instructional time.** Cellular telephones and electronics that are turned on or visible will be in violation of this policy and items are subject to confiscation by the building staff and the pupil will be subject to appropriate disciplinary action. **The school will not be held liable for lost, damaged or stolen cell phones during school hours or school functions.**

## Bulletins

Special announcements (flyers, posters, etc.) must be approved by building administrators. All club and "class of" announcements must be approved an Assistant Principal. They should not be displayed on painted surfaces and must be collected by the sponsoring organization by the next school day after the activity ends. Failure to do so may result in denial of future requests.

## Visitors

Visitors are permitted in the building to conduct official business in school. Parents/Guardians who wish to meet with staff may do so by making an appointment through the student's guidance counselor or assistant principal. All visitors must report to both the security/safety desk and the main office upon entering the building and will be required to sign-in and show their identification. **Student visitors from other schools are not permitted unless permission is given by a building administrator.** Persons who are in the building without a visitor's pass will be treated as trespassers. Only students' parents/guardians (legal) will have access to official records. Individuals under the age of 21 must be accompanied by an adult.

## Parent Portal Access

This is a web based system that grants a parent/guardian immediate access to their child's records. The information that is available on your child includes: daily attendance, course schedule, class attendance, interim reports, and grades. The system also provides the parent/guardian with the ability to contact their child's teacher(s) through email. All parents/guardians of newly registered students will be mailed their log-in information.

### **To access the system:**

1. Go to <http://achs.acboe.org>
2. Locate and click on button on left side of page-**Power School Parent Portal**
3. A log-in window will open requesting a username and password
4. Upon logging in, your child's picture will appear; underneath their picture is a menu on the left will give you information pertaining to your child.

For log-in help contact the Guidance Office (343-7300 Ext. 2427).

### **Parent Conferences**

Parents who wish to have a conference with a counselor and/or teacher(s) can do so by calling the guidance counselor and requesting an appointment. Parents are encouraged to contact their son's/daughter's counselor concerning any question about his/her educational, vocational, or personal development. Your counselor will be communicating with you at various times throughout the year.

### **Email**

All Atlantic City High School Staff email inboxes can be reached by using the first initial and last name of that staff member followed by @acboe.org or through the parent portal system.

### **Websites**

Atlantic City Public School District - [www.acboe.org](http://www.acboe.org)

Atlantic City High School - [achs.acboe.org/](http://achs.acboe.org/)

New Jersey Department of Education - [www.state.nj.us/education/](http://www.state.nj.us/education/)

SAT and AP Testing - [www.collegeboard.org/](http://www.collegeboard.org/)

ACT Testing - [www.act.org/](http://www.act.org/)

The district and school websites are available in over 25 different languages. Visit the website(s), scroll to the bottom left corner, locate the select language window, choose your language, and it will translate the information into the selected language.

### **Phone Message System**

Atlantic City Public School District utilizes a broadcast phone messaging system. Please keep your phone numbers updated by contacting the guidance department with any changes.

### **Changes in Address and/or Phone Number**

Any student who has a change of home address and/or a phone number **must** report the change immediately to the "Guidance Office". Five

documents are required for *Proof of Residency*, these include:

1. Evidence of property ownership, tenancy, or residency (i.e. property tax bills, deeds, contracts of sale, leases, mortgages, signed letters from landlords, etc.)
2. Evidence of personal attachment to a location (i.e. voter registrations, licenses, permits, banking information, utility bills, etc.)
3. Evidence of family or economic hardship, or temporary residency (i.e. medical reports, counselor or social worker documents, employment documents, benefit statements, etc.)
4. Statutory criteria for school attendance (i.e. affidavits, certifications, etc.)
5. Business, government, military documents

You may voluntarily disclose any document or information you believe will help establish that the student meets the requirements of law or entitlement to attend ACHS, but we may not, directly or indirectly, require or request: income tax returns; documents relating to citizenship or immigration, unless the student holds or is applying for an F-1 visa; documents relating to conditions of tenancy; and social security numbers.

## DRESS CODE

The Atlantic City Board of Education expects the administration and faculty of ACHS to strictly enforce the following policy. Please be advised that the enforcement of this policy is a challenging and ongoing process. Parents are required to send students to school in the approved attire. Students are required to arrive at school and adhere to all required items of this policy for the entire school day. This document supersedes any and all previous documents regarding student dress at ACHS.

### Shirts for Students

#### **Acceptable:**

- Shirts may have ACHS related Logos only
- Shirts must be loosely fitted and midriffs must be covered and shirts must be buttoned above the chest line
- Shirts colors are only solid white, solid black, or solid dark navy blue
- Items worn under golf shirts must be solid colors: solid white, solid black or solid dark navy blue

#### **Not Acceptable:**

- Dress shirts and Turtlenecks,
- Tank tops, T-shirts, thin-strapped tops, tube tops, mesh, fishnet styles, spandex-type materials or clothing which exposes the back, chest, shoulders or midriff and low cut shirts, no ripped shirts of any kind

- Material cannot be sheer, see-through or shiny nylon, denim or denim like
- Shirts may not be altered

## **Sweaters and Sweatshirts for Students**

### **Acceptable:**

- Crew-necked, V-necked or cardigans over collared shirts (colors as specified) may have ACHS related logos only-Sweaters and sweatshirts must be loosely fitted
- Sweater and sweatshirt colors are only solid white, solid black, or solid dark navy blue
- \*It is strongly suggested that students keep in their lockers an acceptable sweater or sweatshirt.

### **Not Acceptable:**

- Hooded sweaters and hooded sweatshirts (ACHS logo apparel is permissible, however, hoods may not be worn over head)
- Jackets, coats, windbreakers, warm-up jackets, hats, gloves and any type of outer garment may not be worn in the classroom, hallways or the cafeteria during the regular school day
- Material cannot be sheer, see-through, shiny nylon, denim or denim-like
- No ripped sweaters or sweatshirts of any kind

## **Pants and Shorts for Students**

### **Acceptable:**

- Docker-style, corduroy or dress pants with no more than five regular size pockets
- Bermuda or walking shorts must touch the knee
- Shorts may be worn: September 1 - November 1 and April 1 - End of Year
- Capri pants
- Pant cuffs must be within the heel to toe of student's footwear
- Pants must have pockets
- Pants must be approximately sized and worn at the waist
- Pant colors are, solid black and solid dark navy blue only

### **Not Acceptable:**

- No ripped pants or shorts of any kind
- Skirts or Skorts
- Material cannot be sheer, see-through or shiny nylon, denim or denim like
- Chain, link or personalized belts
- Cargo pants, parachute pants, outside side pockets, painter's pants, overalls, hip-huggers, dance pants, sweatpants, pajama pants or leggings
- Drawstrings on the bottom of pants

## **Footwear for Students**

### **Acceptable:**

- Socks must be solid white, solid black or dark navy blue
- Shoes with rubber or hard soles and sneakers
- Boots that are soft leather with rubber soles (i.e. hiking boots, Uggs, etc.)
- Dress sandals must have a heel strap and toes covered

### **Not Acceptable:**

- Flip-flops, shower shoes or bedroom slippers
- Work boots (i.e. hard leather with hard soles)

## **Athletics**

### **Acceptable:**

Students participating in athletics may wear their team uniform top only on the day of the event. If the top is not polo you must wear your school uniform shirt underneath.

### **Not Acceptable:**

- Wearing team uniform out of season

## **Temporary Exemption**

Students may request a dress code exemption for dress shirts, ties and or dresses for classroom presentations, interviews and/or college visits by completing the approved exemption form with their Assistant Principal at least five (5) days in advance of the date requested.

## **School Spirit Days**

Certain days may be designated as school spirit days and the dress code may be modified. Announcements will be made to inform all students and staff of information pertaining to these day(s). If a student is unclear on the information they should find out prior to the day in question or wear their regular school uniform.

## **School Store**

As a service to students, the marketing education classes operate a school store located in the main entrance of the high school where students may purchase school-related supplies. A schedule of operations is posted outside of the store.

# PHYSICAL EDUCATION

## Gym Lockers

Gym lockers are provided for the temporary use of students during scheduled physical education classes. Lockers must be vacated at the end of the period. Students should not leave valuables in their gym lockers. The school is not responsible for any loss a student may incur.

## Gym Locks

Locks may be purchased in the school store for security. Students are encouraged to use locks while in gym class. Locks must be removed at the end of each period.

## Gym Uniforms

Males wear white T-shirts, shorts, sweat socks, and sneakers. Females wear white T-shirts, dark colored shorts, sweat socks, and sneakers.

## Excuse from Physical Education Class

1. To be excused from gym for any length of time beyond one day, a doctor's note is required. This certificate, which must be presented to the school nurse, should include a diagnosis and a time limit.
2. Single gym class excuses must be presented to the physical education teacher.
3. All students with gym excuses must report to gym class.
4. All physical education periods missed are to be made up at the discretion of the teacher.

## Prepared for gym class

1. Full gym uniform can obtain full credit for the day.

## SCHOOL PROPERTY

### Care of School Property

The parents/guardians of any student who loses or damages school property will be required to reimburse the school for the lost or damaged items and will be placed on the obligation list until payment is made. The student may also be excluded from all school social activities and functions until payment is made.

## **Textbook Care and Replacement**

Students should write their name, homeroom, date, and subject teacher's name in the front of the book. Students have the responsibility for keeping textbooks clean at all times. If a student loses a book, the loss should be reported to the teacher immediately. Upon being informed, the teacher will issue the student a textbook obligation card indicating its cost. The student is to pay the replacement value of the textbook in the main office and will receive a receipt stamped paid. If a book is damaged or defaced, a fine will be imposed. If a book is stolen, the student to whom the book was issued will be responsible to pay for that book. If a stolen book is found at a later date, the student will receive a refund. Students who do not pay their obligations will be excluded from all social activities and functions.

## **Identification (I.D.) Card**

1. All students will be issued an identification (I.D.) card. These cards are the property of the Atlantic City Board of Education.
2. Defaced cards will be confiscated and the student must pay for a replacement card.
3. ID cards may be collected or hole-punched at the end of the school-year, the card will be updated and reissued at the beginning of the next year.
4. Staff will confiscate old identification cards from students who attempt to use them and the student will be subject to disciplinary action.
5. Students are required to produce their identification card upon the request from school personnel. The identification card will be used for admission to the following:
  - School (Entrance)
  - Media Center
  - Athletic events
  - Cafeteria
  - Bus
  - All school sponsored eventsThe use of these cards may also be required for other activities during the course of the year.
6. Lost cards must be reported to the main office immediately. There is a \$5.00 charge for replacement of cards (see sections titled Replacement ID Cards and Temporary ID Cards)

## Replacement ID Card

Students wishing to purchase a replacement ID card must report to the main office to make payment of \$5 and then report to guidance to receive their new ID card.

## Hall Lockers

Locker assignments are issued in homerooms at the beginning of the school year. Students should go to their lockers only before or after the school day and before or after their lunch period. Valuable items are not to be left in lockers overnight. **The school is not responsible for any loss which a student may incur.** Before leaving school, each student should make every effort to see that his/her locker is secure. If a locker is damaged or tampered with or if there are any issues with the assigned locker, it is the student's responsibility to report it to the Assistant Principal's office nearest to the assigned locker. It is also the student's responsibility to keep his/her locker clean and free of writing, graffiti, etc. If graffiti and/or stickers are found in the locker, the student will be fined a flat fee of \$25.00, unless the damage is more, to cover the repair of the locker. At the end of the school year, students will clean out their lockers during a designated time. All textbooks must be returned to the proper room and teacher.

## Lockers and Locker Search

Each student has an assigned locker. Lockers are on loan to students for storage purposes. The locker may be searched if it is suspected to contain stolen goods, weapons, drugs, or any item(s) that may endanger the health, safety, or welfare of others. All items found in a student's locker will be considered to be the possession of the student who was assigned that locker. The student assigned to a locker should be the **only** student using that locker. If other students have access to a locker, the chances of theft are increased. Students are responsible for school materials, supplies and equipment issued to them, as well as for all personal items brought to school. The Board of Education is not liable for material stolen from lockers. Therefore, students are cautioned not to leave valuable items in their hall or gym lockers. Students should not bring large amounts of money to school. If you bring large amounts of money to school, you may be detained and your parent/guardian contacted. All items lost due to theft should be immediately reported to the teacher in charge of the class or activity, the appropriate Assistant Principal, police liaison and/or safety officer. **Lockers are the property of the Board of Education. They may be examined at any time.**

# TRANSPORTATION (BUSING AND STUDENT DRIVING)

ROW 1	B-01	B-02	
ROW 2	B-04	B-05	B-06
ROW 3	M-01	M-02	M-03
ROW 4	V-01	V-02	V-03
ROW 5	V-04	V-05	V-06
ROW 6	AC-01	AC-02	AC-03
ROW 7	AC-04	AC-05	AC-06
ROW 8	AC-07	AC-08	AC-09
ROW 9	AC-10	AC-11	AC-12
ROW 10	AC-13	AC-14	AC-15
ROW 11	AC-16	AC-17	AC-18
ROW 12	AC-19	AC-20	AC-21
ROW 13	AC-22	AC-23	AC-24
ROW 14	AC-25	AC-26	AC-27
ROW 15	AC-28	AC-29	AC-30
ROW 16	AC-31	AC-32	AC-33
ROW 17	AC-37		

<sup>35</sup><sub>17</sub> Row numbers are painted on the asphalt at the front of each row of buses.

<sup>35</sup><sub>17</sub> The buses may line up in any order within the listed row.

<sup>35</sup><sub>17</sub> If you cannot find your bus ask a safety officer for help.

## Buses

### **Behavior on the School Bus:**

For the safety of all students, the following rules must be followed:

1. All students must present their ID card while boarding the bus.
  - a. If a student has lost their ID during the school day, they are still required to report it immediately to their Assistant Principal. Students will not be able to board the bus without an ID in the afternoon until 3:30 pm.
2. All students must board the bus in an orderly fashion and be seated while the bus is in motion.
3. Use of emergency exits is only permitted during emergencies.
4. Rough or boisterous play is not permitted.
5. Students are not permitted to lean out the windows of the bus.
6. The following are not permitted on the bus: smoking, eating or drinking, permanent markers, and scissors.
7. Students are to refrain from throwing things in or out of the bus.
8. Students must follow the instructions given to them by the "driver in charge".
9. Compliance with the safety practices will be monitored through video cameras on the bus.
10. Violation of these rules will result in suspension and/or loss of bus privileges and/or restitution.

## **Bus Line-Up**

1. Student dismissal is at 2:10. Students are not permitted to leave 8th period early to go to their lockers. Students are given ample time to report to their lockers and to their buses. Buses leave at 2:20 pm.
2. When the bus lines begin to move students are not permitted to enter the parking lot and must catch the late bus.

## **Activity Buses (After School)**

Late buses will be provided for students, who remain after school for extra academic help, co-curricular activities, or detention. These buses will depart from outside the main entrance at approximately 3:30 p.m. on Mondays, Wednesdays and Thursdays. A late bus is not available on Tuesdays, Fridays or half days. Upon completion of after-school work, students waiting for the late bus are to report outside the main entrance. Students are not to walk or loiter around the building. All students who remain after school are under the direct responsibility and supervision of the activity advisor, coach, teachers, or safety officer.

## **Identification to Bus # Checks**

Buses will be randomly stopped and emptied of all students to ensure that students are assigned to that bus. This will be done by checking student's identification cards to the bus number. Students found not belonging will be required to take the activity (3:30) bus or arrange for their own transportation; students may also face disciplinary actions.

## **Bus Evacuation Drills (NJAC 6A:27-11.2)**

There will be at least two emergency exit drills within the school year. The drills will occur on school property under the supervision of the principal or his/her designee. Students will be instructed as to the process of how to exit the bus during these drills and these drills will be documented for the Board in accordance with state statute.

## Parking Privileges

Only those students who have received prior administrative approval are permitted to park on campus. Students applying for parking privilege may pick-up an application in the main office.

## School Trips

School authorities enforce all school regulations the entire time that students are on any school trip. A permission slip signed by a parent/guardian must be filed with the faculty sponsor before the trip. Students are responsible for the removal of all trash when departing from the bus. Only ACHS students are permitted on school trips.

## SCHOOL SITE DRILLS AND EMERGENCIES

### Fire Drills (N.J.S.A. 18A:41-1)

Students will report to assigned area (which is located on the inside of this back cover). A fire drill is a serious and vital safety procedure. It is essential that students follow the directions of staff at all times. If a student sees a fire, he/she should notify the nearest teacher and safety officer or the office nearest to your proximity as quickly as possible.

1. If a student is in the halls when the fire bell sounds, he/she should leave by the nearest exit.
2. Signs posted in each room indicate which exit should be used if the fire signal rings. Students should leave the room immediately upon direction of staff members, walk rapidly to the exit, and **remain quiet** during the entire drill.
3. Students may not go to their locker for coats during a fire drill (regardless of the weather).
4. Teachers will take attendance outside and again immediately after returning from the fire drill. Students not reporting to fire drill designated area will be considered cutting class.
5. Students will remain in their designated areas for the duration of the drill and will listen to the announcements for additional information.
6. It is the student's responsibility to know the location of the assigned area, to report there for attendance, and to ensure that you have been marked present by your teacher.
7. Students are to be in the assigned area and are NOT permitted to stand in the aisles or along the railings.

## **Lock Down (N.J.S.A. 18A:41-1)**

A school lockdown confines all staff and students to specified location due to a perceived or real threat; isolation of staff and students in a specified location limits exposure to risk to outside contaminants: people, exposures or situations. Lockdown drills help prepare staff and students for the possibility of an emergency situation. All persons must adhere to the school procedures and to the directions from staff.

## **Power Outages**

If a power outage occurs during the school day teachers and students are to remain in their classrooms. Communications will be broadcast over the PA system, if it is available, otherwise administration and security will communicate important information.



# SCHOOL DAY PROCEDURES (ENTRANCE, CAFÉTERIA, AND DISMISSAL)

## Regular Day Bell Schedule

Breakfast

7:10 - 7:40

Warning Bell

7:40

1st Period

7:45-8:28

Homeroom Period

8:28 - 8:38

2nd Period

8:43 - 9:26

3rd Period

9:31 - 10:14

4th Period

10:19 - 11:01

5th Period

11:06 - 11:48

6th Period

11:53 - 12:35

7th Period

12:40 - 1:22

8th Period

1:27 - 2:10

Dismissal

2:10

Buses Leave

## **Student Entrance**

Students are permitted to enter the C-Wing, J-Wing, or the main entrance. Students will be required to prepare for inclement weather days as all students will not be processed through the main entrance. There may also be times that an entrance may be closed, at which time; students will be directed to use the available entrances.

1. All students are to adhere to staff directives.
2. C and J-wing entrances will close at 7:35 a.m. at which time all students will be processed through the main entrance.
3. Temporary identification cards will be purchased at the main entrance.
4. Students without money to purchase a temporary ID will be placed on the obligation list or wait in the area designated by the safety officer until the time when the safety officer escorts that student to their assistant principal's office.
5. All students will be screened upon entrance.

## **Temporary ID Cards**

Students may purchase a temporary identification slip for \$1.00 per day, or a replacement identification card for \$5.00, at the main entrance from 7:15 a.m. until 10:14 a.m.

Paper ID cards will be issued from the Assistant Principals' offices from 10:15 a.m. until dismissal.

1. Students that arrive to school with a defaced ID or without an ID must purchase a temporary identification slip for \$1.00 at the main entrance.
2. If a student does not have \$1.00 they will remain with the safety officers at J-wing and be escorted to their assistant principal and issued an obligation slip which will then be taken to the main office to receive a temporary identification slip for the day.
3. If a student arrives to school late without an ID or a defaced ID they must sign-in and report to the main office to purchase a temporary identification slip, for \$1.00, purchase a replacement ID, for \$5.00, or be placed on the obligation list.

4. All students who lose their ID card or temporary ID slip during the day are to report to their Assistant Principal to be issued a paper ID card and discipline in accordance with the Student Code of Conduct.
5. Students who keep copies of 5 consecutive days of temporary ID slips can trade them in for a replacement ID card in the guidance office.

### **First Period Class**

Upon entering school, students must immediately report to their lockers to prepare for the school day; lock away all outerwear, hats, and electronics, and pick up all educational related materials. Student must begin moving to class at the sound of the 7:40 warning bell and be in 1st period class by 7:45 A.M. Teachers will begin instruction immediately. Students that are chronically late may have their grades negatively impacted.

### **Homeroom**

The morning announcements will always begin with the pledge of allegiance to the flag. The homeroom period is a daily scheduled activity. Homeroom will begin after first period class at 8:28 am. The homeroom teacher is an important resource person for the student. The teacher can answer many questions about school rules and procedures and can offer helpful advice about student life. Every day during homeroom, teachers will check student attendance. Students may use the time to check homework, plan the day's activities, and chat quietly with friends. Students are not permitted to leave homeroom except in an emergency. If they do so, the teacher must issue them a pass. Solicitation of funds or the sale of goods is prohibited by the Board of Education. Certain charity drives are permitted annually in all schools, the times of these collections are set by the administration. Special collections for other worthy causes must be approved by the Principal.

### **Study Hall**

Study Hall is a scheduled class and student attendance is required. Students wishing to meet with teachers or to address other school related matters must have a note from that staff member requesting your leave from that study hall period for the entire period. In order to properly record attendance and monitor the student it is required that the student take the written request to the study hall teacher for each day of the request. Students leaving study hall for any other reason must have a pass from the study hall teacher. Students failing to adhere to this requirement will be referred to their Assistant Principal for cutting class.

## **Cafeteria Rules and Procedures**

1. Students late to lunch will receive disciplinary action.
2. Every student will present his or her ID card to an authorized staff member before entering the main dining hall doors.
3. Students with temporary identification cards will be the last to be admitted.
4. Students, who wish to purchase hot/cold lunch, will form an entrance line along the wall adjacent to the serving area entrance (vertical sliding door closest to the entrance of the main dining hall).
5. Once inside the food court area, students will select their hot or cold lunch options.
6. Students will pay for lunch and exit at the other vertical sliding door.
7. Lunch will not be served during the last 15 minutes of the period.
8. Students may not remove food or drink from the cafeteria.
9. Students are permitted only in the cafeteria to which they are assigned.
10. Students will remain seated in chairs at all times until the bell rings.
11. Students will discard trash into cans immediately when finished eating.
12. No more than 6 students should be seated at a square table. No more than 8 students should be seated at a round table.
13. Students may bring books or magazines to read.
14. All violations found in the Discipline Guide will be enforced in the Cafeterias, including the use of electronic devices and dress code. .
15. Students will not be issued bathroom passes during the first ten minutes of the period.
16. Students who do not wish to attend their assigned lunch period may report to the media center with acceptance of the librarian or to a classroom with the permission of that teacher prior to reporting to their class (do not just show up).
17. Students may not bring food out of the cafeteria unless express permission has been given by an administrator or supervisor.

## **Gambling**

No gambling will be permitted on school grounds at any time.

## **Dismissal**

School dismisses at 2:10 on regular days and 12:15 on half-days. Students are encouraged to gather their belongings and immediately report to their buses.

1. Buses depart at 2:20 pm
2. Students must not enter the parking lot once buses are moving.
3. Students who leave the building will not be permitted to re-enter.

## **Student Code of Conduct**

The *Student Code of Conduct* is a document that is in place to address negative behaviors and to maintain a positive learning environment for all students. It is our hope that students learn from their mistakes, correct their behaviors, and move forward as positive contributors to Atlantic City High School.

## **MISSING ITEMS**

### **Lost and Found**

Students who find lost articles are asked to take them to the "Main Office", where they can be claimed by the owner. Students who lose books or personal items are to check in the same area to see if they have been found.

### **Missing Items**

Assistant principals will only investigate items missing from school issued lockers and those where a suspect has been identified.

## **ACADEMIC POLICIES & STUDENT PLACEMENTS**

### **Academic Policy**

#### **Promotion Policy:**

All students entering from eighth grade will be placed in ninth grade. Credits earned will determine the actual grade status of 10th, 11th, 12th grade students.

All students require 30 credits in order to be classified as a sophomore and 60 to be a junior. To be placed in twelfth grade a student must earn at least 90 credits, have been enrolled in a high school for 3 years prior, and be taking sufficient credits in day school to earn a diploma.

Students who have an Individual Education Plan (IEP), LEP, or are subject to other extenuating circumstances will be judged on an individual basis. Exceptions to this policy must be recommended by the principal to the appropriate assistant superintendent in writing.

#### **Graduation Credit Hour Requirements:**

One hundred and twenty (120) credits are required to earn a diploma in four years, consisting of a minimum of 100 academic credits, plus 4 years in physical education. All 9th, 10th, and 11th grade students must be enrolled in a minimum of 30 academic credits each year to be considered a full time student.

Specific course requirements for graduation include the following:

- A. Four (4) credit years of English
- B. Three (3) credit years of Mathematics.
- C. Three (3) credit years of Social Studies including (2) years of United States History and one ( 1 ) year of World History as required by N.J.S.A. 18A:35-I et. seq.
- D. Three (3) credit years of Natural or Physical Science.
- E. One (1) credit year of Physical Education, Health, Safety and Driver Education for each year of enrollment as required by N.J.S.A. 18A:35-5 et. seq.
- F. One (1) credit year of Visual, Practical and/or Performing Arts
- G. One (1) credit year of a World Language
- H. One (1) year in Career Education and Consumer, Family, and Life Skills, or Vocational-Technical Education.
- I. Students require a minimum of one hundred twenty (120) credits and fulfillment of state mandated assessment requirements to earn a diploma. 2.5 credits in financial, economic, business and entrepreneurial literacy will be required for graduation.

**NJ State Minimum\* Graduation Requirements**

Course and credit requirements for all students entering grade 9 in:				
	2013-2014 Class of 2018	2014-2015 Class of 2019	2015-2016 Class of 2020	2016-2017 Class of 2021
LANGUAGE ARTS LITERACY	20 credits aligned to grade nine through 12 standards			
MATHEMATICS	15 credits including algebra I and geometry or the content equivalent**		15 credits including algebra I and geometry or the content equivalent* and a third year of math that builds on the concepts and skills of algebra and geometry and prepares students for college and 21st century careers	
SCIENCE	15 credits including at least five credits in laboratory biology/life science or the content equivalent** and one additional laboratory/ inquiry-based science course which shall include chemistry, environmental science, or physics		15 credits including at least five credits in laboratory biology/life science or the content equivalent**; an additional laboratory/ inquiry-based science course including chemistry, environmental science, or physics; and a third laboratory/inquiry-based science course	
SOCIAL STUDIES	15 credits including satisfaction of N.J.S.A. 18A:35-1 and 2; five credits in world history; and the integration of civics, economics, geography and global content in all course offerings			
FINANCIAL,	2.5 credits			

ECONOMIC BUSINESS, AND ENTREPRENEURIAL LITERACY	
HEALTH, SAFETY, AND PHYSICAL EDUCATION	3¾ credits in health, safety, and physical education during each year of enrollment, distributed as 150 minutes per week, as required by N.J.S.A. 18A:35-5, 7 and 8
VISUAL AND PERFORMING ARTS	5 credits
WORLD LANGUAGES	5 credits or student demonstration of proficiency
TECHNOLOGICAL LITERACY	Consistent with the Core Curriculum Content Standards, integrated throughout the curriculum
21ST CENTURY LIFE AND CAREERS, OR CAREER-TECHNICAL EDUCATION	5 credits
TOTAL CREDITS (State Minimum)	120***

\* School districts may establish course and/or credit requirements which exceed the State minimums.

\*\* "Content equivalent" means courses or activities that include the same or equivalent knowledge and skills as those found in traditionally titled courses which are required for high school graduation and which are aligned with the Core Curriculum Content Standards. This content must be taught by certified teachers, may be integrated in one or more courses, may be titled differently, or may present material in an interdisciplinary or spiral format.

\*\*\* The 120 credit total is greater than the sum of the individual requirements above, to allow for student electives.

## **Partnership for Assessment of Readiness for College and Careers (PARCC)**

With the transition to PARCC, the Department of Education has continually explained that students graduating as members of the classes of 2016 through 2019 can meet graduation requirements through a variety of ways, including (1) achieving passing scores on certain PARCC assessments; (2) achieving certain scores on alternative assessments such as the SAT, ACT, or Accuplacer; or (3) the submission by the district of a student portfolio through the Department's portfolio appeals process. (Special Education students whose Individualized Education Plans (IEPs) specify an alternative way to demonstrate proficiencies will continue to follow the graduation requirements set forth in their IEPs.)

On August 3, 2016, the State Board of Education approved updated regulations (N.J.A.C. 6A:8-5.1) for the high school graduation assessment requirements in both English language arts (ELA) and mathematics. The regulations state that students in the Class of 2021 and beyond will have "multiple opportunities" to take and try to meet expectations on the PARCC Algebra I and ELA ten assessments.

## **New Jersey Biology Competency Test (NJBCT)**

The New Jersey Department of Education is currently in the process of developing a new science assessment. The assessment will be aligned with the newly implemented New Jersey Learning Standards in Science.

For more information on PARCC or NJBCT please contact our Guidance Office (343-7300 Ext. 2427).

## **Graduation Ceremony Policy**

Students must satisfy all NJ State minimum graduation requirements in order to participate in the Atlantic City High School graduation ceremony.

## **Homework**

Atlantic City Board of Education requires teachers to assign homework five days a week. Students should understand that homework is not busywork, but is intended to enhance learning in four ways:

1. Practice: Skills learned in class become honed to mastery.
2. Preparation: Skills, facts and information are acquired in order to move to deeper and broader understanding.
3. Extension: Skills or concepts are transferred to new situations.
4. Creativity: Many skills and concepts are brought together to turn out an original product.

Students are responsible for maintaining an assignment notebook, and for fulfilling to the best of their ability the homework assigned.

Students should expect homework to be graded and returned by their teachers in a timely manner, and should expect their homework to be averaged in as part of the grade earned in any academic course.

Students who miss class because of illness or an excused absence will be given the opportunity to make up the homework missed.

Students who cut class or who are truant may not make up the work missed as a result of their infractions.

### **Interim Reports and Report Cards**

Report cards will be sent home to parents by mail. Interim reports are given to the students. **These reports need not be returned to the school** by students as copies are distributed to counselors. If there are any questions, please contact the student's guidance counselor. Parents who have not received the above reports should contact the student's guidance counselor.

### **Final Examinations**

Final examinations are required of students where the course proficiencies state a final must be taken. Unless there are extenuating circumstances, all final exams must be completed by the last day of school or by the last day of the course in the case of one semester courses. Under no circumstances will final exams be given prior to the exam schedule. Students who have earned an "A" in all 4 marking periods in a given subject will be exempt from the final exam in that subject.

### **Graduation Honors**

Graduation honors depend on two criteria: general average and lowest final grade. The general average is based on the grades received in the last three years. Final grades for four years, including summer school, are considered in recording the lowest final grade.

1. Students who attain a general average of 3.5 and have no final mark lower than "B" receive **Highest Credit and receive three stars.**
2. Students who attain a general average of 3.0 and have no final mark lower than "C" receive **High Credit and receive two stars.**
3. Students who attain a general average of 3.0 and have no final mark below "D" receive **Credit and receive one star.**

## **Marking System**

The following letter grades are used to indicate student progress:

### **Mark Numerical Equivalent:**

A 100-93

B 92-85

C 84-75

D 74-70

F 69-0

I Incomplete

## **Class Rank**

The Board of Education is committed to presenting a challenging and diverse curriculum to the students at Atlantic City High School. Each student's transcript will be an accurate reflection of the course work taken, grades achieved, and credits earned. Transcripts will be prepared in accordance with pupil records legislation and will include all college related testing. Class rank will be determined by a high to low listing of students based upon their grade point average (GPA). Each student's GPA will be computed by dividing the total number of credits attempted into the total number of quality points earned. Quality points are computed by multiplying course credit, weight, and grade.

Weight is assigned as follows: AP 1.2, Honors 1.1, Academic 1.0. GPA will be computed using all grades earned commencing with Grade 9. The equivalents are as follows:

**A = 4**

**B = 3**

**C = 2**

**D = 1**

**F = 0**

The following grade weighting system will be used for honors and AP Courses. This system will also be applied to courses for transfer students. If a transfer student has weighted course work in the previous school, it will be transferred to our system equally.

### **Examples:**

*Algebra I academic - A*

$4 \times 1 = 4 \times 5$  credits = 20 quality points

The computation of dividing total number of credits attempted into the total number of quality points, with the weighting factor, compiles the GPA.

*English 1 Honors - A*

**G. E. = Grade Equivalent    W. F. = Weight Factor**

**G. E. x W. F. = Credits Quality Points**

$4 \times 1.1 = 4.4 \times 5$  credits = 22 quality points

*History 2 AP - B*

$3 \times 1.2 = 3.6 \times 5$  credits = 18 quality points

For purposes of determining class rank, the GPA for each student will be computed to four decimal places. If the computation results in equal GPA's for two or more students, the students will be awarded the same rank. While class rank and GPA will be computed at the close of the students' junior year in consideration of "Early Decision" students, "Top Ten" rank will be determined at the conclusion of the first semester of the senior year.

For the purposes of determining class rank for "Top Ten" graduates, the following regulations will apply:

1. To be eligible for the "Top Ten" recognition, all students, inclusive of transfers, must have completed three consecutive semesters immediately prior to final class rank determination.
2. Transfer students not eligible for "Top Ten" recognition will have accurate class rank indicated on the transcript for college and employment purposes. For the purposes of this policy, "Top Ten" recognition shall include honors at graduation, scholarships and awards which specifically recognize the "Top Ten" in class rank, Valedictorian and Salutatorian status.

If there is a tie in the determination of the Valedictorian for the graduation class, both students will be declared Valedictorian. The same procedure will apply in the determination of Salutatorian.

## **Incomplete Grades**

When a student has been absent for an extended period of time, all incomplete work must be made up by the interim report date of the following marking period or the grade will be changed to an "F". Any other incomplete work must be completed two weeks following the end of the quarter or the grade will be changed to an "F".

## **Incorrect Grades**

Student must ensure their grade is corrected **no later than 2 weeks** after the marking period in question.

## **Attendance and Discipline**

If a student does not achieve the required credits for promotion, does not meet the attendance requirement or maintain a good behavior record, he/she will be placed on probation. If the problem is corrected, a student can be removed from the list. If the problem is not corrected, he/she may remain on probation or he/she can be recommended for an alternate academic setting.

## **The Academic Honor Roll**

The Academic Honor Roll gives recognition to students with high academic achievement at the end of each marking period. The names of Academic Honor Roll students are posted on the bulletin boards in various locations. To be eligible, students must receive all A's, all B's, or all A's and B's in their subjects.

## **The Attendance Honor Roll**

The Attendance Honor Roll gives recognition to students with perfect attendance at the end of each marking period.

## **Program Changes**

The student's guidance counselor will review each request for schedule changes, and make recommendations. If a change is in the best educational interest of the student, and parental approval has been secured, an action will be taken. **Course selection changes will only occur during the designated ADD/DROP periods.** Once the school year has begun students will not be able to make changes to their schedule after the 1st Interim.

## **Summer School Guidelines**

In order to be eligible for summer school, ACHS students must have met the district's attendance requirement and/or have successfully completed credit completion. If students have 10 or less unexcused absences, they may pre-register with their guidance counselor in May or June. Pre-registration forms must be signed by the counselor and the parent/guardian and returned to the guidance office. If students successfully complete credit completion, then they must come to regular registration in July with their parent/legal guardian.

Summer school is provided at no cost to Atlantic City High School students. High school students from other schools may attend summer school provided that they are full-time residents of Atlantic City, Margate, Ventnor, or Brigantine (this address must appear on official school records).

Students are scheduled according to seniority, with seniors receiving preference over juniors, juniors over sophomores, and sophomores over freshmen. Seating is limited and courses are closed when they reach their maximum capacity. All students are limited to one academic class in summer school.

Students are allowed only one unexcused absence in summer school; anything beyond one day may lead to removal from the program. There is no disciplinary remediation in summer school. Students who violate any item from the discipline guide may be removed from summer school.

Due to budgetary constraints, it is a possibility that summer school will not be offered, or if offered online it will be tuition based at student cost.

### **Atlantic County Alternative High School (ACAHS)**

The Atlantic County Alternative High School (ACAHS) has been working with at-risk student populations for many years.

The ACAHS offers a supportive, non-traditional effective learning environment for at-risk students (students considered at-risk for academic failure, and or dropping out of school) by providing for flexible educational objectives that take into consideration the learning styles and individual needs of our students. Although flexible in our approach, the academic setting and curriculum of the ACAHS, addresses all of the New Jersey Core Content Standards as well as individual high school graduation requirements.

The ACAHS offers small class sizes, highly qualified teachers, as well as individualized services for students and their families. The ACAHS provides a caring and supportive environment where rules and regulations are clearly defined and fairly and consistently enforced.

The ACAHS accepts students from the following sending districts: Atlantic City, Buena Regional, Egg Harbor Township, Mainland and Pleasantville. Our mission is to prepare and motivate students to pursue entry into the world of work, professional programs, and also provide opportunities for students to continue to further their education post high school graduation.

## STUDENT SERVICES

### **Student Services and Counseling Services** **(Guidance Department)**

Counseling services are available to all students. The general aim of counseling is to help each student in his/her social, educational, vocational, and personal development. Conferences may be initiated by the counselor, student, teacher, or parent. If you want to arrange for a conference with your counselor, you may do so by completing a "Request For Guidance Services" form in the guidance office before or after school. These forms are also available from your classroom teacher.

### **Changes in Address and/or Phone Number**

Any student who has a change of home address and/or a phone number **must** report the change immediately to the "Guidance Office".

### **Career Information Services**

The Career Education Program of the Atlantic City School District offers many various services to provide assistance to students in the process of career selection. Students seeking employment should consult the Job Placement Office (G - 200F), located in the Guidance Suite, for part-time employment during the school year or summer work-study programs.

### **Working Papers**

Students under 18 years of age who are seeking employment must obtain working papers in order to be employed. To be issued working papers, the student must obtain the appropriate forms from the "Job Placement Office", room G200F. Once forms are complete and signed by appropriate people, the forms should be returned to the guidance office.

### **Student Mediation Service**

Mediation is a process through which two or more students involved in a dispute come together with a trained student mediator (a neutral party) to work out a solution to their problem.

Mediation allows students to communicate with one another in a non-violent way.

*Mediation services can be obtained by a:*

1. Referral by a guidance counselor
2. Referral by the Principal, or Assistant Principals
3. Referral through the Student Assistance Counselor

## **Health Services**

The Health Office is located on the second floor above the main entrance in G-201.

## **Illness in School**

1. A student who becomes ill in school must ask the class room teacher for a pass to report to the Health Office. In case of an emergency, when a student should not be moved, someone should be sent to notify the nurse. Upon returning to class from the Health Office, a student must show the teacher a pass indicating the date and time of leaving the Health Office.
2. A student whose illness requires him/her to leave the building must have the fact recorded with the Health Office before leaving the building. The student must follow the sign-out procedures as stated in this handbook.

## **Atlantic City Teen Services Center**

The office offers free and confidential services to ACHS students between 13-19 years of age.

The Director of the center is Mr. Craig Cochran, ext. 2306.

## **Teen Center Services**

### **Medical:**

General health assessments; physicals; immunizations; problem screening and referrals; pregnancy testing, education counseling and referrals; sexually transmitted disease testing, treatment and counseling; nutrition counseling.

### **Personal Guidance:**

General screening, guidance and referrals for various concerns related to teenagers including depression, behavior disorders, personal relationships and family problems.

### **Employment:**

Personal evaluation, testing and training; referrals for job placements;

career assistance.

## **Health Education:**

Various school and community programs related to teen health issues. To receive these free and confidential services, a consent form, signed by a parent or guardian, must be on file at the Teen Services Center.

**Services are available year round. Call for an appointment: 345-8336.**

## **Instructional Services**

### **Library/Media Resource Center:**

The Media Center contains the circulation and reference library collections, AV media resource room, and the audio-visual distribution room. Computers are available for student use. Students wishing to use the center should use the main entrance. The center is open from 7:45 am 3:30 pm, Monday thru Thursday, 7:45 am until 2:30 pm on Fridays.

### **Procedures:**

1. Students who use the Media Center, must follow the rules and work quietly. Failure to cooperate can result in a suspension of your right to use the Media Center.
2. Students may enter the Media Center during study hall with a pass from an academic teacher after checking in at study hall.
3. Students may enter the Media Center before and after school without a pass, but they must have their ID. Students may use the Media Center during their lunch periods without a pass providing they arrive before the late bell.
4. A copy machine is available for duplicating pages from books and magazines at a student's cost. Please bring change.
5. Return all materials to the proper place after use or leave them on the circulation desk.
6. ID cards must be shown to check out books.
7. Books may be kept for two weeks and renewed for another two weeks if there is no waiting list. The book must be re-checked by the computer and re-stamped with the new date by the librarian.
8. Periodic notices indicating fines will be sent to those who have overdue books. Students will be held responsible for all books and materials checked out and must pay replacement cost if lost. The final report card or class schedules in the fall will be withheld until the obligation is cleared.

### **B.E.S.T. Tutoring**

This service is available to all students Monday - Thursday during the activity period; transportation is provided. Listen to morning announcements or visit any school office for tutoring locations.

## **Harassment, Intimidation and Bullying**

Acts of harassment, intimidation, and bullying (H.I.B.) will not be tolerated. Students who feel that they are a victim are required to report the incident and their concerns to a staff member. The Incident(s) must be reported in order for an investigation to occur.

## **ATHLETICS**

### **Athletic Eligibility**

Students participating in fall or winter activities must meet the September 1 requirements. Students participating in spring activities must meet the January 31st requirements. All interscholastic athletic activities are governed by the by-laws of the New Jersey State Interscholastic Athletic Association (NJSIAA). The following are the minimum eligibility requirements as stipulated by the NJSIAA bylaws.

1. To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year.
2. To be eligible for athletic competition during the second semester (Feb. 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12.5% of the credits (15) required by New Jersey for graduation (120) at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

The following are the minimum eligibility requirements as stipulated by the NJSIAA bylaws, effective September 1, 2013:

	September 1 (or beginning of 1st semester)	February 1 (or beginning of 3rd semester)
<b>Grade 9</b>		15 credits
<b>Grade 10</b>	30 credits of 9th grade	15 credits of 1st course semester course in 10th grade
<b>Grade 11</b>	30 credits of 10th grade	15 credits of 1st course semester course in 11th grade
<b>Grade 12</b>	30 credits of 11th grade	15 credits of 1st course semester course in 12th grade

## **Athletic Code of Conduct**

The Atlantic City Board of Education has adopted an ATHLETIC CODE OF CONDUCT which may require players and fans who engage in unsportsmanlike conduct and are banned from attendance to:

- Provide a written request to resume participation.
- Provide a written apology to the school board, principal, athletic director, and person(s) who were subject of the behavior.
- Demonstrate the completion of an anger management counseling program. The Athletic Code of Conduct is available in the athletic office.

### **General Regulations:**

1. To compete on the athletic teams of ACHS, students must be amateurs as defined by the National Athletic Association.
  2. Students may participate for four years after their initial enrollment in ninth grade.
  3. Students who have reached their nineteenth birthday before September 1 automatically are barred from further athletic competition. However, students who become 19 years of age on or after September 1 shall be eligible for the school year.
  4. A high school graduate shall not be eligible to represent ACHS in athletic competition.
  5. Students who are absent from school on the day of the scheduled athletic event are ineligible to represent ACHS in a practice or game on that day. (Permission to participate can be obtained from the Principal if the reason for absence is not illness or suspension).
  6. Students who have been suspended out of school are ineligible to represent ACHS in athletic competition until they have been cleared of the suspension.
  7. To take part in competitive athletics, students must have a signed statement of physical fitness satisfying the requirements set up by the school physician.
  8. Students must present signed permits from their parents and/or guardian authorizing participation in competitive athletics.
  9. Parents and student athletes are required to sign and follow the NJSIAA Concussion Policy; these forms are available in the Athletic Department.
- For Current and up-to-date information you can go to:  
<http://www.cdc.gov/concussioninyouthsports/> and/or  
[www.nfhslearn.com](http://www.nfhslearn.com)

10. ACHS is not responsible to students or parents for an accident or injury that may occur during athletic practice sessions or games.

11. Students must have properly completed transportation permits signed by a parent in order to travel to contests away from home. Students must travel to and from away games on school approved transportation.

12. The Board of Education has insurance coverage for all participants in the event of hospital and or surgical expenses. This policy becomes excess over any other insurance you may have. Parents must use their own insurance first. However, there are limits on the policy. If the parent or guardian does not have medical insurance, the Board of Education's policy becomes the athlete's primary coverage.

13. Students are responsible for all athletic equipment issued to them. If students are dropped from or quit a team, they must return all equipment to the Athletic office immediately. Equipment must be returned at the conclusion of the sports season and students may be prevented from participating in another sport until their records are clear in the "Athletic Office". Students may be sent home for the equipment not turned in and they may be charged for the lost equipment. Students cannot compete the same day of ISS.

14. Failure to return school athletic equipment or to make a satisfactory adjustment will be considered just cause to withhold all athletic honors. A report of the failure to return equipment will be made to the Principal, who shall file the charge and treat it in the same manner as a charge for lost books.

15. All athletes and parents must sign a steroid testing policy as per the N.J.I.S.A.A.

16. Students who bring undo notoriety or embarrassment to ACHS may face possible exclusion from athletic events.

### **Athletics - Lockers, Locks and Uniforms**

- Students must store all personal items in a locked locker; you are not permitted to leave your things unattended
- You must use only the locker assigned to you
- Students must use athletic lockers for clothing and books only.
- Refrain from sharing lockers
- Refrain from giving your locker combination to anyone
- The school will not be responsible for lost items or stolen items when students chose not to follow these instructions
- Students must report any issues with gym lockers; this includes damage or broken lockers, or theft to the Athletic Department

## CLUBS AND ACTIVITIES

### Clubs and Extra-Curricular Activities

Becoming involved in one or more of the thirty-five offered clubs or 16 offered sports is a great way to become part of the ACHS Viking community. Besides having fun students will compete, stay in shape, meet new people, develop friendships, and better themselves in many other areas. The mission of Atlantic City High School clubs and activities is to empower students by developing their leadership, social, and altruistic skills while enabling them to participate in a variety of offerings. We very simply believe that CLASS + COMMITMENT + UNITY = VIKING PRIDE.

Class - Doing things right.

Commitment - Dedication to excellence.

Unity - Realizing that we are one in striving towards the common goals of the class, club, or team experience.

Viking Pride - A shared level of respect and value for each other, our school, and our greater purpose.

The class, club, and team experience for students should focus on developing the following:

#### ENJOYMENT/RECREATION

Students will engage and participate in hobbies and interests outside of academia. It is important for students to take advantage of the opportunity to explore new interests and cultivate existing ones.

#### LEADERSHIP

Students will develop leadership skills as you assume office, committee, and captain positions within the club or sport. Students will also be responsible for fundraising, planning and executing social events, and service projects.

#### SERVICE/VOLUNTEERISM

Each club must complete some type of service project. These projects can be within our school, school district, or communities. By planning and participating in these service projects students will learn that life is not "all about me" and find that serving and helping others is one of life's most rewarding experiences.

#### SCHOOL SPIRIT

Participation will make students feel at home in Atlantic City High School. As students become part of a "class", club, and/or sport they will feel a sense of pride and share that pride with your peers.

### SOCIAL SKILLS

Students will have the opportunity to develop communication skills while forming positive peer relationships with a diverse group of students and staff. Students will learn how to work cooperatively towards fulfilling the "class", club's, or team's mission.

If you are interested in clubs and sports be sure to attend the Club and Sports Fair. For more information about athletics you can also see Mr. Ford, the Athletic Director, in his office inside the gym (B111). For club information, you can see an assistant principal.

### **"Alma Mater"**

**High above Atlantic Waters,  
Waves the Blue and White,  
Emblem of our Alma Mater,  
Hail, Atlantic High!**

**Lift your Voices, sing her Praises,  
May her halls resound.**

**Hail to thee, our Alma Mater,  
Hail, Atlantic High!**







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